

**ADLER SCHOOL  
of  
PROFESSIONAL  
PSYCHOLOGY**

formerly Alfred Adler Institute of Chicago

**Catalog  
1989-91**

**Revised January 1992**

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Adler School of Professional Psychology  
formerly Alfred Adler Institute of Chicago

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January 1992 revisions: Fee Schedule (Page 27)  
Calendar (inside back cover)

This catalog is a revised interim edition. Current and potential students are advised to contact Adler regarding program and course changes. Adler School will publish a catalog with complete revisions in Summer 1992.

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Alfred Adler (1870-1937)  
*Founder of Individual Psychology*



Rudolf Dreikurs (1897-1972)  
*Founder of the Alfred Adler Institute*

# THE INSTITUTE

## OVERVIEW

Founded in 1952 by Rudolf Dreikurs, M.D., the Alfred Adler Institute of Chicago is a non-sectarian, independent, not-for-profit, co-educational commuter institution. The educational orientation of the Institute is based upon the principles and methods of Individual Psychology, a *comprehensive science of living* system originated and developed by the well-known Austrian psychiatrist, Alfred Adler (1870-1937). Individual Psychology emphasizes the uniqueness of every individual and stresses the individual's relationship with society.

The Alfred Adler Institute of Chicago is the only accredited, doctoral degree-granting Adlerian training institute in the world. The Institute has become one of the most respected institutions of its kind, drawing students from North America and abroad. It strives to meet the continuing needs of students and professionals who seek quality of education and training by providing the finest instruction, clinical training, counseling, and therapy for individuals, families, and organizations.

The Institute offers degree programs at the doctoral and master's levels, undergraduate and graduate certificate programs, supervised clinical training, a specialization program in Adlerian psychology for professionals, continuing education workshops, and seminars.

The Institute also maintains a specialized library, a book store, a psychological counseling center, and conducts programs and activities for mental health professionals, students, teachers, and laypersons. The blending of a strong tradition and small size contributes to the humanistic orientation of the Institute and the people it seeks to serve. The student body is an extraordinarily diverse group with varied age range, educational backgrounds, personal interests, and professional experience, pursuing programs of study on either a part-time or full-time basis.

## HISTORICAL DEVELOPMENT

In 1937 Rudolf Dreikurs, a Viennese psychiatrist, came to Chicago following years of study and collaboration, first as a student and later as a colleague of Alfred Adler. Dr. Adler, a close friend and associate of Sigmund Freud, was one of the charter members of the Vienna Psychoanalytic Society, eventually becoming its president. Theoretical differences with Freud led to Adler's resignation from the Vienna Society and to the development of his own school of Individual Psychology.

As a leading advocate and spokesman for Adler's way of understanding factors which affect human behavior, Dr. Dreikurs lectured extensively throughout the United States and in many other countries. In Chicago and elsewhere, Dr. Dreikurs conducted training in the dynamics of child behavior; encouraged and participated in the formation of many community child guidance centers; helped establish programs in family education and family counseling; founded and edited the *Individual Psychology Bulletin*; and, with others, established the Individual Psychology Association of Chicago, the North American Society of Adlerian Psychology (NASAP), and the International Committee for Adlerian Summer Schools and Institutes (ICASSI). In 1952 the Institute of Adlerian Psychology was founded and soon thereafter, the name was changed to the Alfred Adler Institute of

Chicago.

The Institute's programs have been modified and expanded during the years since the first formal courses were offered. Prior to 1975 only part-time training programs for professionals leading to Certificates in Psychotherapy, Counseling, and Child Guidance were offered. In 1975 the Institute added the Master of Arts in Counseling program. Authority to award the Master of Arts degree marked the beginning of offering courses for graduate credit. In 1976, the Institute was granted candidate for accreditation status and two years later full accreditation was received from the North Central Association of Colleges and Schools. The first Master of Arts in Counseling degrees were awarded in 1978, and in 1990 the Institute awarded its first Doctor of Psychology degrees.

In 1986 the curriculum was extensively revised and new Master of Arts programs in Family and Marital Counseling and Substance Abuse Counseling were added, along with a Certificate in Substance Abuse Counseling. In 1987 the Doctor of Psychology (Psy. D.) in Clinical Psychology was implemented and in 1989, the Master of Arts in Classroom Psychology.

The Institute is founded on the spirit of social interest, confidence in others, holism of individuals, the sense of human equality, cooperation, contribution, courage, and optimism embodied in the philosophy of Alfred Adler.

## DEGREE PROGRAMS

The Institute offers its students five graduate degree programs. Students may elect to receive a M.A. in Counseling Psychology, M.A. in Family & Marital Counseling, M.A. in Substance Abuse Counseling, M.A. in Classroom Psychology, or a Doctor of Psychology (Psy.D.) in Clinical Psychology degree.

## CERTIFICATE PROGRAMS

The Institute offers a one year part-time Certificate Program in Substance Abuse Counseling. This entry-level program is open both to individuals who have not obtained a baccalaureate degree and to graduate students who are interested in specialized training. Both the Certificate in Substance Abuse Counseling and the M.A. in Substance Abuse Counseling are accredited by the Illinois Certification Boards. A Post-Graduate Certificate in Adlerian Psychology is offered for persons who have already completed a master's or doctoral degree in psychology, social work, medicine or a related field. Students admitted to this certificate program receive instruction and specialized clinical training in the theory and techniques of Adlerian psychology.

## CONTINUING/PROFESSIONAL EDUCATION

Through a commitment to provide lifelong learning and service to the public, the Institute offers continuing and professional education certificate programs including workshops, seminars, and specialized training for developing, maintaining, and improving the competencies of practicing health care professionals, psychologists, counselors, psychiatrists, parents, educators, clergy, and business leaders. An annual Founder's Day Symposium is held each February on a specialized topic. Continuing Education Credits/CEU's are available for many workshops and seminars.

## LOCATION

In the Fall of 1985 the Institute moved into modern facilities in the heart of downtown

Chicago on South Michigan Avenue overlooking Grant Park and Lake Michigan. Near Lake Shore Drive and Congress Parkway, the Institute is easily accessible by car, train, or bus. The Institute also offers classes throughout the greater Chicago area. Students may also earn credit from affiliated institutes in Minnesota, Indiana, Ohio, Quebec, Ontario, and British Columbia.

Near the Institute are several major colleges and universities, public libraries, lakefront parks, museums, and public parking facilities. Major tourist attractions close by include the Art Institute of Chicago, Orchestra Hall, Auditorium Theater, Sears Tower, Shedd Aquarium, Adler Planetarium, and the Field Museum of Natural History.

## NON-DISCRIMINATION POLICY

The Alfred Adler Institute admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

## STATEMENT OF MISSION AND PHILOSOPHY

The Institute is founded on the theory of Individual Psychology originated by Alfred Adler and elaborated upon by Rudolf Dreikurs (1897-1972), the founder of the Alfred Adler Institute of Chicago.

The Institute is dedicated to preserving, developing, and propagating the philosophy and application of the theory and techniques of Adlerian psychology for the benefit that it can bring to the helping professions and to the public at large in dealing with human behavior and the prevention and amelioration of human problems.

The mandated institutional mission, which led to the formation of the Institute and the services which it offers, provides a frame of reference for the board, administration, faculty, staff, and students in relation to policies and decisions by which the Institute operates.

To these ends, the Institute strives to provide quality education, clinical training, research, educational publications and learning materials, and public service responsive to both the personal and changing needs of students, the profession, and society.

## PURPOSES AND OBJECTIVES

The Alfred Adler Institute implements its mission by means of the following:

- Providing quality part-time and full-time degree and certificate programs of study for individuals who can apply theoretical knowledge and practical clinical skills in such fields as clinical psychology, mental health, social service, elementary and secondary education, business and industry, substance abuse, medicine, family and marital counseling and other psychology-related professions in the public and private sector.

- Offering programs of professional and continuing education which provide laypersons and members of the professional community opportunities for personal growth, skill development, expansion of knowledge, and the enhancement of values, through instruction, role modeling, demonstration, publication, and community service.

● Providing necessary learning resources and facilities, a quality faculty, excellent administration and staff, and support services to foster the academic, research, personal, social, cultural, and clinical interests of students served.

● Selecting for admission those students who have the academic ability, capacity for independent judgment and creative thought, educational preparation, emotional stability, maturity, ethical standards, motivation, personal integrity, and human values for a life of professional competency and service to their families, communities, and society.

● Providing students, mental health counselors, parents, clergy, teachers, psychologists, psychiatrists, educational institutions, and other individuals and organizations with a variety of books, films, audio and video cassettes, and other educational materials unique to the field of Adlerian psychology and related areas through services provided by the book store and the library.

● Serving the changing needs of students, members of the community, and professionals from the field through educational programs, counseling services, consulting, and other activities which will contribute to the mental, emotional, physical, and social well-being of individuals, groups, and families in today's stressful and complex world.

● Encouraging meaningful involvement by members of the faculty, staff, board, student body, and graduates of the Institute in the activities and affairs of professional organizations, community agencies, alumni, educational institutions, and other Adlerian Institutes and programs.

● Fostering in students the development of a lifelong commitment to personal and professional development, learning, scholarship, and service founded on the spirit of social interest, social feeling, human equality, worth and dignity of the individual, cooperation, and optimism embodied in the philosophy of Adlerian psychology. Adler once wrote: *All the problems of human life demand capacity for cooperation and preparation for it. How we cooperate is the visible sign of our appreciation for how we are connected with our fellow human beings, our social feeling.*

## ORGANIZATION AND GOVERNANCE

The Alfred Adler Institute of Chicago is a private, independent, not-for-profit institution of higher education governed by a Board of Trustees composed of psychologists, educators, psychiatrists, business leaders, and other public-spirited persons. Overall institutional goals are established by the Board. For translating policy into operation, the Board looks to the administration, staff, and faculty.

The Institute is incorporated and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is declared a 501 (c)(3) tax exempt organization by the U. S. Department of Treasury. Contributions to the Institute are tax deductible to the extent allowable by law.

## FACULTY AND STAFF

The Institute seeks to provide students with a dedicated and highly qualified faculty, administration, and staff. Many faculty are part-time and, in addition to teaching and

supervising students, many are practicing professionals, including psychologists, psychiatrists, family and marriage counselors, social workers, consultants, educators, and mental health counselors.

Most students attending the Institute find that the courses, clinical experiences, and other requirements expected by faculty are challenging and demanding. The size of the faculty and staff provides for a great degree of closeness and informality, with an emphasis on the kind of humanness characterizing a learning community of persons engaged in the discovery of new knowledge and techniques to help solve human problems.

The Institute's educational philosophy is based upon a very diversified faculty who combine professional practice with their instructional duties. Many members of the faculty are engaged in research activities, publish books, write articles, and conduct workshops and seminars throughout the United States, Europe, Canada, and other countries.

The core faculty is composed of professionals with established reputations as clinicians and educators, who devote a great percentage of their professional activity to the Institute. Core faculty are actively involved in academic governance, faculty committees, clinical supervision, curriculum development, and other faculty related matters. They are supplemented by adjunct faculty and instructors who are hired to teach specific courses or render other academic services to the Institute.

## ACCREDITATION AND APPROVALS

The Institute has been accredited by the North Central Association Commission on Institutions of Higher Education since 1978. North Central accreditation was extended to the doctoral level in 1987. The Institute is a member of the National Association of Independent Colleges and Universities.

The Illinois Board of Higher Education has granted authority to the Institute to award the Doctor of Psychology degree; Master of Arts degrees in Classroom Psychology, Family and Marital Counseling, Counseling Psychology, and Substance Abuse Counseling; Certificate in Substance Abuse Counseling; and a Post-Graduate Certificate in Adlerian Psychotherapy.

The Alfred Adler Institute of Chicago is approved for veterans' education by the State Approval Agency, Illinois Veterans' Commission. Through approval by the Justice Department the Institute is authorized under Federal law to enroll nonimmigrant alien students.

The Substance Abuse Counseling program is accredited by the Illinois Certification Boards, Inc. and approved for funding under the Individual Training Assistance Program of the Illinois Prairie State 2000 Authority and the Illinois Department of Rehabilitation Services.

The Institute's Rudolf Dreikurs Psychological Services Center is approved by the Illinois Department of Professional Regulation.

## THE LIBRARY

The Sol and Elaine Mosak Library contains an extensive collection of psychology books, journals, periodicals, films, video and audio cassettes, and other learning materials. The Institute is fortunate to have one of the finest specialized holdings of Adlerian psychology available in the world. In addition to Adlerian oriented materials, the library also contains a wide variety of learning resources in mental health and related disciplines of psychiatry, substance abuse, clinical psychology, psychotherapy, counseling, family-

therapy, child development, and social work. The library maintains the Eleanor Robson Memorial Collection on Family Education.

Through membership in the Illinois State Library Network and inter-library agreements, students have access to a wide variety of learning materials. Library agreements with the Chicago School of Professional Psychology and Forest Institute of Professional Psychology greatly enhance the learning materials available to Institute students and faculty.

The library is available for use by faculty, students and other patrons during regular hours that the Institute is open.

## BOOK STORE

The Institute book store sells many Adlerian books, audio-visual and other psychology related materials by mail order or in person. The book store carries all of the required textbooks for courses, as well as many books and publications in Adlerian psychology, child rearing, family counseling, substance abuse, and other psychology related subjects. The book store serves as an educational resource for students, parents, educators, professionals, organizations, and other colleges throughout the United States and in a number of foreign countries.

## ALUMNI ASSOCIATION

All persons who have received a degree or certificate from the Institute are eligible for membership in the Alfred Adler Institute Alumni Association. The Alumni Association has been formed to allow graduates to maintain social and professional relationships with each other, with faculty, and with staff, and to provide guidance, counsel, and support to the future development of the Institute. The Institute currently has more than 40 graduates residing in twenty-five states and four countries.

## STUDENT ASSOCIATION

The Alfred Adler Institute Student Association (AAISA) is the formal organization of the student body. The AAISA represents the common educational, clinical, and other professional interests of the students, sponsors activities, disseminates information, and promotes open communication among students, faculty, and administration.

Representatives of the student association are invited to participate on committees of the Institute, attend faculty meetings and serve as the official voice of students in the decision-making process. All students who are registered for course work on campus in a degree or certificate program are members of the Student Association.

## STUDENT ADVISEMENT

The Dean of Students coordinates academic advisement and other supportive assistance for each student. Members of the faculty and staff are available to help students clarify their educational and professional goals, to discuss personal concerns, and to assist students in utilizing to the fullest extent opportunities which are available through the Institute. Members of the Institute staff are available to assist with the scheduling of courses, and to help assure that the student will be able to meet all requirements for graduation.

## PSYCHOLOGICAL SERVICES CENTER

The Rudolf and Stadie "Tee" Dreikurs Psychological Services Center, located at the Institute, is registered by the State of Illinois Department of Professional Regulation to provide psychotherapy, counseling, vocational assessment, psychological testing, and other psychological services. Clients are seen by advanced graduate students, alumni, or faculty of the Institute. Regular supervision is provided by highly qualified psychologists, psychiatrists, counselors, and social workers who are also members of the faculty.

Serving the greater Chicago area, students and faculty provide a wide variety of outpatient services designed to serve the clients' needs. Counselors are available to assist individuals, couples, families and groups in understanding and dealing with personal issues and family problems including depression and anxiety, school adjustment, family conflict, couple distress, grief and loss, stress disorders, substance abuse, and other related personal or psychological issues. For those persons who cannot afford a private practitioner, low-cost services are provided by mutual agreement on the ability to pay.

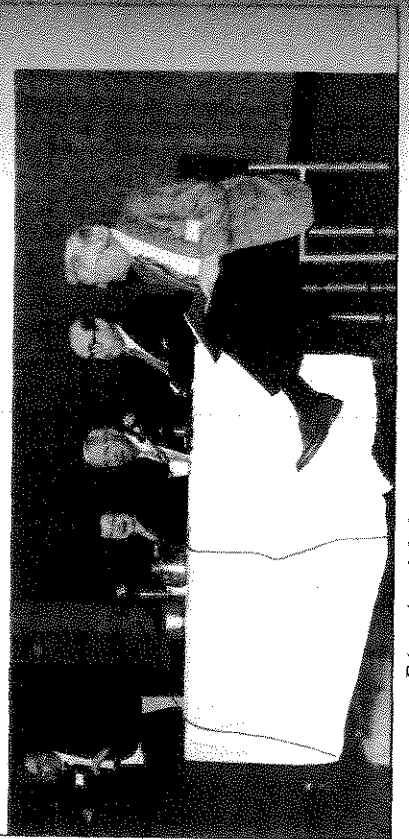
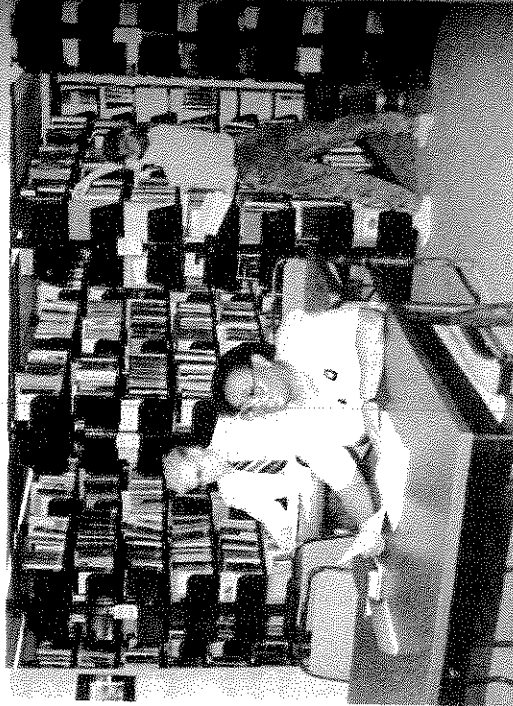
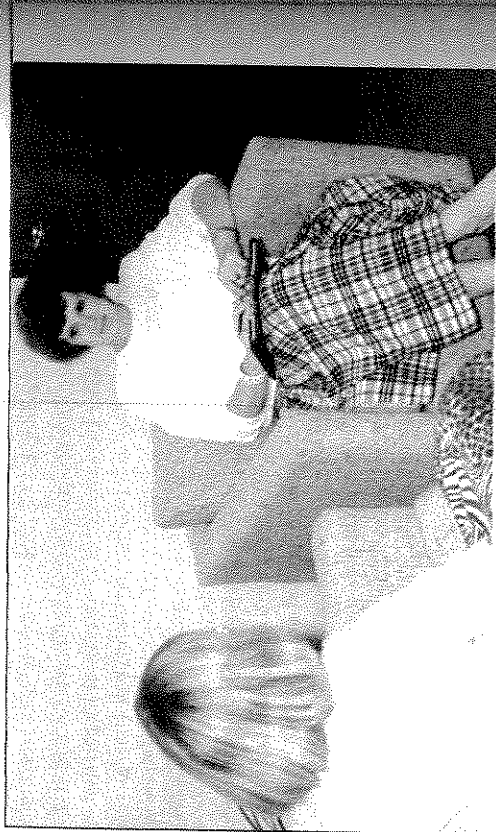
## FAMILY EDUCATION ACTIVITIES

For more than 40 years countless students, professionals, and lay persons have received knowledge and training in the principles and techniques of Adlerian psychology in areas such as parent education, teacher education, and cooperative family living. Outreach programs including speakers, public family counseling demonstrations, parent study groups, and parent group leadership training are provided throughout the greater Chicago area. Films, books, tapes and other materials are made available for colleges, students, community organizations, parent groups, parents, educators, and other interested paraprofessionals and professionals.

Family Education Centers in co-sponsorship with local organizations are located in Highland Park, Arlington Heights, Downers Grove, and Gurnee in addition to the Institute. Regularly scheduled free public family counseling demonstrations, lectures, and discussions are offered to students, professionals, and the public.

## SUMMER PROGRAM FOR EDUCATORS

A summer program for school administrators, guidance counselors, and teachers is offered each year in a number of locations throughout the greater Chicago area. A variety of courses based on applications of Adlerian psychology are offered that apply to classroom discipline, motivation, personal management styles, communication techniques, and understanding student behavior/misbehavior. Credit may be applied to the required courses in the M.A. in Classroom Psychology program or used as electives in other programs offered by the Institute. Special tuition grants are provided to Illinois educators for selected courses in the Classroom Psychology Program.



# ADMISSION POLICIES AND PROCEDURES

## GRADUATE ADMISSION

A baccalaureate degree from an institution which is regionally accredited or in candidacy status with a nationally recognized accrediting agency, or an equivalent academic degree from a foreign college or university is required for regular admission to the graduate programs offered by the Institute. Only those foreign students who have attained sufficient mastery of the English language to maximize the probability of successful completion of their studies at the Institute will be considered.

The Institute seeks to admit students who have demonstrated intellectual ability, academic potential, emotional stability, maturity, integrity, motivation, and ethical standards necessary for successful completion of the program and acceptance into the professional community. It is expected that each applicant will possess a degree of freedom from personal traits which would interfere with effective professional functioning.

Admissions criteria are designed to measure personal attributes as reflected in an applicant's academic preparation and achievement, professional work experience, and personal essay. An interview may be required of finalists for admission. Applicants who fulfill all of the specific admissions requirements of the program and who are recommended for admission are accepted as regularly admitted students.

A diverse student body of part-time and full-time persons representing a wide range of professional interests, ethnic and racial backgrounds, varied academic and work histories, and broad geographic exposure is sought for admission to the Institute. Affirming the equality of all people, the Institute offers equal opportunity and access for everyone regardless of race, color, national origin, sex, age, or handicap.

## EARLY ADMISSION

A student nearing completion of the baccalaureate degree may apply for early admission to a graduate program and be accepted as a regular student contingent upon completion of the undergraduate degree.

## UNDERGRADUATE STUDENT STATUS

Applicants without a baccalaureate degree may be admitted only as undergraduate non-degree seeking candidates. Persons with at least two years of college or the equivalent may apply for admission and be admitted with undergraduate student status. The Institute offers a limited number of 100 and 200 level courses which may be taken for undergraduate credit. Students who do not possess a bachelor's degree can receive undergraduate credit for course work completed.

## PROVISIONAL STUDENT STATUS

An applicant who does not meet all of the requirements for admission may be admitted provisionally. Upon satisfaction of the conditions as stated on the letter of



admission, a student may then be considered for regular admission. Failure to satisfactorily fulfill the stated conditions by the date specified will result in the student not being allowed to register for future terms.

### ADMISSION OF TRANSFER STUDENTS

A student applying for admission after attending another accredited institution will be admitted to the Institute with advanced standing. Students who can present acceptable proof that they have taken an equivalent graduate-level course which is normally offered by the Institute with a grade of "B" or better prior to admission may be granted transfer credit which will apply toward a degree or certificate.

The determination of acceptable transfer credit cannot be made until an individual has been accepted into one of the Institute's programs and has enrolled in course work. Transfer of course work taken more than five years prior to enrollment may not be acceptable and will be evaluated on a course-by-course basis. Students may be required to pass an examination, audit a course, or fulfill other requirements before the course work will be accepted by the Institute.

It is ordinarily expected that all credit for the Master's degree will be completed through the Institute. With the approval of the Dean of Students up to six hours of credit may be counted towards a degree.

### STUDENT-AT-LARGE STATUS

Any person with appropriate background who is only interested in taking a particular course(s) for credit, but not seeking admission to one of the Institute's programs, in order to pursue a degree or certificate, may apply as a student-at-large. Although a completed application form, official transcripts, and a brief personal essay are required, the normal application fee is waived. Students-at-large are not eligible for Institute administered financial aid programs.

There is a limit of nine credit hours that can be accumulated as a student-at-large. A person enrolled as a student-at-large must meet usual course prerequisites and all requirements of each course undertaken. Course work completed in this status does not automatically apply to a degree or certificate program. Should admission to an Institute program be sought at a later date, it will be necessary to complete regular admission procedures and be considered accordingly with other applicants. Persons who plan to pursue a certificate or degree program of study should apply for regular admission.

### AUDITOR STATUS

Enrolled students at the Institute or others who wish to attend a course without earning academic credit may register as auditors. Auditors are not required to apply for admission to the Institute. Because the courses offered at the Institute are primarily designed for students seeking academic credit, auditors may register during the regular registration period and will be permitted to attend classes based upon instructor approval and availability of space.

Auditors must adhere to the same rules as all other class members except for examinations and other required assignments. They are expected to be in regular attendance and to assume responsibility for active participation in class. Students who have audited a class may not subsequently have the course count toward degree certificate requirements. The audit designation "R" will appear on the transcript and signifies neither credit nor a grade.

### POSTGRADUATE STUDENT STATUS

Persons possessing a master's or a doctoral degree in counseling, clinical psychology, social work, medicine, or other related human service fields of study who are not interested in earning another degree may apply for admission and obtain specialized status in the Post-Graduate Certificate in Adlerian Psychology program.

### FULL OR PART-TIME STATUS

Students may be admitted to a program on a full-time or part-time basis at the beginning of each term. All admitted students are normally required to carry a minimum number of credit hours each term except the summer term. To be considered full-time a student must carry a load of 10 or more credit hours each term except the summer term. Students carrying 4-9 credit hours each term are considered part time. Students who are carrying a full time load are encouraged to limit any employment to part-time in order to allow adequate time for classes, practicum activities, study, and other Institute activities.

### APPLICATION PROCEDURES

Applicants to a degree or certificate program must submit a non-refundable application fee, a completed application form, an autobiographical essay of approximately 500 typed words, and three letters of recommendation. Students must also arrange for official transcripts to be sent directly from all undergraduate and graduate institutions attended.

The Application for Admission and supporting documents are reviewed for completeness and when completed are forwarded to the Admissions Committee. A personal interview may be required before the Committee makes its final decision. Possession of the minimum requirements for admission to a program does not ensure admission to the Institute. Acceptance into a degree or certificate program neither constitutes nor guarantees admission to another Institute program. Students must apply to each Institute program through regular admissions procedures.

Applicants who are selected for admission will be notified in writing and will be advised of any conditions which must be satisfied prior to or following enrollment in the Institute. A letter of acceptance and an advance tuition deposit must be submitted within two weeks to assure a place in the entering class. Admission will be offered to alternate applicants to replace those students who decide not to accept an offer of admission. An applicant for admission will be refunded the entire tuition deposit if a letter requesting cancellation is delivered to the Institute either in person or by certified mail within three working days after the date of acceptance by the student. Admitted students who choose not to enroll shall forfeit the deposit. For enrolling students who have paid the deposit, the entire amount is credited toward the payment of the first term's tuition and fees.

The application deadline for the Fall term is April 1. Space permitting, late applications are accepted subject to the Council of Graduate Departments of Psychology (CUGDP) criteria which state that any acceptance given or left in force after April 15 remains the student's not to solicit or accept another offer. Offers made after April 15 must include the provision that the offer is void if acceptance of a previous offer from a department requesting this resolution is in force on that date.

### READMISSION

A student who has been accepted for admission and fails to take a course within one

# ACADEMIC POLICIES AND REGULATIONS

year must reapply as a new applicant and meet the admissions requirements in force at the time of the new application.

A student who has failed to register for one calendar year or more must file for readmission. Admitted students who fail to return to the Institute upon expiration of approved leave must reapply for admission. Students who voluntarily withdraw from the Institute may reapply at any time.

A student who has been dismissed for not making satisfactory progress toward completion of the program for which they have been admitted, ethical or academic reasons or has been administratively withdrawn, may seek readmission after one calendar year. The decision for readmission will be made jointly by the Admissions Committee and the Dean of Students. A student who has been dismissed may reapply once.

Any student who is readmitted to a program will be subject to the admission standards, course, and other Institute requirements in force at the time of reapplication.

## CONFIDENTIALITY OF RECORDS

The Institute complies with the Family Educational Rights and Privacy Act of 1976 (the Buckley Amendment) in maintaining and releasing personally identifiable information and records for currently enrolled and former students. The Office of the Registrar maintains official student records. A current or former student may upon request inspect these records after making an appointment with the Registrar.

Generally the Institute will release to the public directory information pertaining to its students or graduates. This information could include some or all of the following: student's name, address(es), phone listing, program of study, degree, dates of attendance, photograph, post-graduation employer and job title, participation in activities, and recognition of honors received. If any or all of this information should not be released to student should so inform the Institute in writing.

The Institute policy is not to give out information over the phone, including requests for student and faculty phone numbers, home address, transcripts, or grades. Staff of the Institute are instructed not to take messages for students unless it is an emergency. Disclosure of any student's record to persons or agencies who are not associated with the Institute requires written consent. Original copies of records or letters of recommendation submitted on entering the Institute will not be released nor will copies be made of such records for purposes of transfer.

## CLASS MEETINGS

Most courses are scheduled to meet weekly during the 12-week trimester for a total of fifty classes contact time each week for each credit hour awarded. A two trimester program course must meet for two fifty minute periods each week or an equivalent length of time for weekend or other intensive short-term scheduling. A limited number of courses are offered on a semester credit hour basis and meet for longer periods of time.

Some courses are offered on Saturdays and Sundays. Classes are usually scheduled during both evening and daytime if more than one section of a course is offered. During the semester term a number of courses are offered in three or more consecutive days. Practicum and field experiences may require weekday, evening, or weekend commitment.

Legal holidays, illness or other absence of the instructor, and Institute closings for bad weather do not subtract from the total number of required class sessions. When the normal class schedule is interrupted, the lost time must be made up. This can be accomplished by extending the hours of class meetings that are not interrupted, or by scheduling alternate dates for class meetings that do not conflict with other classes or desirable activities.

## CANCELLATION OF COURSES

The Institute reserves the right to cancel any course due to low student enrollment, responsibility of an instructor, or other such factors. When this occurs, the Institute will attempt to notify the students before the first class meeting. Students will be given the option of adding another class or receiving a full refund of their tuition. In this instance there is an additional charge for the change in course registration.

## CLASS ATTENDANCE

All students have the responsibility to maintain regular and punctual attendance at each class meeting. A student whose absences seriously affect the quality of work in the class may be administratively withdrawn upon recommendation of the faculty member and review by the Dean of Students.

Special consideration may be made in the case of illness, required religious observance, and other instances as seen justifiable by the instructor. Each faculty member will inform students of established attendance policies.

## COURSE CHANGES

Students will be permitted to change their course registration prior to the second class session in a regular term course. To add a course, permission from the instructor must be obtained in addition to completing required forms with the Registrar and paying the required Add/Drop Fee. Enrollment in intensive short-term courses is usually not processed after the course begins.

## GRADING SYSTEM

For most of the courses offered by the Institute a traditional letter grade is normally given. A limited number of course offerings are evaluated on a pass/no pass basis. The Institute grading system is as follows:

GRADE	DESCRIPTION	GRADE POINT
A	Superior performance	4.0
B+	Above average performance	3.5
B	Average performance	3.0
C+	Below average performance	2.5
C	Marginal performance	2.0
D	Unsatisfactory performance	1.0
F	Failure	0.0
N	Not Passing	0.0
I	Incomplete	NA
W	Withdrawal	NA
P	Passing	NA
IP	In Process	NA
R	Audit/No Credit	NA
X	Administrative Withdrawal	NA
M	Grade not available for processing	NA

## ACADEMIC STANDARDS

All work done by the student in courses, independent study, and practicum is recorded by the instructor and recorded on the permanent transcript. Students are expected to maintain at least a cumulative "B" (3.0) grade point average to be in good standing to participate in practica, or to graduate. A student with less than a cumulative "B" average is not in good standing and will be placed on academic probationary status. Students who are on probationary status for more than two consecutive terms while enrolled may be suspended for academic reasons for one year.

No more than two grades of "C" and no grades of "N", "D", or "F" may be counted as fulfilling degree requirements (such grades, however, will be calculated in the GPA). No student will be graduated with less than a "B" average. Second examinations to raise final grades or to make up failures are not normally permitted. Once a grade has been recorded on the student data base, additional work cannot be submitted to raise the grade. Change of a grade can be made only as a result of a formal academic review proceeding, or as a result of a student petition approved by the faculty member, Dean, Student, or Dean of Faculty.

All grades will be sent directly to the student within two weeks following receipt from the instructor. No course grades will be released if a student's account is financially delinquent.

## TRANSCRIPTS

Requests for transcripts should be presented to the Registrar's Office in writing at least two weeks in advance of the time needed. Requests will not be honored over the phone. A student must be in good standing and have no outstanding debts before an official transcript will be issued.

Transcripts will be issued. Transcripts will not be released or sent except upon signed request of the student. An official transcript is one bearing the Institute seal and is sent directly from the Registrar's Office. All other transcripts are unofficial.

## IN PROGRESS

A grade of "IP" (In Progress) is given to students who are engaged in practicum, field experiences, independent study, or other such courses where it is not necessarily apparent that the work will be completed by the end of the term.

## INCOMPLETE

Incomplete grades are discouraged and will only be granted in exceptional situations such as documented illness. An incomplete grade is awarded only with the prior consent of the instructor and indicates that the student has presented a satisfactory reason for not completing an examination and/or other assignments within the usual time.

The time limit for completion of the incomplete work is determined by the instructor but cannot exceed one year. If the coursework is not successfully completed by the time limit established, the incomplete will automatically be changed to an "N". In any event, the course must be retaken.

## PASS/NO PASS OPTION

A grade of "P" (pass) is assigned upon satisfactory completion of practicum assignments and in a limited number of other regular course offerings. A grade of "N" (not passing) is assigned based upon unsatisfactory performance in practicum or for a course offered on a pass/no pass. Grades of "P" are not used in calculating the grade point average.

## AUDIT

Students who are officially registered as auditors will receive a designation of "R" on the transcript upon completion of the course which neither signifies credit nor a grade.

## CREDIT BY EXAMINATION

Students who believe they have background equivalent to that covered in a required course may challenge that course by oral examination, written examination, or by other means demonstrating the acquisition of relevant knowledge and skills.

## STUDENT CONDUCT

The Institute expects a high standard of personal and professional conduct from its students, faculty, and staff. Students are expected to fulfill academic and clinical assignments in an ethical and honest manner. This expectation includes the use and proper storage of equipment, the use of the Institute's facilities, the submission of their own work to fulfill course requirements, and proper ethical behavior during the completion of in-class or field-based examinations.

Students are expected not to engage in clinical activities which are unethical, those for which they are not qualified, or those for which they do not have the required credentials. Students of the Institute shall not maintain a private practice unless they are properly and professionally qualified. Students are expected to comply with the professional and ethical standards established by the American Psychological Association, the regula-

tions of the Illinois Department of Professional Regulation, and the laws of the State and the State of Illinois.

A student may be subject to academic probation or be administratively withdrawn from the program or course when excessive class absence or behavior interferes with completion of the program, when the student has been disruptive or detrimental to the learning environment, when the student's physical or mental health interferes with coursework or clinical training, when the student's conduct has been judged as a violation of professional or ethical standards, or when the student is engaged in rendering a professional service on either a fee or not-for-fee basis for which he or she is not paid, or does not have appropriate clinical supervision.

## STUDENT RESPONSIBILITY

Each student is responsible for knowledge of and adherence to all program requirements and Institute regulations. Students are normally governed by the graduate requirements in effect at the time of their initial enrollment, provided that they have a time requirements for the degree or certificate.

Each student is responsible for knowing program requirements, prerequisites, and enrolling in appropriate courses. Students are encouraged to familiarize themselves with the contents of this catalog and other policies and procedures, and to seek information and assistance from appropriate staff should they have any questions regarding requirements or regulations.

## CLINICAL EVALUATION

Because the Institute has a major responsibility not only for students but also for the general public and the profession for clinical competency, students are not only evaluated for their course work but also for practice.

During the period in which the student is engaged in practicum experience, the potential for becoming a competent professional is evaluated by practicum supervisors and faculty.

## CLINICAL ACTIVITIES

All Institute students must provide a written statement each term certifying whether or not they are engaged in counseling or other professional activities so that a determination may be made whether or not the activity is within an area of competence and is provided under adequate professional supervision. Failure to comply may be grounds for dismissal from the Institute. Forms are to be completed by all students during registration each term. Forms are available in the Registrar's Office.

## WAIVER

Students who believe that they have a background of relevant course work, class experience, training or professional experience equivalent to that required in an Institute program may request a waiver from that requirement and to receive credit accordingly. When appropriate, a waiver is granted for completed course work sponsored by institutes or organizations which are not legally authorized or accredited to award degrees, or other educational credentials such as agencies of the federal government, professional associations, other Adlerian training institutes, and other appropriate organizations. Student who

have appropriate supervised clinical experience may also apply for waiver of practicum and other requirements. To be considered for a waiver of a course, students must present acceptable official documents, including those which describe the course work, amount of clinical experience, amount of course or clinical contact time, qualifications of instructor or supervisor, assignments, normal duties performed, examinations completed, and other documentation satisfactory performance. Students may be required to pass an oral or written examination, complete a term paper, audit a course, submit completed examples of paper training, provide course syllabi, or other appropriate documentation.

Students who are judged to have obtained the equivalent knowledge or skills of regularly matriculated Institute students will, upon payment of the waiver fee, receive credit which will be posted on the transcript as granted by waiver.

## CONTINUOUS REGISTRATION

As described in the Institute, students are expected to remain registered in every semester, with the exception of the summer term, until completing the program in which they have been admitted. All matriculated students satisfy this requirement by maintaining active enrollment status, by registering for continuation during practicum or completion of their graduate paper or project, by receipt of an "IP" grade, by requesting a leave of absence, or by registering each term for "Zero Credits" and paying the appropriate registration fee.

All students completing practicum or independent study in subsequent terms beyond that which is normally expected, must be in continuous registration. Students who are not making noticeable progress in fulfillment of their practicum requirements or toward completion of their graduate paper will be required to pay the continuous registration fee. A student who fails to remain in continuous registration may be administratively withdrawn. To continue in the program it will be necessary to submit an application for readmission.

## LEAVE OF ABSENCE

A student may apply for a leave of absence due to illness or other extenuating circumstances that prevent continuation in the program. A written letter must be submitted to the Dean of Students explaining the necessity of the requested leave.

An approved leave of absence does not extend the time limitation for completing the program. A student who fails to return upon the expiration of an approved leave will have to apply for admission to the Institute. No leave is granted for more than one calendar year.

## STUDENT INITIATED WITHDRAWAL

A student who officially withdraws from a course between the second and ninth week will receive a grade of "W". Withdrawal prior to the second week or prior to the second week of an intensive course is not recorded on the permanent transcript.

A student may not withdraw after the ninth week in a regular term or after the second week in an intensive course without approval from the instructor and the Dean of Students. Normally the course must be completed and the appropriate grade received after the deadline for withdrawal has lapsed. A student who fails to withdraw officially will receive the grade of "N" for the course. Non-attendance of classes does not constitute official withdrawal. A student who withdraws from all courses is encouraged to have an interview with a representative of the Dean of Students Office.

## WITHDRAWAL PROCEDURE

All notices of withdrawal from courses must be directed in writing to the Registrar's Office. If this is not done, the student is not in good standing and is not entitled to certain amenities. Simply ceasing to attend classes or notifying the instructor does not constitute an appropriate withdrawal of record. The official date of withdrawal is the date that notification is received by the Registrar. No tuition or fee adjustments will be made for unauthorized withdrawal.

An add/drop fee of \$10.00 is charged for withdrawal from each course after the scheduled meeting. Students who withdraw after the beginning of a term or an add/drop for reasons of discipline or academic conduct receive refunds on a *pro rata* basis in accordance with the established refund policy.

## ADMINISTRATIVE WITHDRAWAL

The Institute reserves the right to suspend, place on probation, or dismiss a student whose academic performance, ethical standards, class absences, behavior, delinquency, mental health, or personal conduct is significantly detrimental to the educational goals and purposes of the institution. Administrative withdrawal will be noted on the student's transcript.

All students have a responsibility both to maintain the integrity of the Institute and to meet the highest standards of personal and professional conduct. The Office of Student Affairs will work with students in potential difficulty to clarify the nature of the problem and to seek appropriate solutions.

## GRIEVANCE PROCEDURE

Students of the Institute are entitled to enjoy and exercise, without penalty to their exercise, the rights of citizenship. A formal grievance procedure is used when problems or complaints cannot be dealt with through normal institutional channels. Only after attempts to resolve problems and complaints through free and open communication have been exhausted may a student utilize the formal procedure. A grievance must be filed in writing with the Dean of Students.

## GRADUATION

Degrees and Certificates are awarded upon successful completion of program requirements and are formally conferred by the Institute at the annual Fall commencement ceremony. Students are responsible for completion of all requirements and payment of tuition and fees by established Institute deadlines in order to graduate. Student must complete all requirements should notify the Dean of Students by June 1 in the year they intend to graduate.

Students who complete all requirements for the degree or certificate by the end of August will be eligible to participate in the Fall graduation exercises. Student will be notified of the exact date for commencement by the Dean of Students. All students are expected to participate in the commencement exercises.





Classroom Views

# TUITION AND FINANCIAL AID

## FEES SCHEDULE

Tuition and fees listed are those in effect at the time of publication of this catalog and are subject to change without notice. The Board reserves the right to make changes without notice. Whenever conditions make revisions necessary and to apply such changes to current and new students alike.

Students are responsible for all tuition, cost of texts, and fees at the time due. Students who have financial accounts in delinquency will not receive grades, nor be permitted to register for additional classes, obtain transcripts, or graduate.

Books Spring Trimester 1992:

Tuition Fee (non-refundable) .....	\$ 50.00
Books per Credit Hour .....	\$ 220.00
Student Activity Fee (non-refundable per term) .....	\$ 15.00
Library Fee (non-refundable per term) .....	\$ 25.00
Student Support (non-refundable) .....	\$ 200.00
Technical Liability (per term practicum/internship) .....	\$ 30.00
Technical Registration Fee (per term) .....	\$ 50.00
Lab Registration Fee .....	\$ 25.00
Exam Fee (per credit hour) .....	\$ 110.00
Student Fee .....	\$ 5.00
Exam Administration Fee .....	\$ 40.00
Exam Payment Fee (per occurrence) .....	\$ 25.00
Exam Check Fee (per return) .....	\$ 25.00
Student Tuition Plan (per credit hour) .....	\$ 5.00
Exam Waiver Fee (per credit hour) .....	\$ 50.00
Exam Waiver Fee (per credit hour) .....	\$ 100.00
Exam Waiver Fee (per credit hour) .....	\$ 150.00
Exam Qualifying Examination Fee (non-refundable) .....	\$ 150.00
Exam Qualifying Examination Fee (non-refundable) .....	\$ 150.00
Exam or Certificate Fee .....	\$ 50.00
Exam Discontinuation (per credit hour) .....	\$ 150.00
Exam Internship (\$250.00 per term) .....	\$ 1000.00
Exam Fee (per occurrence) .....	\$ 20.00

## SENIOR CITIZENS

Senior citizens over the age of 65 pay at one-half the normal rate for tuition and fees.

## DEFERRED PAYMENT PLAN

Tuition and fees are due in full prior to each term during the registration period. An optional deferred payment plan may be used in which 1/3 is due at registration; 1/3 during the first week of the term; and 1/3 by the beginning of the fifth week of the term.

All payments must be made in accordance with the regular or deferred payment plan except for student loans, financing through employer, or other such considerations. Unpaid

student account balances will be subject to a one and one-half percent per month payment penalty applied to the unpaid balance as of the term's last payment due date. Late payment penalty will be applied on a monthly basis until all amounts due are paid in full.

## TUITION REFUNDS

A student who has officially withdrawn from a course(s) in accordance with Institute's policies is entitled to a tuition refund to be paid within 30 days of notification of withdrawal. Refunds will be based on the total charge incurred less amount paid by the student.

The schedule for tuition refunds, excluding the non-refundable tuition agency and other fees, is determined in accordance with the following:

Before the first day of the term	100%
During the first week of the term	90%
During the second week of the term	80%
During the third week of the term	60%
During the fourth week of the term	40%
During the fifth week of the term	20%
After the fifth week of the term	0%

For intensive short-term courses refunds will be awarded in accordance with above schedule by substituting "class session" for "week" and "course" for "term". Those students who receive veteran benefits will follow the regulation under Title IV Sections 1651 and 1701 of the Veterans Approval Agency.

The President may authorize the refund of part or all tuition and fees because of student's death or disability, extreme hardship, institutional error, or other unusual circumstances.

## GRADUATE ASSISTANTSHIPS/WORK STUDY

A limited number of assistantships are available to full time graduate students. Priority is given to students who exhibit need in financing their education. Full-time part-time students who can demonstrate financial need may apply for part-time employment under the Institute's Work Study program. This program is co-sponsored by the Federal Government.

## VETERAN'S BENEFITS

The educational assistance benefit program is administered by the Institute's eligible veterans, eligible dependents of veterans, and eligible active duty personnel.

## FINANCIAL AID

The Institute is approved by the U. S. Department of Education to participate in the Stafford Program (formerly the Guaranteed Student Loan [GSL] program), the National Loans for Students (SLS) program, and the PLUS loan program. These low interest loan programs are available to qualified students who are enrolled at least half time more.

The Stafford Loan Program is a need based loan program. Loans are made available through participating banks, savings and loans, and other lending institutions.

Students are considered for financial aid administered by the Institute, students must be enrolled or accepted by the Institute for enrollment at least one-half time in the Stafford Program.

Eligible students, nationals or permanent residents of the United States, permanent residents of the Trust Territory of the Pacific Islands, or citizens of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

Students must be carrying or planning to carry a course load of at least five credit hours each academic term excluding the summer term.

Students must be maintaining satisfactory academic progress in the course of study being pursued by successfully completing an average of 15 credit hours per year with at least a "C" (3.0) grade point average. Failure to comply with this regulation at the end of an academic year will result in the student being placed on Financial Aid Probation for the following academic year. If at the end of the probation year the student fails to meet satisfactory progress standards, the student will be ineligible for financial aid for the following year. If a student is determined to be ineligible, the student may appeal this determination to the Director of Financial Aid who will review the appeal and respond to the student in writing within two weeks. A student who has been terminated must maintain satisfactory academic progress before reapplying for aid.

Students are not in default of any Title IV loan-Perkins (National Direct Student Loan, Stafford Student Loan, Stafford (GSL) Loan, Supplemental Loan, PLUS Loan, or owe a payment on any Title IV grant-Pell or Supplemental Educational Opportunity Grant (SEOG) received.

Students must file all required financial aid applications and forms with the Institute.

Students must complete and sign the statements of registration compliance, educational progress, and non-default/repayment on Title IV funds.

Students must submit Financial Aid Transcripts from all previously attended U.S. colleges or universities including those where no financial aid was received.

Students must provide true and correct information on all application materials.

Loan repayment normally begins 6-9 months after a student graduates or leaves the Institute. Students are responsible for all Institute tuition and fees at the time they are due irrespective of loan arrangements.

## SCHOLARSHIPS AND GRANTS

Scholarships are awarded to full-time outstanding applicants based on financial need and academic achievement and availability of funds. Scholarships are usually given for one year and normally require that the student devote full-time to studies. Details may be obtained from the Institute's Financial Aid Office.

# MASTER OF ARTS DEGREE PROGRAMS

## VIEW

Students may be admitted to one of four degree programs: M.A. in Counseling Psychology; M.A. in Substance Abuse Counseling; M.A. in Classroom Psychology; or M.A. in Family and Marital Counseling. These professionally oriented programs are designed to prepare graduates for service in a variety of public and private settings such as hospitals, mental health centers, hospitals, correctional institutions, youth centers, family counseling centers, business, industry, and other organizations. The knowledge and skills can be applied to the prevention and amelioration of human problems.

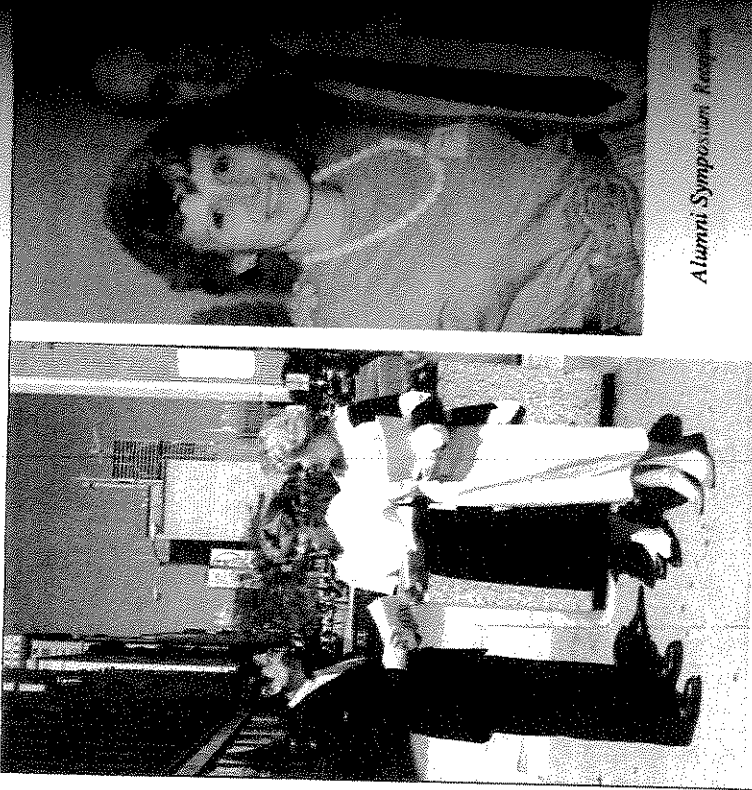
The Master of Arts degree programs provide students with an opportunity to acquire advanced knowledge in the foundations of psychology, including theories, concepts, and practical skills with a major emphasis in Adlerian psychology. Students are provided with a firm base which enables them to put into practice the theory and techniques which they have learned. The Institute is committed to the rigorous training of students to become competent providers of service as well as ethical and responsible members of the professional community.

The Master of Arts programs are designed for those persons who desire quality graduate training at less than the doctoral level; for persons already in the human services field who want additional education and training; for teachers, clergy, personnel who can benefit from the theories and principles of Adlerian psychology; and for those who are interested in furthering their knowledge in the field of psychology. The program provides a core of formal classes and seminars, professional skill development and personal growth, with an opportunity for specialization in the student's field of interest. The M.A. degree also provides a foundation for students who may later wish to pursue a doctoral degree at the Institute.

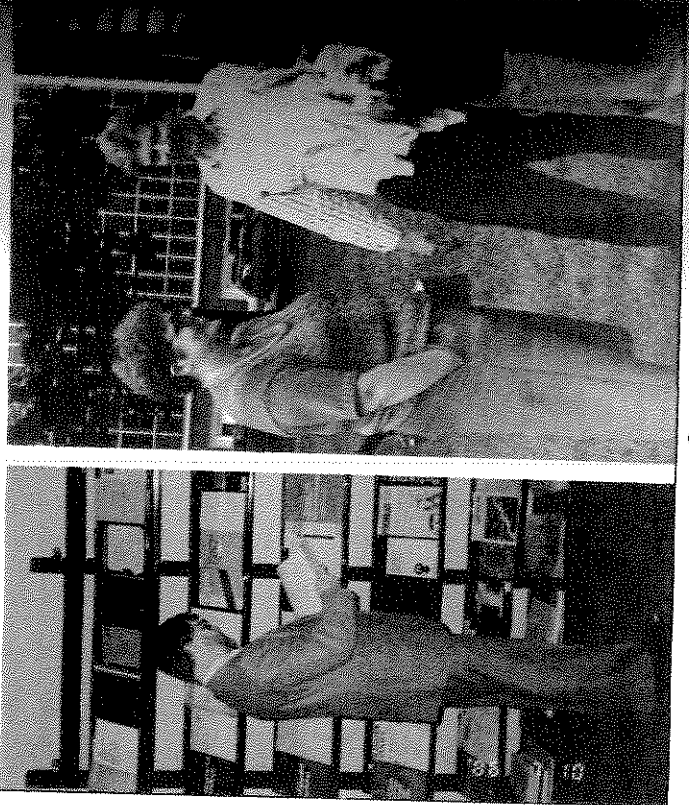
## FUTURE REGISTRATION

The intent of the master's level programs should not be interpreted as preparation for licensure as a psychologist or certification as a teacher in the State of Illinois or in other states. The requirements vary from state to state, the Institute assumes no responsibility in this regard. Students are expected to ascertain a particular state's requirements for entering the Institute. The Institute discourages persons at this level of education from engaging in an unlicensed private clinical practice.

Completion of the M.A. degree by the Institute is a statement that the graduate has successfully completed the degree requirements and has demonstrated the knowledge and competency at the level for which the program is intended.



*Alumni Symposium Reception*



*Campus Views*



## FULL-TIME OR PART-TIME STATUS

Students may be admitted to a Master of Arts degree program on a full-time basis. Many students hold a full-time job while pursuing the M.A. degree and can usually be earned by taking courses during the evening and weekend applications are considered on a continuous basis, students can enter during or after the summer term.

All part-time M.A. students are normally required to take at least two hours per year to maintain satisfactory progress toward fulfillment of the degree requirements. Students who are not making satisfactory progress toward completion of the program will be subject to dismissal from the Institute. The maximum time for completion of the M.A. program is five years from first registration for admission.

## M.A. ADMISSION REQUIREMENTS

An applicant to a Master of Arts degree program must have earned a baccalaureate degree or the equivalent from an accredited institution. Applicants should have a cumulative grade point average (GPA) of 3.0 on a 4.0 scale during the last sixty credit hours of the baccalaureate program. Applicants with a grade point average of less than 3.0 will be considered on an individual basis. GRE and MAT scores are not required but may be helpful in obtaining admission and should be submitted along with other application materials.

Applicants to the programs in Counseling Psychology, Substance Abuse Counseling, or Family & Marital Counseling should have the equivalent of twelve semester hours in psychology or a related field with a grade of "B" or better. Six semester hours are required for the M.A. in Classroom Psychology program. Recommended prerequisite courses include general or introductory psychology, abnormal psychology, personality theories, statistics or research methods, and social psychology. A student who does not meet all of the admission requirements at the time of application may be admitted to a special student contingent upon satisfaction of any deficiencies which may be required prior to initial enrollment or concurrently with the Master's program. All students admitted to the M.A. program must complete at least one course in residency during the first year of admission. Students who do not meet this requirement will be subject to dismissal from the Institute.

## TRANSFER OF CREDIT

A maximum of six credit hours of graduate courses transferred from other accredited institutions is allowed toward fulfillment of the required courses. A grade of "B" or better must have been achieved for a course to be accepted for transfer of credit. Credits previously applied to another graduate degree will not be recognized by the Institute for transfer purposes. Students may, however, substitute another Institute course for an equivalent course taken elsewhere.

Transfer of course work taken more than five years prior to admission may be acceptable and will be evaluated on a course-by-course basis. Only in unusual situations and with prior approval, will matriculated Institute students be permitted to take courses at other institutions and receive transfer credit.

## MASTER OF ARTS GRADUATE NON-PAPER OPTION

Students may elect either a paper or a non-paper option in partial fulfillment of the M.A. degree requirements. The M.A. Graduate Paper is a student-directed study project supervised by a faculty member in any theoretical, methodological, or applied area of psychology. The study ordinarily culminates in the completion of a paper of publishable journal quality. The paper must be done in accordance with the guidelines and those established by the American Psychological Association.

Students who elect the non-paper option will be required to satisfactorily complete a minimum of two credit hour elective course. The Research Seminar, the Research Internship, and a two credit hour elective course. The Research Internship is designed to integrate the program of study and clinical interest with an extensive research review and the submission of an in-depth study of a psychological problem of significance in an area of interest to the student. Both the M.A. and the non-paper option involve intensive scholarly work by the student.

## ORAL EXAMINATION

The oral examination is taken after a student has completed all course work, the M.A. program and has satisfied payment requirements. The oral examination covers the core courses and the skill areas in which the student has acquired. The one-hour oral examination is conducted by two members of the faculty as approved by the Dean of Students. Students may attempt to pass this examination are permitted. The final oral should be taken at a date before the anticipated date of graduation to meet established requirements.

## ADMISSION REQUIREMENTS

Students are considered for review by the faculty and recommendation to the Board of Graduate Studies by the Master of Arts degree, a student must satisfactorily complete the following within five years from the date of first registration following

1. All program requirements with at least a 3.0 GPA
2. M.A. Graduate Paper or Non-Paper Graduate Option
3. Oral Examination

A student M.A. degree at the Institute may not be earned because credit may be earned from other institutions and receive transfer credit.