

Second Addendum to the Catalog/Student Handbook 2018/2019

The Reiss-Davis Graduate School (RDGS), formerly known as The Reiss-Davis Graduate Center (2019) and the Graduate Center for Child Development and Psychotherapy (2016), reserves the right to alter its policies and procedures at any time and to implement new policies to address emerging needs. In such event, the school will make all reasonable efforts to notify students. Students should be aware that the policies and procedures contained in this handbook may not remain in effect during their entire program of studies at RDGS. To the extent that there may be discrepancies between the Tuition and Fee Agreement and the Student Handbook, the Agreement is binding. The Reiss-Davis Graduate School Catalog and Student Handbook is updated on an annual basis and is available on Populi, the RDGS website, or upon request by e-mail or mail. Latest version: July 31, 2019.

Revisions/Additions include the following:

Financial Assistance

The Reiss-Davis Graduate School has established the Lear Family Foundation Scholarship to assist students with tuition on annual basis. Students must apply each year for available funds. For 2019/2020, The Chancellor's Scholarship is available to provide additional tuition assistance.

The Reiss-Davis Graduate School has been approved by the Department of Education to start offering student loans. The approval has been in effect since August 23, 2019. The Reiss-Davis Graduate School participates in federal financial aid programs and offers consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs – 94909(a)(10) for Title IV schools.

If you obtain a loan to pay for the program, you are responsible for repaying the full loan amount plus any interest, less the amount of any refund. If you have received federal student financial aid funds, and you already paid the tuition, you may be entitled to a refund of the monies not paid from federal student financial aid program funds.

Campus Safety and Security Polices – Campus Safety Notification and Emergency Response Procedures

Purpose

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act ("The Clery Act") and additional requirements of the Higher Education Opportunity Act ("HEOA").

Policy

The Reiss-Davis Graduate School includes the following efforts and procedures to maintain a safe campus environment. The following procedures have been designed to provide the campus community with immediate notification in case of significant campus safety and health emergencies, and timely warnings in case of crimes on or near campus that may pose a continuous threat.

Immediate Notification of Campus Emergencies Procedures

If a significant emergency or dangerous situation occurs on campus, the Security Department shall, without delay, make an initial determination whether the situation represents an immediate threat to the safety and health of students and employees. If such threat exists, the Security Team will immediately inform the appropriate segments of the School community unless the Security Team uses their professional judgment and decides that issuing an immediate notification would endanger and compromise the efforts to assist a victim or to respond to the emergency.

The Head of the Security Department will consult with senior School officials to determine what follow-up information the campus community may need and what would be the best possible way to distribute the follow-up notices.

Content of Emergency Notices

Emergency notices will be comprised of description of the emergency or dangerous situation, immediate steps to be taken including evacuation procedures if needed, and where to find additional information. Further information and emergency updates will be posted on the website and disseminated through the Reiss-Davis Graduate School emails as well as other methods as needed.

If evacuation is necessary, the Reiss-Davis Graduate School will provide the evacuation instructions. Specific details will be included in the emergency notices.

Dissemination of the Emergency Notices

The Reiss-Davis Graduate School will use mass notification methods to provide emergency notification to the campus community. These methods include but are not limited to:

- Emails to ReissDavis.org email accounts
- Text alerts to cell phones
- Posting information to the Reiss-Davis home page (www.reissdavis.org)
- Other methods as appropriate (media, handouts, phone calls, etc.)

All members of the School community are encouraged to provide the School with up-to-date contact information, including a cell phone number, through the school's Populi portal to make sure they receive the School's emergency notices.

Tests

The Security Department will oversee regular test of the School's emergency notification systems, evacuation procedures and drills (at least annually). At least one emergency response and evacuation procedures will be disseminated per calendar year. Every test will be documented including description of the exercise, date and time and whether the test was announced or unannounced.

Timely Warnings of Campus Crime Procedures

It is the responsibility of the Head of the Security Department to immediately assess the potential danger or threat to the campus community or portions of, when a crime on or near campus is reported. If there is an immediate threat, the Security Department will follow the emergency notification procedure described above. In other cases, if the Head of the Security department believes there is a serious or an ongoing threat or danger, the Head will, in collaboration with the

senior School officials, provide a timely working on the Reiss-Davis website home page. The Head may also use other means to communication the timely warning, including text messages, emails, etc, depending on particular circumstances of the crime.

Clery Reporting Standard Operating Procedure

The Reiss-Davis Graduate School is committed to providing a safe, violence-free environment. The safety and security on and in close proximity to our campus is our priority therefore we are making sure that the campus community stays informed and therefore alert. Federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA), require colleges and universities to inform campus communities and prospective members of crimes that occurred on campus and thereby necessitate caution on the part of students and employees.

Questions about the Campus Security should be directed to the Security Department at 310-836-1223 ext.318 or email graduateschool@reissdavis.org.