



## Trauma-Informed Professional Practices Certificate (TIPP) Program Requirement Form

*Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.*

**This form confirms your understanding of the program requirements and policies in the Trauma-Informed Professional Practices Certificate (TIPP).**

### *Coursework Requirements:*

- This graduate certificate is 15 credits. It consists of courses from 3 different graduate programs: Clinical Mental Health Counseling, Applied Behavior Analysis, and Special Education.
- Typical semesters to start this certificate program are summer or fall. A spring-start of the certificate is only approved for individuals taking ABA 760. PSY 674 would need to be taken in the following spring semester, only after the student has taken PSY 590, PSY 671, and PSY 672.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

### *Attendance Policy from Academic Catalog:*

- Students are expected to attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.

### *Financial Aid:*

- It is the student's responsibility to monitor their financial aid. Grades, changes to programs, etc. could have financial aid implications that students are required to monitor.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.

### *General Program Information:*

- Each student must check their BPU Google email account on a daily basis.
- Students need to follow all university policies stated in the online graduate catalog. This can be found in the BPU Dashboard.
- Students are responsible for making sure the correct courses are listed and completed on their degree audit.
- To participate in commencement a student must complete all coursework and requirements by the end of the semester in which they will be graduating.

### *Shared Google Docs:*

- Online communication in academic life presents opportunities for academic dishonesty. The same instances of academic dishonesty that can occur with paper and pencil can also occur via the internet and online communications. One in particular is use of Private Shared Google Folders/Docs. **Therefore the following is not allowed:**
  - Downloading assignments, papers or portions of papers and assignments from a colleague's Google drive sources and presenting the assignments/papers as the student's own work.
  - Sharing your work so others can copy all or part of it.

*Academic Dishonesty as it relates to Shared Google Docs:*

- Students may not engage in the following:
  - A student submitting work that is not original.
  - A student allowing someone else to submit the student's work, or a modification of that work.
  - A student submitting someone else's work, or a modification of that work, with or without that person's knowledge, regardless of the circumstances under which it was obtained, copied, or modified.
  - Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
  - A student using someone else's work, including segments without proper attribution.
  - A student using another student's work without the latter's consent or collaboration.
  - A student contracting coursework out to others.
  - A student planning or executing with another student a cooperative subterfuge during an exam.
  - A student obtaining any privileged course-related information from the instructor's accounts.
  - A student making use of unauthorized material during an exam.

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This certificate program requires students to complete five 3-credit courses. One of the five courses is a choice of an ABA, Special Education or Counseling Course. Upon entry to this program, please select which course you wish to take:

- SPE 540
- ABA 660
- PSY 729

Student's Name (*Print*): \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**This form must be returned to the Graduate Admissions Office.**