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An official academic transcript is issued only upon written approval of the student. Transcript requests are handled through Parchment at [www.parchment.com](http://www.parchment.com). A registration process is required at the initial request time. During that process, you will be asked for enrollment status, date of birth, last four digits of the social security number, student ID number, email address, and electronic signature to keep on file for current and future requests. A username and login is created at registration, which you will use for any future requests. All requests will require the address/addresses to which the transcripts should be sent, whether through mail or e-mail. The fee is \$7 for each electronic transcript and \$12 for each paper transcript mailed through Parchment. More information about the transcript request process is available at [www.erikson.edu/registration](http://www.erikson.edu/registration). Please allow two to four business days for electronic official transcripts and seven to ten business days for sealed paper official transcripts.

In instances of emergency, requests may also be made at the Registration and Student Records Office. Any request done at Erikson will be considered a “rush transcript” and assessed a rush fee of \$12 per transcript. Transcripts are processed at the time of request and are given directly to the requestor. Rush transcripts will not be mailed, as those requests must be made through Parchment.

Please note that Erikson will not issue transcripts to students who have a financial or other type of “hold” on their accounts. Erikson does not provide photocopies of student transcripts from previous institutions.

## Transfer credit

Notwithstanding the Advanced Standing Policy, it is expected that all work for the MSW program will be completed at Erikson. Transfer credit is generally not accepted for previous graduate level work. Erikson will, however, consider accepting a maximum of six credits for comparable courses. Transfer of credits from institutions will be considered on a case-by-case basis and will require a full evaluation of the course syllabus for which transfer credit is requested. Approved transfer credits are recorded on the student’s official Erikson transcript, but are not calculated in the cumulative grade point average.

Erikson alumni who have completed the MS in Child Development or MS in Early Childhood Education will be granted full waivers for the courses that are common to all three master’s degree programs at Erikson, for a maximum of 18 credit hours. In order for students to be waived out of any of the courses they must have successfully completed the course within five years of entering the MSW program and have earned a grade of B or better in the respective course. Alumni who enroll in the MSW program and who earned a grade of B or better in the waived courses will be considered by Erikson to have achieved generalist year level competency in the practice behaviors associated with those courses. The six courses that may be considered for waivers are the following:

1. CHLD C421 Social and Emotional Development I (3 credit hours)
2. CHLD C422 Social and Emotional Development II (3 credit hours)
3. CHLD C420 Research Methods (3 credit hours)
4. CHLD C432 Family and Culture (3 credit hours)
5. CHLD C426 Cognitive Development (3 credit hours)
6. CHLD C427 Language Development (3 credit hours)

This policy ensures that alumni returning for the MSW will not be repeating course content they have already mastered. We set a five-year time frame because course content has evolved significantly over time and will continue to evolve in the future as faculty review and update these courses.

## **Withdrawing from Erikson**

If you decide to withdraw from Erikson, you must take the following steps:

1. Meet with your faculty advisor to discuss your decision to withdraw, to ensure that you are making the best decision and to discuss possible alternatives.
2. If you are receiving financial aid, you must meet with the Dean of Enrollment Management to discuss the impact of this decision on your financial responsibilities (for example, balance due and loan repayment obligations)

If after these discussions you do decide to withdraw, you must complete the electronic withdrawal form located on [my.erikson/registration](http://my.erikson/registration) and [records/withdrawal\\_leave\\_of\\_absence/electronic withdrawal form](http://records/withdrawal_leave_of_absence/electronic_withdrawal_form). Upon completion, the Registration and Student Records will be notified of your intent to withdrawal and process your request effect the date of submission. Your withdrawal will not be considered official until you have completed the aforementioned process. Alternatively, if you are unable to complete the electronic withdrawal form, you may submit your request in writing to [registration@erikson.edu](mailto:registration@erikson.edu).

Please note it is in your best interest to notify us of your decision to withdraw as soon as possible. Students withdrawing from courses are subject to the withdrawal dates posted on the academic calendar. (See Add/drop procedures, page 62). The date of your official withdrawal will also determine the amount of tuition that may be refunded to you. (See Erikson's Refund Policy, page 81).

If you are eligible to receive a refund of tuition, Erikson will issue a check to your current address within three weeks from the date we receive the written notification of intent to withdraw.

If you stop attending classes and fail to complete courses without officially withdrawing from Erikson or requesting a leave of absence, you will receive a grade of WF or "Withdrawal, Fail" in the courses you failed to complete. Your status will be changed to "withdrawn, unofficial." This may jeopardize your chance of readmission at a later time, if you wish to resume your studies.

# Student rights and responsibilities

## Rights

At Erikson Institute, students are encouraged to engage in free discussion, inquiry, and expression. Student academic performance is evaluated solely on academic achievement, including adherence to the traditional canons of scholarly honesty and integrity, and not on unrelated opinions or conduct.

It is Erikson's policy to provide an educational environment free of sexual harassment or other discrimination. Erikson fully supports the rights and opportunities of its students to seek and obtain an education without subjugation to sexual harassment or discrimination of any kind. All employees, faculty, supervisors and students are required to uphold the Institute's policy.

## Responsibilities

Each student is responsible for the following:

### General

1. When you matriculate at Erikson, you agree to comply with all policies and procedures that apply to students as described in this Handbook and other sources, including but not limited to course syllabi, my.erikson, EriksonOnline, emails, mailing, etc. You also agree to fulfill all understandings and agreements with the student services offices and faculty. If you have questions or concerns, ask the appropriate faculty member or staff person. It is also your responsibility to understand and abide by the academic integrity policies of the Institute and all basic tenets of academic integrity within the higher education community, as well as all other policies and rules set forth in this Handbook and in other procedures adopted by the Institute from time to time.
2. Students who believe they have followed directions, have met deadlines, and who still have a problem with one or more student services offices, should contact the Dean of Enrollment Management, who will act as a facilitator in resolving the problem.
3. Students who believe they have followed directions, have met deadlines, and who still have a grievance with one or more instructors, should contact the Dean of Students, who will act as a facilitator in resolving the problem.
4. Keep copies of all transactions, records, and receipts. These copies will verify transactions in the event a document has been misplaced or if there is a disagreement.
5. Each student is responsible for checking her/his mailbox and the Institute email at regular intervals.

### Finance

1. If applying for financial aid, follow the written procedures issued by the Financial Aid Office and submit the necessary materials as early as possible.
2. Pay tuition and fees in full by the end of the add/drop period or develop a payment plan before the beginning of the academic year. If you have made no financial arrangements, you will be asked to withdraw from class(es).
3. Meet all payment deadlines. If you do not, you incur substantial finance charges until a satisfactory payment plan is arranged and maintained. Further payment delay will result in being asked to withdraw from current class(es) and being unable to obtain transcripts, diplomas, or certificates as well as incurring legal fees.

### Registration

1. Confirm your degree requirements and schedule by reviewing this Handbook, sample schedules, and by consulting your adviser. These materials contain most of the information needed to facilitate smooth planning.
2. Register for classes during the published priority registration period.
3. Complete drops, adds, and changes of class by the published deadlines.
4. For exceptions, make an appointment to see your adviser. Students unsure about who advises them should contact the Registration and Student Records Office.

### Student conduct

1. Erikson's anti-bias commitment applies to all areas of discrimination, including those based on race, color, religion, national origin, sex, sexual orientation, gender, marital status, age, disability, or veteran status. Respect is expected to be shown toward persons in all categories, both generally, and as individuals. It is each student's responsibility to approach interactions and diversity openly, and to act from one's centered, adult compassionate self.

2. Students are expected to conduct themselves in a manner compatible with the Institute's function as an educational institution. Behavior that is disruptive and/or interferes with the educational process is disrespectful of the rights of others and is not acceptable and, if continued, may result in discipline as summarized in paragraph 4 below, up to and including dismissal from the program.
3. Erikson Institute adheres to the laws of the State of Illinois and the federal government with respect to its substance abuse policy. The use, possession, or distribution of illegal drugs by students or employees is prohibited. The consumption or possession of alcoholic beverages for all students and employees under the age of 21 is strictly forbidden. Alcohol is prohibited from being on-campus at any time except during special events and in such instances is only to be consumed by those over the age of 21 in designated areas.
4. Erikson Institute reserves the right to address the following student conduct as disciplinary matters: failure to attend classes regularly, make satisfactory progress toward a degree, or neglect of academic work or requirements; violation of the rules of Erikson Institute; lying to an officer of the Institute; cheating, plagiarism, forgery, or other forms of academic dishonesty; theft of or damage to property of the Institute or others; violation of Erikson Institute computer policy; possession of stolen goods; physical violence (including assault and sexual assault), discrimination, intimidation, harassment or disorderly conduct; violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials); and other conduct that departs from generally accepted standards of integrity, professional conduct, and ethical behavior, whether committed on or off campus. Depending upon the circumstances of the offense, discipline can include, but is not limited to, some or all of the following actions: admonition, probation, requirement of adherence to a conduct contract, requirement to take a leave of absence or withdraw, dismissal, and expulsion.

### **Student disciplinary process**

Complaints relating to potential student misconduct, other than in situations raising issues of academic integrity and discrimination on the basis of sex under Title IX of the Education Amendment of 1972, shall generally be handled

using the procedures set forth below. Where circumstances raise a combination of issues that might be addressed under one or more procedures, or where the unique facts of a dispute warrant, the Institute reserves the right to modify or combine procedures, or fashion a new procedure, to address a particular case fully and fairly.

Reports or complaints about alleged student misconduct or violation of Institute rules should be made in the first instance to the Dean of Students and/or the Dean of Enrollment Management. The Dean of Students and Dean of Enrollment Management shall make a threshold determination whether the circumstances warrant investigation. Criminal misconduct may also be reported to the appropriate civil authorities. In such circumstances, the Institute may proceed with its own disciplinary process or, in its discretion, stay internal proceedings pending outside investigation.

If the Dean of Students and/or Dean of Enrollment Management threshold evaluation indicates that a violation of Institute rules or standards may have occurred, the accused student will be interviewed, at which time he or she is informed of the investigation, questioned regarding the allegations, and asked to discuss his or her alleged involvement. On the basis of this interview and any other initial investigation considered appropriate by the Institute, the Dean of Students and/or Dean of Enrollment Management shall make an initial determination whether the Institute's disciplinary standards appear to have been violated. If the Dean of Students and/or Dean of Enrollment Management determines at any time that no misconduct appears to have occurred, the matter shall be closed.

If the Dean of Students and/or Dean of Enrollment Management believes after initial investigation that misconduct has occurred, the Deans will discuss this initial conclusion with the student. If there is no disagreement as to the facts or the appropriate sanction, the matter shall be resolved by a written agreement, signed by both the Deans and student, stating the agreed facts and sanction, with a copy of the agreement to be maintained by the Institute. Such an agreement shall constitute the final decision upon the misconduct allegation.

If the Dean of Students and/or Dean of Enrollment Management believes after initial investigation that misconduct has occurred but the student disagrees with either this conclusion or the proposed sanction, the Dean of Students and/or Dean of Enrollment Management shall



prepare a memorandum summarizing the results of the initial investigation, discussions to date with the student, and sanction being proposed. This memorandum shall be delivered to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for further proceedings. Depending upon the circumstances of the allegation, the Senior Vice President for Academic Affairs/Dean of Faculty or delegate shall implement either an administrative or committee review process, the choice of which shall be made at the discretion of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate.

If an administrative review is chosen, that review shall be delegated to a member of the Institute administration (other than the Dean of Students and/or Dean of Enrollment Management) or to an outside investigator chosen by the Institute. The administrative investigator shall investigate the circumstances of the complaint by interviewing the student, the complainant (if any), and witnesses, as well as by reviewing documents and conducting other investigation deemed appropriate. The student shall be afforded an opportunity to meet with the administrative investigator and supply written materials and documents justifying the student's position. This administrative review is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in interviews or in the administrative investigative process may, but need not, be permitted at the discretion of the Institute. After concluding the administrative investigation, the administrative investigator shall prepare a written recommendation discussing the alleged misconduct and sanction proposed by the Dean of Students and/or Dean of Enrollment Management and the facts that the investigator has found. This recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate is final.

If a committee review is chosen, the Institute, through its Senior Vice President for Academic Affairs/Dean of Faculty or delegate, shall appoint an *ad hoc* committee of three members to investigate the complaint. The committee members should include Institute faculty members or administrators and may, but need not, include a current student; one of the committee members should be designated by the Institute as chair. The committee should investigate the circumstances of the complaint by interviewing the student, any complainant, and witnesses, as well as by reviewing documents and conducting other investigation deemed appropriate. The accused student shall be afforded an opportunity to meet with the committee and supply written materials and documents justifying the student's position. The committee review contemplated is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in committee interviews or the investigative process may, but need not, be permitted at the discretion of the Institute. After concluding the investigation, the committee shall prepare a written recommendation discussing the alleged misconduct and sanction originally proposed by the Dean of Students and/or Dean of Enrollment Management and the facts that the committee has found; this recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty is final.

At any point during the disciplinary process, the process may be ended by agreement of the student and Institute, with any such resolution to be memorialized in a written agreement signed by the student and Institute.

## **Technical standards for students completing a Masters in Social Work**

The Erikson Institute MSW program adheres to the CSWE competency-based approach to social work education. Such an approach refers to identifying and assessing what students demonstrate in the classroom and in field practice. This approach also informs the technical standards for admission and retention in the MSW program. Technical standards in the MSW program at Erikson Institute encompass three main competencies: Knowledge/Scholastic Performance; Practice Skills; and Self Knowledge and Reflection.

Throughout their program, students are expected to progress with increasing independence, particularly during their field experience, so that by the time of program completion they are prepared for competent and independent practice at an entry level. To this end, the expectations and abilities listed below must be met by all students admitted to internships, with or without reasonable accommodations. In the event that a student is unable to meet the Technical Standards, with or without reasonable accommodations, Erikson reserves the right to do one of the following:

- Steer the student toward a particular type of internship experience that would meet their learning needs
- Deem that the student cannot proceed to internship until they have successfully worked with faculty and staff to develop and follow through on a plan to help them meet the standards
- Remove the student from an internship that they have already begun
- Terminate the student from the program, consistent with policies articulated in the Student Handbook and Field Manual.

### **Knowledge/scholastic performance**

1. Demonstrate clarity of thinking to process information and appropriately apply it to situations in the classroom and field placement.
2. Exhibit the ability to conceptualize and integrate knowledge and appropriately apply that knowledge to professional practice.
3. Maintain an academic GPA of 3.0. Students will be placed on academic probation if their GPA drops below a 3.0. No student may continue on academic probation for more than one semester (including the summer). Failure to exit academic probation will result in dismissal from the program.

4. Meet deadlines for course assignments and program requirements (a pattern of repeated absences, lateness, and failure to meet deadlines in courses or fieldwork is not acceptable).
5. Demonstrate good attendance, integrity, honesty, and conscientiousness in classes and when engaged in any professional- field placement work/ encounters.

### **Self-Knowledge and Reflection**

6. Exhibit knowledge of how one's values, attitudes, beliefs, emotional and past experiences affect thinking, behavior and relationships. Accurately assess one's own strengths, limitations, and suitability for professional practice.
7. Demonstrate ability to deal with current life stressors through the use of appropriate coping mechanisms. Handle stress effectively by using appropriate self-care and developing supportive relationship with colleagues, peers, and others.
8. Seek and effectively use help for medical or emotional concerns that interfere with scholastic and professional performance.
9. Exhibit willingness and an ability to listen to others.
10. Take responsibility for own actions and consider the impact of these actions on others.

### **Practice Skills**

11. Work collegially and professionally with others, including colleagues, faculty and staff.
12. Work collaboratively and respectfully with clients and client constituents.
13. Demonstrate sufficient written and oral skills to comprehend information and communicate ideas and feelings, in the classroom and in field work.
14. Demonstrate interpersonal skills to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations to the profession.
15. Demonstrate initiative in relation to solving problems.
16. Seek assistance and follow supervision in a timely manner, and accept and respond appropriately to constructive review of work from faculty, staff, field supervisor, and field liaison.
17. Commit to adhering to the NASW Code of Ethics [www.socialworkers.org/About/Ethics/Code-of-Ethics](http://www.socialworkers.org/About/Ethics/Code-of-Ethics)
18. Demonstrate attitudes of integrity, responsibility and tolerance.

19. Conduct oneself professionally consistent with NASW Code of Ethics and professional responsibility.
20. Maintain confidentiality as it relates to human service, classroom activities, and field placement.
21. When using technology to deliver services to clients, maintain confidentiality policies and procedures consistent with relevant statutes, regulations, rules, and ethical standards *www.socialworkers.org/includes/newIncludes/homepage/PRA-BRO-33617.TechStandards\_FINAL\_POSTING.pdf*.

### **Accommodations and technical standards**

Erikson will not discriminate against qualified individuals with disabilities who apply for admission to the professional/graduate program and will provide reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation is one that does not require substantial program modification or lower academic standards.

Reasonable accommodations can be provided in relation to academic requirements and to technical standards. Erikson facilitates the implementation of reasonable accommodations, including resources and services, for applicants with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in difficulties with accessing learning opportunities.

Should an applicant or admitted student have or develop a condition that places them in the position of not being able to meet a technical standard and no reasonable accommodation can be identified that will enable the student to complete the program and pursue professional practice, the candidate may be denied admission or dismissed from the program.

Students are asked to verify that they understand and can meet the technical standards established by a program or that they believe that, with certain reasonable accommodations, they can meet the standards.

Any student with a disability (or a student who develops a disability) and who needs an accommodation should contact Colette Davison, Dean of Students and Coordinator of Disability Services at [cdavison@erikson.edu](mailto:cdavison@erikson.edu) for further information.

### **If a student's ability to meet the technical standards changes**

If a student's ability to meet the standards changes while enrolled in the program, a meeting with the student, program director, field director, and coordinator of disability services may be held to determine the best course of action. The coordinator of disability services can advise the student on appropriate documentation if the student believes that they could meet the program's technical standards with accommodation(s). If the stated condition is a qualified disability, the coordinator of disability service will confer with the student to determine reasonable accommodations which do not jeopardize personal safety, or result in a fundamental alteration of the educational experience to which the technical standards apply (including field placement, coursework, observations and assessment activities deemed essential to graduation).

# Financial aid

Erikson participates in the William D. Ford Direct Loan (Direct Loan) program through the U.S. Department of Education, which provides need-based and non-need-based student loans. Students must meet the Department of Education's eligibility requirements in order to receive student loans. Erikson also offers need-based grants as well as a limited number of competitive scholarships and fellowships. Financial aid, including scholarships and grants, is not automatically renewable—students must reapply each year.

## Financial Aid Award Eligibility

### Master's degree programs

Students enrolled in Erikson's master's degree programs may be eligible for one or a combination of the following forms of financial aid:

- Inspiration Scholarship
- Cari B. Sacks Scholarship
- Irving B. Harris Scholarship
- Barbara T. Bowman Scholarship
- Barbara Bowman Fellowship in Early Education and Social Justice
- Pelino Family Scholarship
- Anne Searle Bent Scholarship
- Edward Neisser Memorial Scholarship
- Partnership for Quality Childcare Scholarship
- Erikson need-based grant
- TEACH Grant (for students enrolled in the MS in Early Childhood Education leading to initial early childhood teaching license and bilingual/ESL endorsement)
- Federal Direct Subsidized Loan
- Federal Direct Graduate PLUS Loan
- Alternative loans available through private lenders

To be considered for any of the above financial aid award programs, with the exception of the Federal Stafford unsubsidized loans, students are required to submit the following forms:

1. Free Application for Federal Student Aid (FAFSA).  
Erikson's school code is G35103.
2. Anticipated Credit Hours Form

### Graduate certificate programs

Student enrolled in Erikson's certificate programs may be eligible for one or a combination of the following forms of financial aid:

- Erikson Infant Specialist/Infant Mental Health scholarships
- Pelino Family Scholarships
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan
- Alternative loans available through private lenders

The respective certificate program faculty awards scholarships for the certificate programs. To be considered for the loan programs, with the exception of the Federal Stafford unsubsidized loans, students are required to submit the following forms:

1. Free Application for Federal Student Aid (FAFSA).  
Erikson's school code is **G35103**.
2. Anticipated Credit Hours Form

### Federal Direct Stafford Loans

**Stafford Unsubsidized Loans (non-need based):** Stafford unsubsidized loans accrue interest upon disbursement of the loan and students are responsible for paying the interest on the loan while enrolled. Students may opt to defer interest payments during the period of enrollment by adding the accrued interest to the loan principal (also known as capitalization of interest). Please note that capitalization generally results in more interest paid over the life of the loan. Stafford unsubsidized loans are available to eligible borrowers regardless of financial need. Eligible borrowers are graduate students who are enrolled at least half-time (3 credits). The annual loan limit on Stafford unsubsidized loans is \$20,500 for students enrolled in the master's and graduate certificate programs. The interest rate on Stafford unsubsidized loans disbursed July 1, 2017–June 30, 2018 is a fixed 6.00%.

## **Graduate PLUS Loan**

This federal loan program was authorized as part of the Deficit Reduction Act of 2005. Repayment on Graduate PLUS loans begins 60 days following the disbursement of the loan; however, students enrolled at least half-time (3 credits) are eligible for deferment. Interest begins to accrue upon disbursement. Graduate PLUS loans are available to eligible borrowers with financial need based upon their FAFSA information. The maximum award amount is the difference between the total cost of education minus all financial aid for which the student is eligible. Borrowers must pass a simple credit check. The interest rate on Direct Graduate PLUS loans disbursed July 1, 2017–June 30, 2018 is a fixed 7.00%.

## **Master Promissory Note (MPN)**

To receive Stafford unsubsidized and/or Graduate PLUS loan funds, students must complete a Master Promissory Note (MPN). Students who receive Stafford and Graduate PLUS loans must complete a separate MPN for each program. Erikson utilizes multi-year MPN's which means that you have to complete the promissory note only once. No federal loan funds will be disbursed without a completed and approved MPN.

## **Loan counseling**

All students who accept a federal student loan must complete loan entrance counseling before receiving loan funds and loan exit counseling before leaving Erikson. Failure to complete exit counseling will result in a hold on the student's account, which will prevent the student from receiving her/his transcripts, diploma, and/or certificate of completion.

## **Teacher Education Assistance for College and Higher Education (TEACH) Grant**

The TEACH Grant program provides up to \$4,000.00 per year, for up to two years (maximum \$8,000) in grants to teacher candidates who:

1. are enrolled in the MS in Early Childhood Education leading to early childhood teaching license and bilingual/ESL endorsement;
2. plan to teach full-time in high-need subject areas; and
3. plan to teach at schools that serve students from low-income families.

Note: You may access the U.S. Department of Education's list of schools serving low income students and the directory of high-need subject areas through the TEACH Grant page in the Student Services section of *my.erikson.edu*.

TEACH Grant recipients agree to teach for at least four years within eight years of finishing their degree program and to teach high-need subjects in designated schools that serve low-income students. If you do not complete the four-year teaching obligation, your grant will convert to an unsubsidized loan, which you will have to repay with interest calculated back to the date the funds were disbursed.

TEACH Grant recipients must sign a TEACH Grant Agreement to Serve (service agreement) and complete a loan counseling session for each financial aid award year that the award is disbursed. When you sign the service agreement, you are agreeing to the repay the grant as a Federal Unsubsidized Stafford loan, with interest accrued from the date the grant funds were first disbursed, if you do not complete the teaching service requirement. Once a TEACH Grant is converted to a loan, it cannot be converted back to a grant.

You may request cancellation of all or part of your TEACH Grant award. If you request cancellation before the first day of the payment period or within 14 days after your TEACH Grant has been disbursed to your Erikson student account, Erikson will return the funds and they will not be converted to a Federal Unsubsidized Stafford loan.

TEACH Grant awards are disbursed in equal amounts over two or three terms, with the maximum \$4,000 award divided by the appropriate number of terms. The maximum award for each respective term is calculated based on the following:

Registered credits	Amount of award
Full-time (6 or more credits)	100%
$\frac{3}{4}$ -time (4.5 – 5.5 credits)	75%
$\frac{1}{2}$ -time (3 – 4 credits)	50%
Less than $\frac{1}{2}$ -time (<3 credits)	25%

To be eligible for a TEACH Grant, you must:

- Be a U.S. citizen or eligible non-citizen
- Be enrolled in or plan to enroll in the MS in Early Childhood Education leading to initial teaching license and bilingual/ESL endorsement
- Maintain a minimum cumulative grade point average of 3.25
- Complete TEACH Grant counseling and sign a TEACH Grant Agreement to Serve each year at [www.teach-ats.ed.gov](http://www.teach-ats.ed.gov)
- Complete the FAFSA although you do not have to demonstrate financial need to be eligible

### Award notification

Students who have completed all financial aid application materials will receive an award letter detailing their eligibility for need-based grants, scholarships, and/or loan assistance. You will be notified in writing of any changes in your financial aid eligibility due to a change in enrollment status.

Financial aid is available for summer term if the student is enrolled at least half-time. Summer term is considered the first term of the academic year for financial aid purposes; therefore, students who wish to receive financial aid for the summer term must complete financial aid application materials for the following academic year (i.e. forms for 2017–18 to receive aid for summer 2017).

### Disbursement of financial aid

Scholarships and grants are applied directly to tuition accounts at the beginning of each term. Scholarship and grants awards are based on an assumption about the number of credit hours the student will take each term and may be adjusted if the student enrolls for a different number of credit hours.

Student loans are disbursed at the beginning of each term, assuming all necessary paperwork and entrance counseling have been completed. The loan funds will be applied first to any outstanding tuition and/or fees not covered by scholarships, grants, or other resources. If the loan funds are in excess of the current term's tuition and fee charges, you will receive a refund check from Erikson Institute within 14 days of the loan funds being applied to your tuition account.

You may refuse a loan disbursement within 14 days by notifying the Financial Aid Office in writing. The loan funds will be returned to the Department of Education.

If you wish to change the amount of financial aid you have accepted, you must notify the Financial Aid Office in writing of the changes you wish to make.

### Return of Title IV funds

If you withdraw from Erikson Institute during an academic term and have received a federal student loan or TEACH Grant for that term, you may be required to return a portion of the disbursed funds to Erikson Institute or to the Department of Education as required by federal regulation. This policy is separate and distinct from Erikson's tuition refund policy, which may also apply.

### Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Erikson Institute will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

## Return of Erikson fellowships, scholarships and need-based grants

Funding for Erikson’s fellowship, scholarship and need-based grant programs is provided by the generous gifts of donors and Erikson supporters. The Institute takes seriously its responsibility to conscientiously award and monitor its limited fellowship, scholarship and need-based grant funds. Students who withdraw from a course or all courses, regardless of the circumstances of the withdrawal, are required to pay back 100 percent of the Erikson fellowship, scholarship or need-based grant award for the term. The funds may be re-awarded for future enrollment in the courses, contingent upon the student retaining her/his eligibility for the specific award program.

## Satisfactory academic progress

To be eligible for Title IV financial aid, a student must make satisfactory academic progress (SAP) toward completion of a degree or certificate as follows:

### 1. Grade Point Average requirement

To graduate, all master’s students are required to have a cumulative grade point average (GPA) of at least 3.0 with no more than two C+, C, or C– grades. Certificate program students are required to have a cumulative grade point average of at least 3.0 with no more than one C+, C, or C– grade, and a grade of B or better in internship courses.

A student’s cumulative GPA is defined as the total quality points earned (refer to Erikson’s grading system details in the Student Handbook for quality points earned for grades included in GPA calculations) divided by total hours attempted.

*Incomplete, Withdrawal, and missing grades:* Grades of I (Incomplete), W (Withdrawal) and missing grades are not included in the calculation of the GPA. Grades of WF (Withdrawal, fail) and NG (No grade submitted) are included in the calculation of the GPA and earn 0 quality points, therefore negatively impacting Satisfactory Academic Progress evaluations.

*Repeated Courses:* Only the grade earned in the most recent repeated course is used in the calculation of the GPA.

*Transfer credits:* Erikson rarely accepts transfer credits from another institution, and in such cases transfer credits are recorded and calculated in the GPA.

To ensure that this requirement will be met, students must achieve the minimum cumulative grade point averages below according to the student’s program length:

Program option	By the end of		
	First year	Second year	Third year
2-year student	3.0	3.0	na
3-year student	2.5	3.0	3.0
4-year student	2.5	3.0	3.0
Certificate	3.0	3.0	na

### 2. Credit hour completion requirement

Students must make progress toward completion of the degree by satisfactorily completing a minimum number of credit hours per academic year as follows:

Program option	By the end of			
	First year	Second year	Third year	Fourth year
2-year student	30	60	na	na
3-year student	18	36	60	na
4-year student	12	22	37	60

If a student changes program options, she/he is required to have completed the minimum number of credit hours for the program in which she/he was enrolled at the end of the period that is being monitored.

Erikson Institute rarely accepts transfer credits from another institution, and in such cases transfer credits are counted toward the credit hour completion requirement. If a student repeats a course, both enrollments are calculated in the credit hour completion rate. If a student withdraws from a course after the add/drop period, the student will receive a grade of ‘W’ or ‘WF’ depending on the date of withdrawal. Grades of ‘W’ and ‘WF’ are considered an unsuccessful attempt in the credit hour completion rate. If a student has a grade of ‘I’ or ‘NG’, the grades are considered an unsuccessful attempt in the credit hour completion rate until the course has been successfully completed and a final passing grade has been posted.

### **3. Maximum time frame for program completion**

Students must complete the master's degree program within five years of entering the program. Certificate programs must be completed within three years.

### **4. Schedule for monitoring progress**

Each Title IV aid recipient's progress relative to credit hours earned, cumulative grade point average and maximum time frame for program completion will be monitored once per academic year at the end of the summer term.

### **5. Denial of financial aid**

Students who do not meet the minimum standards for satisfactory academic progress will be notified in writing and will be ineligible for Title IV financial aid for subsequent enrollment periods, even if the student is allowed to register for classes.

### **6. Regaining eligibility**

If a student is denied Title IV assistance because she/he has not maintained satisfactory academic progress, courses must be taken at the student's expense until the student's progress meets all requirements of this policy.

### **7. Repeated course work**

If a student retakes a previously *failed* course, the repeated course will be included in the student's Title IV enrollment status and Title IV funds will be available to pay for the repeated course. If a student retakes a previously *passed* course, one repetition of the repeated course will be included in the student's Title IV enrollment status and Title IV funds will be available to pay for the repeated course.

All repeated courses affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

### **8. Appeals**

If a student has experienced unusual circumstances that have negatively affected his or her academic progress, a written appeal may be submitted to the Dean of Enrollment Management. The appeals process is reserved for situations outside the student's control, such as family catastrophe, illness, and other special circumstances. In order for the appeal to be considered, a student must submit information regarding why she/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation.

Appeals will only be approved if the SAP review committee determines that:

- the student will be able to meet SAP standards after the subsequent payment period; or
- an academic plan is developed with the student and the faculty advisor that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time.

If an appeal is granted, the student will be placed on financial aid probation for the specified period and will have her/his Title IV financial aid eligibility reinstated.

### **In-school loan deferment**

If you have federal student loans from prior years, you may be eligible to defer repayment of those loans if you are enrolled for at least 3 credits at Erikson. We work with National Student Clearinghouse to automatically notify your lenders of your enrollment status. If you wish to request a deferment, you should contact your lender to request a deferment form and submit the form to the Registration and Student Records Office for certification.



# Student financial accounts

## Tuition

Erikson degree and certificate students are charged by the credit hour. The credit hour cost is \$1,060 for Summer 2018, Fall 2018, and Spring 2019.

## Fees

Degree and certificate students are responsible for the following fees.

### One time fees

#### Matriculation fee (non-refundable)

PhD and Master's	\$200
Certificate	\$150

*Due with enrollment into the program*

#### Application for degree conferral fee

Master's	\$175
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*Due with graduation application*

### Recurring fee

Student services fee	\$600
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### Other fees

Late registration	\$100 per course
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Tuition payment plan	\$15 per term
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## Making payments

Unless otherwise noted, tuition is due on the last day of the add/drop period for each term. Online credit card payments can be made through [my.erikson.edu](http://my.erikson.edu). Payments may also be mailed to:

Erikson Institute  
Attn: Tuition Payment  
451 N LaSalle St  
Chicago, IL 60654-4510

If by the end of the add/drop period a student has failed to pay in full, submit a payment plan with fee and first payment, or submit all necessary paperwork to receive a Department of Education loan, she/he will incur a \$100 late payment fee. Failure to make payment within three weeks of a late fee being applied may result in being de-registered from classes. If a student makes payment in full after being de-registered, the faculty will review the case before she/he will be allowed to re-enroll and return to class.

Erikson Institute accepts any of the following: personal checks, money orders, Discover, MasterCard, or Visa. There will be a \$25 fee for all returned checks. If a student incurs two insufficient funds fees, personal checks will no longer be accepted from that student and future payments must be made with a certified or cashier's check.

## Payment plans

Students have the option of enrolling in a payment plan. The fee for this service is \$15 per semester. Payment plan worksheets are available through [my.erikson.edu](http://my.erikson.edu). Signed worksheets and first payment are due on the last day of the add/drop period for the given term. Thereafter, payments are due on the 15th of the month with the last payment due before the end of classes. Payment plans are an excellent alternative for students who cannot afford to pay an entire semester's tuition at once or do not want to take out student loans. However, it is very important that students analyze their financial situation before agreeing to make monthly payments. Students will incur a \$25 late fee for each late payment.

## Employer payments

If an employer is reimbursing a student directly for tuition, the student is responsible for all Erikson tuition costs, which are due on the last day of the add/drop period for the term. If an employer is paying Erikson directly for a student's tuition, the student is responsible for providing the Financial Analyst with a typed statement on business stationery stating what portion of the tuition is covered and when Erikson Institute will receive payment. This statement and any uncovered portion of tuition are due on the last day of the add/drop period for the term.

## Collections

Erikson Institute makes every attempt to assist students with financing their education. In instances where an account becomes delinquent, Erikson Institute will send the student's account to a collection agency. Students are responsible for any and all legal fees or collection agency fees related to their delinquent accounts. To avoid this, we encourage students to pay on time and notify the Financial Analyst immediately if she/he is unable to make a payment due to extenuating circumstances so other arrangements can be made.

## Tuition refund policy

Students who withdraw from classes may be entitled to a refund of a portion of tuition according to the policy and refund schedule described below. Only tuition may be refunded; all fees will be due as charged regardless of when refund requests are submitted. In order to obtain a refund, students must officially withdraw from classes through the Registration and Student Records Office. Students must officially withdraw from a class or classes for which they seek a refund; the Institute does not automatically withdraw students from classes even if a student fails to attend the class. Refunds will be calculated based on the date the required paperwork was submitted to the Registration and Student Records Office, not on the last day of class attended. Therefore, it is imperative that students see the Registration and Student Records Office immediately upon dropping a class, dropping the program, or changing programs. Meeting with your adviser does not constitute meeting with the Registration and Student Records Office. Refunds will be calculated according to the following schedule:

Effective Date of Withdrawal	Percentage of Refund
End of add/drop period	100%
Second week of term	75%
Third week of term	50%
Fourth week of term	25%
Fifth week of term or later	0%

If a student withdraws and is on a payment plan, the balance of the tuition becomes due immediately. The Institute will not grant a refund if a student withdraws or is forced to withdraw from a course for disciplinary reasons, including violation of the Institute's academic dishonesty policy.

## Release of financial information

It is Erikson Institute's policy not to release any financial information to any third party. If you would like a third party to have access to your financial information, please provide the Financial Analyst with written permission. Your written permission must clearly designate each third party to whom you wish to permit release of your financial information. The Institute will honor your written permission for the remainder of the academic year in which you submit the request. If you wish to grant permission for access to your financial information for a subsequent academic year, you must submit an additional written request for the subsequent year. You may withdraw permission at any time by submitting a request for withdrawal in writing to the Financial Analyst, who will make every effort revoke the permission as soon as possible but may require until the end of the academic year to do so.

# Student resources

## Academic Success Center

Becoming a competent writer is a critical component of professional development, and writing is an integral part of students' academic work at Erikson. Students enter Erikson's degree programs with different levels of experience with academic writing. The Academic Success Center (ASC) provides writing and study skill support for all on-campus and online master's students.

The Center consists of four components:

1. The ASC web site ([asc.erikson.edu](http://asc.erikson.edu));
2. An on-campus writing center in the library;
3. An online support option via [asc@erikson.edu](mailto:asc@erikson.edu); and
4. The Pick Writing Program, which provides individual and group support to students, including tutor-led peer study groups; and
5. A Summer Writing Course, offered both on-campus and online.

All students are encouraged to review the Learning Tools site on [my.erikson](http://my.erikson) to explore different kinds of technology support for reading and writing, including Read & Write Gold. ASC and Library staff are available to help students navigate this site.

The academic needs of all incoming students will be informally assessed on the basis of their written application, academic transcripts, letters of recommendation, and interview with a faculty member. Based on this information, the admissions committee may make a recommendation that the student attend individual or group writing support sessions during the academic year.

All incoming students will also be asked to complete a writing assessment once their application and decision-making process is completed. This will further help us ascertain whether or not the student could benefit from academic support. In the case that a student may need additional support, they will be contacted through the Academic Success Center (ASC) to give them more information about services available, including a 4-week Summer Writing Course.

In the summer course, students will be introduced to, or have an opportunity to review, graduate-level reading and writing expectations in the master's program. The summer writing course is also available to all incoming and continuing master's students regardless of whether they've been given a recommendation to take the course. Students who are taking the class are asked to make a commitment to attend all sessions.

Students who are assigned to an individual tutor will work with that person throughout their first semester and possibly throughout their first academic year. Tutor meetings are generally one-on-one and sessions typically last one hour.

All writing tutors are equipped to support students with the ideal process of graduate level academic writing, which includes: building overall competence and skill, developing confidence in their capacity to write successfully, active reading/annotating, outlining, writing drafts and reflecting. See page 40 for course descriptions.

## Advising

Academic and professional advising are central to the MSW students' educational experiences at Erikson. Consistent with Erikson's current relationship-based advising model, academic and professional advising for MSW students is integrated into the weekly Supervision Seminar that takes place concurrently with the generalist and concentration field placements. The MSW faculty member assigned to facilitate each seminar will typically also serve as the official faculty advisor for the students in the respective seminar. Students may schedule individual appointments with their advisor as needed.

Three-year students have a monthly group advising meeting in the first year when they are not in the field which is facilitated by an MSW faculty member. The group advising serves as a place to explore the students' growing identities as developmentally-informed social workers, respond to students concerns, and engage students in thinking about ways to tap into their interests and participate with the larger Erikson community.

Professional advising for MSW students will be further supported through the Field Education and Career Services Office. Field liaisons, all of whom will have an earned MSW and professional experience in the field, will be assigned to each student. The liaison will visit each student's field site in order to ensure that the field experience meets the student's, the field site's and Erikson's expectations.

Additionally, other MSW faculty, the Enrollment Management team, and the Dean of Students are available to consult with to ensure students' academic and professional concerns are addressed. Students with personal concerns may meet with their advisor, MSW faculty, or the Dean of Students as needed to facilitate connection with resources outside of Erikson.

## **Campus safety and security**

Erikson Institute is committed to promoting the safety of all members of its campus community, including staff, students, and visitors. Toward this end, we post information related to campus safety and security on the campus portal, [my.erikson](http://my.erikson) (click on “Campus Safety and Security”) and on the Erikson website (see “Consumer Information,” [www.erikson.edu/consumer-information](http://www.erikson.edu/consumer-information)). You will find four documents related to safety and security).

The *Annual Security Report* includes information concerning current policies and procedures for campus security in compliance with the Clery Act of 1998, as amended. These policies and procedures cover important topics such as reporting criminal activity, responding to emergencies, and communicating potential threats to the safety of the campus community. It describes procedures related to access to campus and security awareness. It also includes policies and procedures regarding harassment, including sexual harassment and the use of alcoholic beverages and controlled substances. The report presents crime statistics for the preceding three calendar years. We also provide consumer information about community resources related to promoting the safety of individuals, including resources for drug and alcohol abuse prevention.

The *Fire and Life Safety Manual* describes emergency procedures related to life/safety events, such as fire, bomb threats, severe weather, nuclear threats, evacuations, and other serious events.

The *Emergency Procedures Quick Reference* provides a one-page summary of the emergency procedures described in the *Fire and Life Safety Manual*. It also includes floor plans for floors two, three, and four, showing evacuation routes.

*Tips on Public Safety* offers practical advice on how to avoid becoming a victim of crime.

## **Career services**

The Field Education and Career Services Office assists students with finding part- or full-time employment in the field and internship placements. Erikson maintains an electronic database of career resources on [my.erikson.edu](http://my.erikson.edu), including job postings that we receive from organizations seeking to employ social workers, teachers, and child development professionals. There are also resources and tips about the search for jobs. In addition, Erikson has an

extensive network of alumni and professional contacts, whom students can contact as they seek jobs. Networking events are held at various times during the academic year.

## **Computer and Internet access at Erikson**

The computer lab is located on the 3rd floor near the student lounge, seminar rooms and classrooms. During regular term, lab hours are 8:30 a.m. until 8:00 p.m. Staff members are available to assist students during the hours of 8:30 a.m. until 6:00 p.m. Most computers are Windows based and students have access to network printers.

In addition to the computer lab, workstations in the computer training room (adjacent to the Edward Neisser Library on the second floor) are also available to students, provided there are no special instruction sessions taking place. There are also more computer workstations available to students for regular use in the library during normal operating hours.

Network resources include full access to the Internet via a secure network, as well as online library services, printing, career resources, and online course areas.

Students requiring tutoring in computer skills and online resources should refer to the section on the library.

## **CTA U-Pass**

Erikson Institute participates in the University Pass (U-Pass) program through the Chicago Transit Authority (CTA), which offers eligible students a discounted pass for unlimited rides on all CTA buses and trains. The U-Pass is offered on a semester-by-semester basis. Each student will be issued a Ventra U-Pass card. Students enrolled for five or more credit hours during fall or spring semesters, or four or more credit hours during summer term, are eligible for a U-Pass for that semester/term. Please note: For Erikson students to be eligible for the U-Pass, all eligible students during a given semester will be charged for a U-Pass (approximately \$130/semester), whether or not they utilize the pass. If a student who was eligible at the beginning of a semester subsequently drops below the required credit hours during the add/drop period, the student’s U-Pass will be deactivated and the fee may be refunded on a prorated basis. The U-Pass includes the student’s name, picture, and school name, and is not transferable. Additional information about the U-Pass program is available on the CTA web site at [www.transitchicago.com/upass](http://www.transitchicago.com/upass).

**Lost or stolen U-Pass card:** You may apply for a replacement U-Pass by contacting the Assistant Director, Registrar and Student Records who serves as Erikson's U-Pass Coordinator. You will need to present your Erikson student ID and pay the \$50 replacement fee. A replacement U-Pass will be issued and sent to Erikson within 5-7 business days. CTA will replace lost or stolen U-Pass cards only once per academic term. Upon receipt of the replacement card, you will be notified via email to pick up the U-Pass.

**Defective, damaged or demagnetized U-Pass card:** If the CTA fare equipment on a bus can not read a U-Pass, the bus operator should allow you to complete the ride for free. At CTA rail stations, present the defective U-Pass card to the customer assistant to have it inspected. To replace a defective U-Pass, go to Ventra Customer Service at 165 N. Jefferson St., Chicago, IL, to get a form stating that the card is defective and a 7-day pass. Bring the defective card and form to the Registration and Student Records Office, who will order a replacement card for you. The first replacement is free, though any future replacements for defective cards will have a fee. A replacement U-Pass will be sent to Erikson within 5-7 business days. Upon receipt of the replacement card, you will be notified via email to pick up the pass.

**Fraudulent Use of U-Pass:** Any U-Pass presented by a person other than the student whose name and photograph appears on it will be confiscated, and the person may be subject to arrest. Fraudulent cards will be confiscated and a replacement card will not be issued for one year after the date of misuse. Students should carry their student ID with them at all times when they are planning to use the CTA U-Pass.

**U-Pass Customer Service:** Visit [www.ventrachicago.com](http://www.ventrachicago.com) or call (877) 669-8368 Monday-Friday from 8 a.m.-4:30 p.m. for any questions about Ventra U-Pass.

CTA General Offices:  
Chicago Transit Authority  
567 W. Lake Street, 2nd floor  
Chicago, IL 60661

You can also visit [www.transitchicago.com/upass](http://www.transitchicago.com/upass)

## Health insurance

Erikson Institute does not have a student health center, and at the same time the roll out of the Patient Protection and Affordable Care Act has significantly changed the health

insurance and healthcare landscape, particularly for student health insurance plans.

In accordance with Section 1501 of the Affordable Care Act, all Erikson students will be expected to have health insurance coverage and be in compliance of all applicable federal laws.

Students may already be covered by private insurance either through their employers or through a spouse or family member. If you are a student who is not currently covered by private insurance, you will have the ability to utilize the new Illinois online Health Marketplace, GetCoveredIllinois, to select an insurance plan that best meets your needs. You are encouraged to begin to review your health insurance options and become familiar with the information provided on [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov). The online Marketplace is designed to walk consumers through the health care information and enrollment process in a few simple steps, but if you have difficulty navigating the website, you may seek out the assistance of a free Healthcare Navigator. You can find a list of trained Navigators in your area on [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov). In addition, Erikson will offer an on-campus enrollment session with trained Navigators from GetCoveredIllinois prior to the start of the Fall term.

International students who are in F-1 status are subject to the health insurance requirement as a condition of their F-1 status. Students with F-1 and other non-immigrant visas who are maintaining legal status in the U.S. are eligible to enroll in insurance through the marketplace. However, non-immigrant students are not eligible for Medicaid unless they have been in the U.S. for five years. Per F-1 student regulations, comparable policies must cover the full period of enrollment and must cover a minimum of US \$50,000 for accident or illness, and at least US \$7,500 for repatriation, and US \$10,000 for medical evacuation. International students are encouraged to contact Michel Frendian, Dean of Enrollment Management prior to choosing another health insurance plan in order to make sure that the plan meets these requirements.

For additional information, please refer to the following resources:

- To get up-to-date information on coverage in Illinois: [www.getcoveredillinois.gov](http://www.getcoveredillinois.gov)
- To get up-to-date information on the Patient Protection and Affordable Care Act, or to explore coverage options in a state other than Illinois: [www.healthcare.gov](http://www.healthcare.gov)





















**Degree/Certificate Granting Authority**

Erikson Institute is authorized by the Illinois Board of Higher Education to grant the MS in Child Development, the MS in Early Childhood Education, the Master of Social Work, and the Early Childhood Bilingual/ESL, Child Development, Infant Mental Health, and Infant Specialist graduate certificates.

**Program Accreditations and Approvals**

Erikson Institute is accredited by the Higher Learning Commission and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, (800) 621-7440, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

Accreditation is limited to master's degrees and certificates in fields related to child development and early childhood education (including Bilingual/ESL certificate), and the Master of Social Work.

Erikson's MS in Early Childhood Education leading to initial early childhood teaching license is approved by the Illinois State Board of Education. The Early Childhood Bilingual/English as a Second Language Certificate Program and the Early Childhood Special Education Letter of Approval are approved by the Illinois State Board of Education's Division of Educator Certification.

Erikson's Master of Social Work program is accredited by the Council on Social Work Education.

**Nondiscrimination policy**

It is the policy of Erikson Institute not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, or veteran status in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student or representative in making such a complaint. Any alleged violations of this policy should be directed to the Senior Vice President for Academic Affairs/Dean of Faculty.

**Right to change**

Erikson Institute reserves the right to change or supplement without notice any statement in this publication concerning, but not limited to, rules, policies, procedures, tuition, fees, curricula, and courses. Erikson Institute also retains the sole discretion and reserves the right to modify, withdraw, or replace any of the procedures set forth in this Handbook or to modify them to meet the needs of a particular case or situation.

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**Erikson Institute**

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