



POLICY FOR SUBMITTING PAPERS

1. Wisdom School of Graduate Studies mandates that the *Publication Manual for the American Psychological Association* (APA) be used in the preparation of all theses and dissertations. The APA is recommended for all pre- and post-papers submitted for Intensives.
2. Students will submit pre-papers to seminar faculty at the beginning of each class.
3. Post-paper assignments will be given for all seminars. Student handouts will include the paper reader and the email address for submission of the post-paper.
4. Post-papers should all be EMAILED to the Instructor or reader. Students will have up to two months to complete their post papers.
5. The Seminar Instructor will submit to WSGS a grade sheet indicating pass or fail for pre-papers and grades for post-papers. Any student who has not submitted a paper at this time will receive an incomplete (I) for the course.
6. Paper Extension – If a student is not able to complete a paper within two months after a class, they may request an extension to complete the paper. Seminar faculty typically do not read papers submitted after the two month deadline, thus late paper fees will be assessed at the following rates: **one month** extension=\$25; **two months** extension=\$50; **three months** extension=\$75; **four months** extension = \$100. The fee is submitted to the Registrar with the Request for Paper Extension Form. Once a request for Paper Extension form is approved, the Registrar will notify the student of the Reader's email address.
7. The Instructor or Reader will read and grade the paper, and complete the Petition for Grade Change to change the grade from incomplete.
8. Papers not completed within 6 months of the last day of the Intensive will result in "No Credit" being issued for the Intensive.
9. Students who have received a grade of "No Credit" must make up the Intensive, and pay all applicable tuition and fees for the makeup Intensive (based on tuition rates and fees at the time of makeup).