

American Academy of Clinical Sexologists



Academic Catalog

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American Academy of Clinical Sexologists, Inc.
3203 Lawton Road, Suite 170
Orlando, FL 32803

E-Mail: AACS13@aol.com

Phone 407-645-1641

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ABOUT THE AMERICAN ACADEMY OF CLINICAL SEXOLOGISTS

LICENSURE STATUS

American Academy of Clinical Sexologists, Inc. (AACCS) is licensed by the Commission for Independent Education, Florida Department of Education as License #3439. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400. Toll-free telephone number (888) 224-6684.

GOVERNANCE

AACCS is a for-profit corporation registered in the state of Florida managed and controlled by the AACCS, Inc. Advisory Board, which is the entity responsible for policy and procedure promulgation, review and amendment. The Academy Advisory Board is responsible for budgeting, tuition increases, general financial stability, fund raising, management of donated funds and the disbursement of scholarship funds.

CATALOG

The AACCS Academic Catalog is published annually and contains information about the degrees, administrative policies, and the Academy's Academic Calendar. At the time of printing, this catalog reflects the current policies and requirements; however, prospective and current students should verify the policies and requirements with an admissions representative or with the AACCS president or vice president. Students enrolled under a program that has been modified effective with the publication of this catalog may continue under the previous published catalog if appropriate courses are still available.

AACCS reserves the right to change regulations, policies, fees, and calendars, and to revise curricula as deemed necessary. Students must be familiar with the requirements and policies that they are expected to follow during their course of study. This Academic Catalog is available to all persons requesting a copy. This catalog is available to students at any time during regularly scheduled hours, or at least one week prior to enrollment.

STATEMENT OF PURPOSE

The purpose of this institution is to provide a quality educational experience, encouraging critical thinking and reflection and personal development. The educational mission of AACCS is to prepare students in Clinical Sexology for education, missionary, ministerial service, clinical, and other human service professions.

STATEMENT OF MISSION

AACCS is a private, independent graduate school which offers a Ph.D. in Clinical Sexology program designed for Licensed Mental Health Professionals who wish to practice Sex Therapy, on a clinical basis, or as an addendum to their licensed clinical specialty.

The program is dedicated to preparing Licensed Social Workers, Marriage and Family Therapists, Licensed Mental Health Counselors, or Clinical Psychologists, with a curriculum in Clinical Sexology as an addendum to their already licensed clinical Practice.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The objective of the program is to meet the requirements of Chapters 490 and 491, Rule 64B4-7.004, F.A.C., and Rule 64B19-18.002, F.A.C., for academic preparation of a graduate program which includes: coursework, supervision, a stringent research component, comprehensive examination, the writing of a dissertation which advances knowledge in the field of clinical sexology, and an oral defense before the graduate faculty.

It is our wish that a degree from AACCS will acquire a special importance not only in the personal

and professional life of the student, but also in society at large.

AACS POLICIES AND PROCEDURES

HANDICAPPED POLICY

AACS complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction.

EQUAL OPPORTUNITY STATEMENT

AACS admits students of any race, color, and national or ethnic origin. The Academy's policy of equal opportunity employment and affirmative action, consistent with Federal Policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, or belief, to be excluded from any training, be denied the benefit of, or be subject to discrimination in any hiring practice or activity.

ADVISORY BOARD

In an effort to meet the changing societal environment, the AACS Advisory Board represents the community's cross cultural composition. Every effort is made to incorporate the advice received from the Advisory Board to constantly modify, update, or add to the curriculum to insure that it remains relevant and dynamic.

ADVISORY BOARD MEMBERS

Pedro de Freitas, M.D., Ph.D., Beverly Norris, Ph.D., James Walker, Ph.D., and Lisa Roubish, Consumer Representative.

AACS CAMPUS

LOCATION

AACS is located in Orlando, Florida. Near to both Orlando International Airport and Orlando-Sanford Airport for air travel convenience. The AACS uses various class rooms and conference rooms for faculty and student meetings.

The Academy has two private offices with three computer stations for student and faculty convenience. These offices are available to faculty. Additional offices and/or computer stations are available to students by appointment. Two small library areas provide limited resources and volumes which may be checked out for a period of one week, with staff permission. All areas and restroom facilities are disability accessible. Multiple parking areas are available to students, faculty and guests. Parking in front of the building and behind the building in a secure area with handicapped spaces available nearest each entrance.

LIBRARY

In addition to the limited on-campus library, each student will receive a library card for Florida International University (FIU) for the use of their extensive research libraries, at no cost to the student. FIU has multiple library locations and extended hours for the convenience of the students. Please see below for locations and hours. FIU has two main locations, FIU is also a member of SEFLIN, and therefore there are extensive library resources available to all students. Please contact FIU at the telephone at the numbers provided below or log on to the FIU library web site 24 hours per day. Many services are available to students and faculty. Services include

library instruction; literacy instruction, faculty courses and education, book borrowing, computer services, electronic research resource center, computer lab, reference area, government documents area, wireless and laptop access, printing, saving, many other services are available. Students may make an appointment with qualified library personal for further instruction, or enroll in one of the library training courses.

REQUIREMENTS AND PROCEDURES FOR ADMISSION

Students desiring to enter AACCS should contact the Admissions Office or log on to the Academy's web site to obtain an application form. Students should submit their applications well in advance of the date they desire to enter the Academy to permit proper scheduling and to assure availability. Applicants are encouraged to visit the campus in person.

ADMISSION REQUIREMENTS

In order to be considered for enrollment in a Doctoral Degree level program at all applicants must:

1. Complete an application for admissions;
2. Present photo Identification and Social Security card;
3. Provide verification (official transcript) of an earned Bachelor Degree and a Masters Degree from a College or University accredited by an agency recognized by the U.S. Department of Education;
4. Two letters of recommendation from persons of a Ph.D. level. Preferably these should come from current and/or formal employers, current and/or previous faculty and/or advisors;
5. Have a cumulative grade point average of 3.0 or better in previous graduate studies or have a score in the 70 percentile or higher in the past 5 years on one of the following graduate entrance exams: Graduate Record Exam (GRE); Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT) or other standardized and recognized graduate admissions instrument.
6. Applicants with a Masters Degree and a cumulative GPA of 3.4 or higher in that degree will not be required to complete a graduate admissions exam.
7. International Students whose native language is not English will be required to take Test of English as a Foreign Language (TOEFL) and receive a score of 500 or higher; or 173 or higher on the computerized version of TOEFL.
8. An interview with Admissions Personal.
9. Applicants must submit proof of current and applicable licensure with their application materials **Note regarding applicants for Clinical Sexology Program:** Applicants for the Ph.D. in Clinical Sexology are required to be licensed clinical professionals in the field of clinical "counseling" or medicine. These licenses include licensed clinical social workers, marriage and family therapists, licensed mental health counselors and clinical psychologists to provide clinical sexology as an addendum to their already licensed clinical practice under Chapter 491 (FS) rule 64B4-7.004, Chapter 490 (FS) rule 64B19-18.002. The program does not prepare unlicensed students to meet initial licensing requirements in any field regulated by Chapters 490 or 491.

Applicants must submit proof of current and applicable licensure with their application materials.

Auditing: Licensed mental health professionals will be permitted to audit classes on a non-graduate credit basis. Proof of current and applicable licensure is required.

EXCEPTIONS TO NORMAL REQUIREMENTS

If a prospective student does not meet all criteria for entry, but believes she/he can demonstrate suitable proficiency and an ability to benefit from study in the subject area, the prospective student *may be allowed* to matriculate on a *probationary basis* as long as the applicable deficiencies are rectified:

1. Students with GPA or Test Score deficiencies: The student who lacks the requisite GPA or graduate admission scores completes maintains at least "B" average at all times. Upon successful completion of at least ten semester hour's completion, the probationary status will be removed.
2. Students lacking a master's degree: Customarily a successfully completed Master's degree is a prerequisite to acceptance in the doctoral programs of AACSB but on occasion a student may be accepted with only a Bachelor's degree on a discretionary and probationary basis. If the student successfully demonstrates suitable proficiency in graduate studies, then his/her graduate status will be adjusted appropriately. Students accepted at this level will be required to earn at least 30 additional semester hours at the graduate level to achieve graduate equivalency to the Masters degree. These hours may be taken at AACSB or at another graduate program, upon approval of Academic Dean and Program Director.

All admission decisions are made after a careful review of all submitted material and the decision of the admissions committee, consisting of the President, Director of Admissions and Departmental Program Chairpersons. The Admission Committee decisions are final. An unsuccessful candidate may reapply for the following term.

ACADEMIC POLICIES

ATTENDANCE POLICY

At AACSB, satisfactory attendance is considered a vital part of each student's performance. Absences and/or tardiness in excess of 25% of the class hours for any subject may cause the student to be ineligible to take the final examination in that subject. This decision is at the discretion of the course instructor in consultation with the applicable Program Director. The student may be reinstated to classes following an evaluation of his/her abilities and performance by the Instructor and the Dean. Students are expected to attend classes. At the beginning of the semester, instructors will define specific requirements for successful completion of each course. Excessive absences may also result in the following administrative actions: academic warning, probation, student suspension, student termination. Students are responsible for contacting the faculty for make-up.

DROP/ADD PERIOD

The drop/add period is the first week at the beginning of each semester, during which a student may drop a class without incurring any charges. After registration, any changes in schedule must be authorized by the student's advisor. Written notification must be submitted to the Academy and signed by the student and the student's advisor for all schedule changes.

Students are encouraged to notify the Academy prior to the start of their semester should they need to take an academic interruption during the semester. All schedule changes must occur no later than the end of the first week of the semester in order to not incur all semester charges.

TRANSFER OF ACADEMIC CREDIT FROM AACCS

The American Academy of Clinical Sexologists is not an accredited institution. Therefore, the acceptance of the transfer of credit to another institution is up to the transferring institution. As well, lack of accreditation by an agency recognized by the United States Department of Education will affect the ability of a student to apply for federal financial aid and/or credits may not be accepted by employers.

TRANSFER OF ACADEMIC CREDIT TO AACCS

No credit may be granted by AACCS for independent studies, employment training process, special courses or group activities. However acceptance of credits into AACCS is subject the maximum allowable transfer limits according to AACCS policy. AACCS, through consultation between faculty and academic administrators will evaluate possible transfer credit.

GRADUATION REQUIREMENTS FOR DEGREE PROGRAMS

A Doctoral degree requires a minimum of 60 semester credit hours after the Master's degree. All doctoral students must earn a minimum of 30 semester credit hours of study at AACCS. Thirty (30) semester hours is the maximum allowable transfer of credit into a doctoral program beyond the master's degree or its equivalent.

DEFINITION OF SEMESTER HOURS/CREDITS

One (1) semester hour equals (15) classroom clock hours and appropriate outside reading and other learning activities as defined in the course syllabus, or the equivalent. Clock hours are defined as 50 minute instructional periods and a 10 minute break.

DISSERTATION PROCESS AND GUIDELINES

The Academy president or designee will appoint a three member dissertation committee, which will act as the reading committee. The student may nominate one member who will be helpful to the student for approval of the president or designee. There is an advantage to including at least one member who is outside the student's research area to help ensure that the dissertation is understandable to a broad range of persons. Should one member become unavailable due to resignation, leave, sabbatical, etc., a replacement for the three member dissertation committee will be appointed for the latter stages of the dissertation process, including the defense.

The dissertation committee may include one or two members from outside the studied degree program. Should a researcher be proposed who is not on staff at AACCS, the student will be required to provide the curriculum vita of that scholar before his or her appointment to a dissertation committee. Former members of the faculty are exempt from this rule.

The purpose of this process is to help the student design the dissertation. The faculty is to be constructive and to help students catch any mistakes at an early stage. Students who do not seek approval at an early stage in dissertation research run the risk that much time spent gathering data will not be useful for the dissertation.

The approval form can be broken down into four steps:

1. Describe the general context. How does the area of study fit into broader issues, and why are they significant? The review of literature starts here.

2. Describe the particular area in detail. This section should state the need for research in the area.
3. Pose the specific research question, and hypothesize the results that will be found.
4. Describe the proposed methodology, including all important details: what needs to be controlled for, what kind of data analysis will be used, etc. Give information on the characteristics of subjects to be recruited. Any pilot data should be included here. The proposals in the methods section should be *specific*, rather than options; it is recognized that many changes may happen in the prospectus meeting, but committee members need to be given the student's best ideas rather than several avenues that could be taken. Include as an appendix copies of any measures planned.

The student should give the proposal to the Committee members at least two weeks before scheduling a meeting. The proposal itself should be in as polished form as possible, using APA journal article style. A typical proposal will not exceed 30 pages (excluding appendices), but the length should be sufficient to cover the steps detailed above.

The proposal meeting starts with about a 10-minute presentation by the student describing the proposal and including any "fine tuning" that the student has done since the written proposal was submitted. The presentation should be considered semi-formal, and students may find slides helpful. Following the presentation, there will be informal discussion and questions from the Committee members. Since the purpose of the proposal meeting is to help students do as good research as possible, it is likely that at least some modifications will be made. In unusual cases, the modifications will be so extensive that the Committee needs to reconvene for another meeting with the student, but it is expected that only in extreme cases will the student have to "go back to the drawing board." The modifications will be listed on a form that will be signed by all Committee members. After the meeting the student will draft a memo of understanding describing the results of the proposal meeting and stating how s/he will incorporate modifications and suggestions made by the Committee. This memo will be reviewed and signed by the student's advisor.

As in all real-world research, the findings may indicate the need for a new direction or change in plan. It is the student's responsibility to keep the members informed.

The limitations on this process will normally be two years. If a student takes a leave of absence or withdraws from graduate study, s/he should consult with the advisor to make certain that a previously-approved proposal is still in force.

When the student has completed the final draft of the dissertation, s/he requests the appointment of an oral committee moderator and an outside examiner. The moderator plays a largely procedural role, and is not obligated to read and approve the dissertation (though, as with all faculty members present at the oral defense, h/she would be entitled to vote). The moderator should be given the dissertation in its final form. The moderator is most often a senior faculty member, but may be a junior. The outside examiner is typically from outside the student's area and s/he may not have been involved with the dissertation up to this point.

After the dissertation has been completed to the satisfaction of the dissertation committee, the dissertation should be submitted to the Dean's Office. The Dean's Office will note the date of receipt of the dissertation and then transmit the dissertation to all committee members, with the addition of an approval sheet. For theses submitted outside of regular business hours, the next

working day will serve as the day of receipt of the dissertation. The oral committee moderator does not have to approve the written dissertation, but as a courtesy should be given a copy.

Faculty is asked to read the dissertation and respond to the student within three weeks of receipt of the dissertation by the Dean's Office. A copy of the dissertation sign-off sheet should also be returned to at this time. The Dean's Office will be responsible for prompting faculty to ensure that they adhere to this three week reading deadline.

After revising the dissertation in accordance with the feedback received by the committee members, the dissertation should again be submitted to the Dean's Office for distribution to committee members. Faculty will comment on the revised dissertation and will complete the dissertation sign-off sheet within two weeks of receipt of the revised dissertation. Additional revisions may be requested at this time if necessary, and no assumptions should be made about the acceptability of a revised dissertation until approval has been obtained from each member of the committee.

After all of the committee members have approved the dissertation (i.e., signed the dissertation sign-off sheet) the oral defense will be officially scheduled by the Dean's Office. The date of the oral defense will be at least two weeks after the date of final dissertation approval by all members of the committee. This delay is to allow time for the defense date to be adequately posted and to allow arrangements for a post-defense reception to be made. The dissertation abstract will also be posted along with the title and time of the dissertation defense. Students whose oral defense takes place after the deadline for a degree ceremony will be eligible to receive a letter from the Chair of the Department notifying any actual or potential employer that the student has met all formal degree requirements.

A NOTE ABOUT DEADLINES

Please note that in the unlikely event that no members of the committee require any revisions to the written dissertation, the above procedures require a *minimum* of five weeks from the time of initial dissertation submission to the date of the oral defense. Because most theses will require some modification--and many require several rounds--students are advised to avoid aiming for premature graduation deadlines. Individual circumstances obviously vary. However, students wishing to graduate at a specific time are advised that they may need to submit their dissertation as early as six months beforehand in order to be reasonably confident of meeting any specific graduation date.

In any event, the emphasis of the Academy will be on working with students to produce a dissertation of the highest quality. Students should be aware that any desired date of graduation on their part cannot be a factor influencing the decision of the dissertation committee regarding the acceptability of the dissertation.

The defense begins with a 15-20 minute description of the dissertation work. This presentation should be practiced, as it is considered formal; audio-visuals and other aids may prove indispensable. The presentation is followed by formal and extensive questioning by each committee member. The moderator may allow questions from the audience, as well. The candidate and guests are then excused, and the committee members plus any other faculty members wishing to do so will vote. A 2/3 majority of all faculty members voting at the oral defense will be required to pass. At this point the original dissertation committee members sign the Dissertation Acceptance Certificate, which must be submitted to the registrar with the bound dissertation.

Students may participate in Commencement activities if they have completed their degree requirements in time for the faculty meeting vote. The Chair will prepare letters for potential

employers certifying that the student has met all degree requirements, even if the student missed a particular diploma deadline. Students should be aware that book binders charge a premium for rush orders, so if the defense is held shortly before the deadline the binding process will be quite expensive. The Academy requires that students submit a bound copy of the dissertation and a CD to the Library.

SUMMARY OF DEADLINES AND SUBMISSION PROCEDURES

1. Student completes proposal and consults with adviser about dissertation committee membership. Student submits to the dissertation committee.
2. Student schedules proposal committee meeting, and gives written proposal to committee members at least two weeks ahead of the meeting. Student brings approval sheet to the meeting. The approval sheet is signed by all dissertation committee members and returned to the Graduate Office.
3. Student completes research and writes draft of dissertation. After adviser's comments are incorporated and the dissertation is considered to be in final form, student requests appointed outside examiner and oral defense moderator.
4. Student gives written dissertation to Dean's Office for submission to all dissertation committee members and outside examiner. An approval sheet is attached which is date-stamped; faculty are requested to give feedback to the student and the signed approval sheet to the Dean's Office within three weeks.
5. Student revises dissertation and submits revised dissertation to Graduate Office.
6. The Dean's Office attaches new date-stamped approval sheet and circulates dissertation to faculty, who respond with feedback and the signed approval sheet to the Dean's Office within two weeks.
7. Revisions may continue until all committee members dissertation sign-off.
8. When all members of the committee have approved the written dissertation and returned their sign-off sheets, an oral defense is scheduled by the Graduate Office. A minimum of two weeks must elapse from the date of final dissertation approval to the date of the oral defense. All committee members, including the oral defense moderator, should be given final, polished version of the dissertation. Faculty, staff, and students are notified about the defense and a small reception is arranged.
9. The faculty votes on the degree. Their recommendation is then voted on at the full faculty meeting. A candidate who has made the deadlines for the diploma period is entitled to march in Commencement.
10. This process should take no longer than five (5) years to complete, from beginning to end, including the two (2) year proposal time frame. These times do not include a formal leave of absence.

ACADEMIC STANDING

All students shall be listed as either:

Doctoral Student:	Doctoral student in good standing
Post-graduate:	Post-doctoral graduates performing advanced studies
Special:	Academic probation - first academic year or non-degree seeking
Auditor:	Classes attended on a non-graduate credit basis

GRADUATION WITH HONORS

Grade point average	Nomenclature
3.5 or higher	Cum Laude (With Honors)
3.8 or higher	Magna Cum Laude (With High Honors)
3.9 or higher	Summa Cum Laude (With Highest Honors)

In order to qualify for graduation with distinction, a student must have taken a minimum of 40 credit hours at AACCS carrying letter grades of A, B, C, or D, and must have maintained a grade point average of 3.50 or above. Only courses taken at AACCS are computed in determining honors. The GPA will be rounded using the third decimal place.

GRADING STANDARDS

Grade	Percentage	Classification
A	95-100	Excellent
B	88-94	Above Average
C	78-86	Average
D	70-77	Below Average
F	0-69	Failing
I		Incomplete
WP		Withdrew Passing
WF		Withdrew Failing

GRADING SYSTEM

Graduate students are required to maintain a minimum of a B average.

Superior achievement	A	4.00 honor points per credit.
Above average	B	3.00 honor points per credit
Below average	C	2.00 honor points per credit.
Pass	D	must be retaken/no credit given
Failure	F	must be retaken/no credit given
Incomplete	I	outstanding course work

A grade not reported as completed within the time required by the school becomes an F. Withdraw-W granted to students who officially withdraw before the last five (5) weeks of a regular semester or the last two (2) weeks of the summer sessions. If a student officially withdraws within the last five weeks prior to final examinations of regular semesters, and within the last two weeks of the summer sessions, an F is earned which is computed in the grade point average. To be in good academic standing, a cumulative Grade Point Average (GPA) of at least 3.0 is required.

Any grade below a "C" will be computed with 1.00 honor point or 0 honor points and will be averaged with the score for the successfully passed retake and will effect the GPA and over-all Satisfactory Academic Progress (SAP).

A grade not reported as completed within one semester becomes an "F".

ACADEMIC INTEGRITY POLICY

Cheating and plagiarism will not be tolerated in any form. Any student suspected of cheating or plagiarism will be counseled and or reprimanded. A student caught cheating or plagiarizing will be punished at the discretion of the course instructor. The range of options available is from verbal reprimand to expulsion.

SATISFACTORY ACADEMIC PROGRESS AND ACADEMIC DEFICIENCIES

In order to maintain Satisfactory Academic Progress (SAP) a student must have a cumulative grade point average (GPA) of 3.00 or above. Academic Probation will result if the student has a GPA of less than 3.00 at any point in his/her degree program.

Academic probation will end when the student achieves the 3.0 required cumulative GPA. During the period of academic probation the student will be provided with academic counseling.

Academic suspension will be applied to any student who has a GPA of 2.9 or less for any semester or other academic term. This suspension for be for a minimum of one semester. Academic suspension is subject to appeal and review by the Chief Academic Officer/Dean and the Academy President. The decision of these designated officers shall be considered final.

REPEAT COURSES

With prior written authorization from the appropriate Advisor and Dean, a student may repeat a course to improve the cumulative grade point average. If a student has grade below a "C" and repeats the course resulting in an A the average of the two grades applies ("B"). The cumulative grade point average will reflect averaged grades.

OFFICIAL GRADES AND OFFICIAL TRANSCRIPTS

Official grades will be issued within 30 days following the completion of the individual course and/or course requirements. Official transcripts will be issued upon request and/or at the completion of each individual academic program. Exceptions to the above statements include Official Transcripts, and /or official Grades will not be issued until the completion of the requirements for the student folder. This includes, but is not limited to photo identification, social security card, official transcripts, two letters of recommendation, three requested written essays, and the completion of an application. All financial obligations are required to be up to date before official grades and/or transcripts can be issued. No student will be allowed to graduate without fulfilling all financial obligations to the institution.

OFF - CAMPUS ENROLLMENT

AACS students who wish to take courses at another college or university for the purpose of transferring the credits to AACS must obtain prior written approval from the appropriate academic/faculty and Dean. No course below graduate level course may be considered for transfer.

WITHDRAWAL POLICY

Students withdrawing from the Academy must do so by officially submitting a written notice of withdrawal to the Office of the Dean of their respective departments. The effective date of withdrawal will be the date on which the Dean receives the notice.

Students withdrawing from courses must do so officially by obtaining the Withdrawal Form from either their advisor or the Office of the Registrar. The Withdrawal Form must be signed by the advisor and brought to the office of the Registrar for final processing. An unauthorized withdrawal will result in failures in course(s).

CANCELLATION OF CLASSES

1. Due to Faculty Absence - Unless an announcement is made to the contrary, Classes are considered dismissed if the instructor does not appear within 15 minutes of the beginning of the class period.

2. The decision to delay, cancel, and /or dismiss classes early will be made by the Chief Academic Officer, or in his /her absence or by Departmental Directors.
3. Any cancellation of Classes due to inclement weather will be announced on local radio and television stations. In addition, cancellations will be announced on the Academy information lines and voice mail.
4. When classes are canceled, faculty will not be required to report.

INTERDISCIPLINARY AND INDEPENDENT STUDIES

This program is an option available to the student to design a program that specifically meets the needs of the student's career goals. The appropriate faculty is requested to serve as adjuncts for the sole purpose of mentoring this student through the material to the expertise of a professional in that particular discipline. Due to the independent nature requiring designing a program to address a particular field, and the enhanced scrutiny enjoined by this type of endeavor, this program tends to entail more motivation and dedication than the average Doctoral Program.

PROGRAM COMPLETION TIME

The student has a maximum of five years (60 months) to complete his/her desired program.

GRIEVANCE POLICY

Students are encouraged to resolve problems through normal administrative channels. AACCS strongly believes that each student against whom the Academy is forced to take action has the right to procedural due process where she/he has notice and opportunity to be heard. If the administration has to take disciplinary measures against a student, or other action related to the student, the student may appeal the decision ultimately to the advisory board. A petition for a grievance hearing should be made in writing and submitted to the Academy president. The grievance will then be scheduled to be heard by the board. Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free 888-224-6684.

ANTIHAZING POLICY

The American Academy of Clinical Sexologists does not tolerate any type of hazing. Any student involved in and/or arranging and/or cooperating in any type of hazing, will be dismissed from AACCS.

STUDENT SERVICES

ORIENTATION

The student orientation program is designed to facilitate the transition to the Academy, to familiarize new students with the organization, staff, and operation of the Academy. During the orientation, students are introduced to the mission and the traditions of the Academy, rules and regulations, study techniques, and academic standards. Accordingly, all new students and transfer students are required to attend.

ACADEMIC ADVISING

While the student is ultimately responsible for his/her own academic success, the Academy assigns each student an Academic Advisor. Students are encouraged to meet with his/her advisor every semester.

PLACEMENT

Since all of the students are either in private practice or employed by an agency prior to admittance the Academy does not promise placement upon graduation in finding employment in their chosen career fields. Although AACCS provides employment placement assistance, it does not promise or guarantee employment.

HOUSING

AACCS does not offer housing, however, within the campus areas, a variety of housing options is available. Average rent for a single bedroom apartment is approximately \$600.00 per month. Students are responsible for securing off campus housing.

TRANSPORTATION

AACCS does not provide transportation. Transportation costs are estimated at approximately \$100.00 per person. Options for student transportation are city bus service, automobiles, bicycle, and air transportation is available for a higher cost.

PARKING

Students must park in authorized spaces provided free of charge in designated parking areas. Violations are subject to being towed with out prior warning of formal notification.

COST OF ATTENDANCE

TUITION

The tuition for the Ph.D. in Clinical Sexology program is \$150.00 per semester hour. When calculated on a semester basis of \$150.00 per semester hours X 10 semester hours the program is \$ 1500.00 per semester.

TOTAL PROGRAM TUITION

The Ph.D. in Clinical Sexology program consists of sixty semester hours X \$ 150.00 per semester hour equals \$ 9,000.00.

OTHER FEES AND COSTS

Books and course materials are purchased independently by the student and are not included in the Tuition/Fee schedules printed here.

The current fee schedule is as follows:

Registration Fee (one-time)	\$ 100.00	
Transcript Request Fee	\$ 10.00	(non-refundable)
Administrative Fee (withdraw)	\$ 100.00	
Re-Entry Fee	\$ 50.00	

TEXTBOOKS AND SUPPLIES

Textbooks for students in the program offered are not sold by AACCS. Students are required to purchase their own textbooks. Textbooks may be ordered and/or purchased from book stores or from on-line services such as Amazon.com. The estimated to cost is approximately \$100.00 per semester.

TERMS OF PAYMENT OF TUITION AND FEES

The following payment options are available for all students:

1. Students may choose to pay for the entire program in full at anytime. However there is no reduction in fees based on prepayment. The AACCS reserves the right to increase the cost per credit, registration fee, and/or education fees on an annual basis.
2. Tuition for the upcoming semester is due in full no later than the Tuition Due Dates noted on the following page. It is understood that graduation may be delayed; grades and/or transcripts may be withheld, if all financial obligations are not fulfilled in a timely manner, as set forth above.

Tuition Due Dates for the Academic Calendar Year

Winter Semester: December 1
Summer Semester: April 15
Fall Semester: August 1

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the student application and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee.
4. If a student withdraws prior to completion of the first week (drop/add period) of the semester, the Academy will refund 100% of the tuition for the semester.
5. Once the drop/add period is over, there will be no tuition adjustment for the reduction in class hours even if the student did not attend the class past the drop/add period.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

8. A student's enrollment can be terminated at the discretion of the governing board of the School for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

Textbooks are the property of the student, and can not be returned as part of the refund.

RIGHT AND RESPONSIBILITIES OF STUDENTS

THE RIGHTS OF STUDENTS

AACS exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression is indispensable to the attainment of these goals.

As members of this academic community, students are encouraged to develop the capacity for critical judgment, and to engage in a sustained and independent search for truth. Procedures for achieving this purpose may vary from program to program, but the minimal standards of academic freedom of students outlined below are essential to this community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and on the community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the AACS academic community.

1. The student should learn all the rights to which he/she is entitled, i.e., statutory rights - laws passed by Congress, privacy right-information in student's records, and protection from improper disclosures; civil or federal right -right secured under the federal constitution or federal civil right law (freedom of expression, assembly).
2. The students have the right to make their own academic decisions.
3. The students have right to access adequate academic advising. Advising is an implied contract between the student and the institution. The Advisor is to assist the student in making an informed decision.
4. Students have the right to quality instruction and/or educational experiences. Outlines for each course of study may be found in the AACS Catalog.
5. Students have the right to the presence of the instructor, according to the course schedule published by the instructor, at the beginning of each course.

This document is to be interpreted in accordance with the stated nature, purpose, and objectives of the students who are responsible for learning the contents of the AACS Catalog and Student Handbook.

THE RESPONSIBILITY OF STUDENTS

1. It is the responsibility of students to be aware of the educational objectives of the institution and to observe them, comprehend the AACS criteria for evaluating student success in all academic programs, and measure up to AACS standards for academic progress and continuance in programs necessary for graduation. The Academy is under no obligation to grant degrees or retain the student if the student fails to maintain

Satisfactory Academic Progress (SAP). The student must understand all of the degree requirements for graduation, and to complete all of the requirements in order to earn a degree.

2. The students are expected to conduct their academic affairs in a forthright and honest manner. If students are suspected of classroom cheating plagiarism, falsification of academic records, or otherwise misrepresenting their work, they will be subject to procedural due process.
3. Students are also expected to take appropriate action when informed of grade deficiencies. The students should seek information from the professor, or withdraw from the course.
4. Finally, the students should know their full Due-Process guarantees, and understand the appeals procedures.

FREEDOM OF ACCESS

The American Academy of Clinical Sexologists is open to all students who are qualified according to its published admission standards. No student is barred on the basis of race, sex, color, or national origin.

Except for published limitations, the facilities and services of the AACS are open to all of its enrolled students. AACS will use its influence to secure for all students' equal access to public facilities in the local community.

PROTECTION OF THE FREEDOM OF EXPRESSION

AACS instructors should encourage free discussion, inquiry, and expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are also responsible for learning the content of any course of study for which they are enrolled.

PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Student performance should be evaluated solely on an academic basis, not on the basis of student opinion and/or conduct unrelated to academic standards. Grading should be based upon stated academic requirements, which shall be clearly specified by the instructor at the beginning of each course of study. Students have protection through orderly procedures as stated in the AACS Catalog, against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

PROTECTION AGAINST IMPROPER DISCLOSURE

Information on student views, beliefs, and political association which instructors may acquire in the course of their work as teachers, advisors, and counselors, is a serious professional obligation and information shall not be disclosed to anyone other than those to which it is lawfully necessary.

STUDENTS RECORDS

To minimize the risk of improper disclosure, academic and non-academic records are maintained separately in a physically secure area, and access to each area is regulated by explicit policies and procedures outlined in the AACS Policy and Procedure Manual and respecting the Family Educational Rights and Privacy Act.

ALCOHOL, TOBACCO AND REGULATED SUBSTANCES POLICY

The AACS respects all state and federal laws with respect to alcohol, tobacco, and any other regulated substances or materials.

DRESS

While on campus, AACS students are expected to exercise mature judgment and personal responsibility in dress.

Choice of dress should be appropriate to the nature of the occasion, to the circumstance and /or the time.

SALE OF PRODUCTS OR SERVICES

The sale of products or services not specifically approved by the AACS is expressly prohibited.

SMOKING

In accordance with the Florida Clean Indoor Air Act, no public area or work area controlled by AACS shall be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, lobbies, restrooms, stairwells and break rooms.

EMPLOYMENT ASSISTANCE

I understand that the American Academy of Clinical Sexologists has not made and will not make any guarantees of employment or salary upon my graduation. The Academy will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ACADEMIC WORK

All academic work including, but not limited to, assignments, videotapes, and/or any other academic material turned in to AACS becomes the property of AACS. Unless otherwise requested in writing by the student to be returned to the student.

ACADEMIC YEAR

AACS recognizes that three semesters of class attendance (four months each) constitutes an academic year.

EMPLOYEE EDUCATION

AACS highly supports employee higher education through tuition assistance programs. Employees who attend AACS classes and/or programs are prohibited from engaging in discussion or addressing any employee related questions regarding AACS information of any form. Students, regardless of employment, will be regarded as "students" in the classroom. Students will not be regarded as "an AACS employee" while in the classroom.

BREAKS

There will be a minimum of 10 minute breaks per hour (60 minutes) or its equivalent.

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that are unique to the American Academy of Clinical Sexologists. The major purpose of this system is to identify each unique course, and to facilitate the transfer of courses. The course number and the course prefix (a three-letter designator for a major division of an academic discipline, subject matter by sub-category of knowledge) specify a course level and program.

PH.D. IN CLINICAL SEXOLOGY PROGRAM

CLINICAL SEXOLOGY PROGRAM (Ph.D.)

60 semester hours

PROGRAM PURPOSE

Clinical sexology is the systematic study of human sexuality which integrates research findings of human sexual behavior and synthesizes this into the clinical practice of clinical sexology. The Ph.D. in Clinical Sexology program is dedicated to preparing licensed clinical social workers, marriage and family therapists, licensed mental health counselors and clinical psychologists to provide clinical sexology as an addendum to their already licensed clinical practice under Chapter 491 (FS) rule 64B4-7.004, Chapter 490 (FS) rule 64B19-18.002. The program does not prepare unlicensed students to meet initial licensing requirements in any field regulated by Chapters 490 or 491. Applicants must submit proof of current and applicable licensure with their application materials. Chapter 491 (FS) rule 64B4-7.004, Chapter 490 (FS) rule 64B19-18.002, of academic preparation including coursework, supervision, a stringent research component, comprehensive examination, the writing of a dissertation which advances knowledge in the field of clinical sexology, and an oral defense before the graduate faculty of AACSB. The program does not prepare unlicensed students to meet initial licensing requirements in any field regulated by Chapters 490 or 491.

Auditing: Licensed mental health professionals will be permitted to audit classes on a non-graduate credit basis. Proof of current and applicable licensure is required.

PROGRAM DELIVERY

Following the formal didactic classes provided one weekend a month students, are organized into individual and group study mediated and assisted by telecommunications, computer augmented educational services, facsimile transmission, the postal service or another technological method.

Students are assigned research questions for each course that reinforce the material taught in class and prepare students to understand the scholarly dissertation research process. AACSB utilizes webcasts, email, etc to aid students in doing research when attendance in person is not possible. Students are taught to utilize the Internet as an educational tool in doing research. These assignments are the beginning steps in learning to follow research methodology and to use the correct style and format for a scholarly dissertation.

CLINICAL SEXOLOGY - DOCTOR OF PHILOSOPHY PROGRAM COURSE OF STUDIES

Course Number	Course Title	Semester Hours
CSX 7401	The Social Foundations of Sexology	3
CSX 7402	Sexual and Reproductive Anatomy	3
CSX 7403	Clinical Treatment of Male Sexual Dysfunctions	3
CSX 7404	Clinical Treatment of Female Sexual Dysfunctions	3
CSX 7405	Gender Identity Disorders	3
CSX 7406	Paraphilias: Diagnosis and Treatment	3
CSX 7407	Clinical Management of Sexual Trauma	3
CSX 7408	Forensic Sexology, Sexology and the Law	3
CSX 7409	Chronic Illness and Disability	3
CSX 7410	Treatment of Juvenile Sexual Offenders	3
CSX 7411	Survey of Sexual Literature	3
CSX 7412	Comparative Religion and Sexology	3
CSX 7430	Clinical Supervision	4

CSX 7979	Dissertation Proposal & Research	10
CSX 7980	Dissertation Research and Defense	10

CLINICAL SEXOLOGY - DOCTOR OF PHILOSOPHY PROGRAM COURSE DESCRIPTIONS

CSX 7401 The Social Foundations of Sexology 3 Semester Hours

Course Description: (There are no prerequisites for this course) This course will examine and evaluate in depth the following:

- Socio-cultural factors affecting sexual experiences and expression, i.e., Socioeconomics, family, religion and moral teachings. Societies' influences on what is sexual; respective roles. Sex over the lifespan, childhood sexuality, adolescent, teen-age pregnancy.
- Alternate forms of marriage and family, parenting and sexuality. Gender perspectives, love and limerance, intimacy and communication, race and ethnicity. Domestic violence.
- Patterns of sexual behavior. Kinsey's sources of sexual outlets. Sexual behavior as observed by the zoologists. Auto erotic behaviors and other sexual outlets, phone sex, on-line computer sex and nocturnal emissions.

CSX 7402 Sexual and Reproductive Anatomy 3 Semester Hours

Course Description: (There are no prerequisites for this course) This course will examine and evaluate in depth the following:

- Female reproductive system; female sexual response cycle; conception and contraception;
- erotic pathways, e.g., erogenous zones;
- sexual differences in fetal development; pregnancy and sexuality;
- menstrual disorders (dysmenorrhea, menorrhagia and amenorrhea);
- menopause, sexually transmitted diseases. HIV/AIDS.
- Causes of impotence (hormonal, vascular neurological, psychological); medical treatment of impotence (surgical - penile implant, vacuum pump, injectable, Viagra);
- Peyronie's disease. History of the medical approach to sexology. Changes and causes of the rise of sex therapy's therapy treatment modalities.

CSX 7403 Clinical Treatment of Male Sexual Dysfunctions 3 Semester Hours

Course Description: (There are no prerequisites for this course) This course will examine and evaluate in depth the following:

- Hypoactive sexual disorder
- Sexual aversion disorders
- Male sexual arousal
- Male erectile disorder
- Hyperactive desire (Sex addiction models).
- Methods of treating the sexual desire and arousal disorders including the techniques of Masters and Johnson, Helen Singer Kaplan, Jack Annon, Albert Ellis, et al.
- Emphasis on treatment and expected results.

CSX 7404 Clinical Treatment of Female Sexual Dysfunctions 3 Semester Hours

Course Description: (There are no prerequisites for this course) This course will examine and evaluate in depth the following:

- Hypoactive sexual disorder
- Sexual aversion disorders
- Female sexual arousal
- Sexual pain disorders

sociology, political science, and history. For each of these disciplines you will assess how scholars and practitioners use various methods to gather, process, and evaluate data. The course considers both scientific and nonscientific forms of inquiry and evaluates the importance of research ethics.

CSX 7980 Dissertation Development and Defense 10 Semester Hours

Course Description: (CSX7430 is prerequisite to this course). In this course for the dissertation draft and edit the student will gain a richer understanding of sustainable development by drawing together theoretical insights and empirical evidence.

The course will enable the student to assess the progress being made in integrating economic, social and environmental concerns. It will develop the student's capacity to analyze complex issues, and ability to engage in independent research. The student will practice research skills and techniques. Above all the student will hone the ability to integrate a variety of information sources. The design, drafting and editing of a sizeable piece of writing directed at a question of contemporary relevance will be a significant achievement.

The dissertation course will build capacity to contribute to positive change. To ensure that the student has appropriate support for study, the student will design their own research proposal in the Dissertation Proposal Course. The dissertation is demanding. The student will have guidance on research methods and skills, and an introduction to some key texts on the theory and practice of sustainable development. The student will also have materials on social science research methods and conducting academic research.

ADMINISTRATIVE STAFF

Dr. William Granzig, President

Ph.D. Loyola University Chicago
M.Ed. Loyola University Chicago
B.S. Illinois State University

Dr. Krista Bloom, Vice President

Ph.D. Maimonides University
M.S.W. Loyola University Chicago
B.S. Syracuse University

Dr. Beverly Norris, Chief On-Site Administrator/Registrar/Director of Admissions

Ph.D. Maimonides University
M.Ed. Loyola University Chicago
B.A. College of St. Francis

Director of Placement

Financial Advisor / Academic Advisor

FACULTY

Dr. William Granzig, Ph.D.

Clinical Professors

Ng Emil, M.D.
Janice Epp, Ph.D.
Erwin J. Haeberle, Ph.D., Ed.D., MA.
Shere Hite, Ph.D.
Judy Kuriansky, Ph.D.
Mary Lutzo, Ph.D.
Hu Peicheng, M.D.
Stephen L. Sloan, Ph.D.

Clinical Associate Professors

Pedro deFreitas, M.D., Ph.D.
Brenda Garma, Ph.D.
Heba Kotb, M.D., Ph.D.
Ryan Moore, Ph.D.
Jakob Pastoetter, Ph.D.
Marilyn Volker, Ph.D.

Clinical Assistant Professors

Jacques Babin, Ph.D.
Krista Bloom, Ph.D.
Carol Clark, Ph.D.
Rolf Gindorf, Ph.D.
Carlos Jurado, M.D., Ph.D.
Ditza Katz, Ph.D.
Ian Kerner, Ph.D.
Arlene Krieger, Ph.D.
Peggy McKeal, Ph.D.
Lorraine Mitchell, Ph.D.
Anagloria Mora, Ph.D.
Sigal Perl, Ph.D.
Jason Quintal, Ph.D.
Dae Sheridan, Ph.D.
Ross Tabisel, Ph.D.
Sally Valentine, Ph.D.
James Walker, Ph.D.
Shirley Woodward, Ph.D.

HOLIDAY SCHEDULE - 2012

Holidays

All national holidays in the United States are recognized and no classes or campus operations will be conducted on those days. All religious holidays are respected, regardless of the religion. Should a student have a conflict between a non-national holiday (religious or national holiday from native country) and class or campus schedule, he should contact the administration or appropriate faculty member for assistance in scheduling.

(n) New Years Day	Mon Jan 2, 2012
(n) Martin Luther King Jr. Day	Mon Jan 16, 2012
(n) Presidents Day	Mon Feb 20, 2012
Palm Sunday	Sun Apr 1, 2012
***Passover	Sat Apr 7, 2012
Good Friday	Fri Apr 6, 2012
**Easter Sunday	Sun Apr 8, 2012
**Shavuot	Sat May 26, 2012
(n) Memorial Day	Mon May 28, 2012
(n) Independence Day	Wed Jul 4, 2012
(n) Labor Day	Mon Sep 3, 2012
***Rosh Hashanah	Mon Sep 17–18, 2012
***Yom Kippur	Wed Sep 26, 2012
**Sukkot	Thu Sep 30 – Oct 7, 2012
Simchat Torah	Mon Oct 8 – 9, 2012
(n) Veterans Day	Mon Nov 12, 2012
(n)**Thanksgiving Day	Thu Nov 22, 2012
***Hanukkah	Sun Dec 9, 2012
(n) ** Christmas Day	Tue Dec 25, 2012

*These holidays begin at sundown the previous day

** The following holidays are religious holidays, classes will be cancelled.

(n) These are US national holidays.

ACADEMIC YEAR CALENDAR - 2012

The Semester start dates will begin with the first day of classes in the following months:

Spring Semester: First class day of January
Summer Semester: First class day of May
Fall Semester: First class day of September

ACADEMIC COURSE CALENDAR - 2012

Classes are held at 3203 Lawton Road Suite 170 Orlando FL 32803 from
(All classes meet 8 AM-5 PM)

Date Course and Subject

Winter Semester 2012

Jan 13- 14	CSX 7401 – Social Foundations of Sexology	Dr. Granzig
Feb 24- 25	CSX 7402 – Sexual and Reproductive Anatomy	Dr. Fine
Mar 9- 10	CSX 7404 – Clinical Treatment of Female Sexual	Drs. Tabisel & Katz
Apr 13- 14	CSX 7403 – Clinical Treatment of Male Sexual Dysfunctions	Dr. Granzig

Spring Semester 2012

May 11- 12	CSX 7405 – Gender Identity Disorders	Dr. Granzig
Jun 8	CSX 7409 – Chronic Illness and Disability	Dr. Bloom
Jun 9	CSX 7407 – Clinical Management of Sexual Trauma	Dr. Bloom
Jul 13- 14	CSX 7410 – Sex Offenders	Dr. Garma
Aug 10	CSX 7406 – Paraphilias	Dr. Granzig
Aug 11	CSX 7408 – Forensic Sexology	Dr. Granzig

Fall Semester 2012

Sep 14- 15	CSX 7404 – Clinical Treatment of Female Sexual	Drs. Tabisel & Katz
Oct 12 - 13	CSX 7402 – Sexual and Reproductive Anatomy	Dr. Fine
Nov 9 - 10	CSX 7403 – Clinical Treatment of Male Sexual Dysfunctions	Dr. Granzig
Dec 7 - 8	CSX 7401 – Social Foundations of Sexology	Dr. Granzig

NOTE: Clinical Supervision, Dissertation Proposal and Dissertation Development
Courses are held monthly during the year.