

300-5172 Kingsway
Burnaby, British Columbia
Canada V5H 2E8

T. 604 660-4400 F. 604 660-3312
TOLL FREE. 1-800-661-7441
www.pctia.bc.ca



October 25, 2007

s.22

Dear s.22

Re: Your Applications for Student Training Completion Fund Refunds

I am writing in response to your applications for tuition refunds, which were received by the Private Career Training Institutions Agency (PCTIA) on October 19, 2007.

The Student Training Completion Fund is established under the *Private Career Training Institutions Act* and administered by the PCTIA Board. The Board has exclusive jurisdiction to hear and decide claims against the Fund.

Subject to the Regulations, the Board may, as per section 15 of the Act, authorize payments to be made from the Fund for the purposes of "refunding a portion of the tuition fees a student has paid to a registered institution that ceases to operate so that the refund compensates the student for the uncompleted portion of the program".

The evidence in your Student Training Completion Fund Claim Forms and associated attachments is that in s.22

s.22

Page 002

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s.22

Institutions registered with the PCTIA must receive program approval from the Agency prior to offering to deliver or delivering programs. When Rutherford College applied for registration with the PCTIA in March 2005, neither the Post Doctoral Diploma with a specialization in Hospital Management nor the Post Graduate Diploma in Business Management with a specialization in Hotel Management was submitted for program approval. In fact, as a career training institution they had no authorization to offer "post doctoral" or "post graduate" programs of any kind. Nor did they have the authority to state that upon successful completion of your respective programs you would receive credit transfers towards a doctoral program and a masters program.

It appears that s.22
Acceptance, s.22
s.22

started s.2 programs of study, as per the Letter of
i. However, s.22

s.22

s.22 have s.22 made claims for tuition refunds of s.22 and
s.22 which is the total amount of tuition each of you paid to Rutherford College. As
noted above, however, the PCTIA Board may only authorize payments from the Fund for
the purpose of "refunding a portion of the tuition fees a student has paid to a registered
institution that ceases to operate so that the refund compensates the student for the
uncompleted portion of the program". According to your Letters of Acceptance, your
programs of study with Rutherford College were for the period s.22

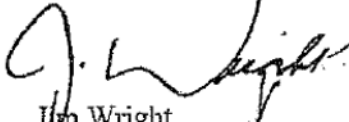
s.22 Although you are clearly not satisfied with the quality of the programming you
received, Rutherford College fulfilled its obligation to deliver instruction to you for that
period of time, thereby earning the right to retain those tuition fees.

Beyond that, the documentation you provided to the Agency includes proof of payment
by each of you to Rutherford College of a "continuation fee" s.22

s.22 These
"continuation fees" cannot be regarded as tuition payments. In fact, on the face of it, they
appear to be charges associated with Rutherford College writing letters in support of the
extension of your student visas for another year. Requests for refunding these payments
cannot be supported by the Board because, again, payments from the Fund are restricted
to "refunding a portion of the tuition fees a student has paid".

In summary, thorough consideration has been given to your respective requests for refunds from the Student Training Completion Fund. Unfortunately, the Board is not in a position to authorize these refunds because the tuition you paid to Rutherford College was fully earned by the institution, and the so-called "continuation fees" do not constitute "tuition fees".

Yours truly,



Jim Wright,
Registrar and CEO

c.c. PCTIA Board

Page 006 to/à Page 011

Withheld pursuant to/removed as

s.14



July 27, 2007

Kerr Redekop Leinburd & Boswell
Barristers & Solicitors
#410 - 1333 Broadway W
Vancouver BC V6H 4C1

Attention: Mark G. Perry

Dear Mesdames/Sirs:

Re: Rutherford College/Senior University Inc ats AE

I am instructed by the Minister of Advanced Education, Murray Coell and the Attorney General of British Columbia. Your letter of July 20, 2007 in response to Ms Lovett's inspection report has been passed to me.

I am instructed to commence proceedings against Senior University Inc. and Abdul and Nusrat Hassam, for an injunction pursuant to s. 8 of the *Degree Authorization Act* ("the Act"). It is clear to us, and apparently acknowledged by your client, that Senior University Inc. has been operating in violation of the Act

In particular it is important to note that any program for students under the teach out authorised by PPSEC in 2001 could not continue beyond 2002. To the extent that the transitional provisions in section 3(4) and (5) of the Act have any relevance they have expired on 11th April 2007. It is also important to note that students enrolled by Clearmind appear to be on a course in British Columbia leading to a degree to be conferred outside of British Columbia, contrary to the Act.

Given your proposal that "in the future there will be no University related administration in BC", the Minister is prepared to refrain from seeking an injunction in the circumstances if the following conditions are met.

1. Senior University Inc. will, within 7 days, apply to the Registrar of Companies to change its corporate name so that the word "university" or any derivation thereof does not appear in the corporate name. Under section 67(1) of the *University Act* no person (which includes a corporation) other than a university may use or be known by the name of a university.
2. Senior University Inc., and any other person doing business under the name of Rutherford College or Rutherford University, shall forthwith, cease to grant or confer degrees (within the meaning of the Act), directly or indirectly within British Columbia. Specifically, without limiting the generality of the foregoing, this means that:

Ministry of
Attorney General

Legal Services Branch
Civil Litigation

Mailing Address:
PO BOX 9280 STN PROV GOVT
Victoria BC V8W 9J7

Telephone: 250 356-9296
Facsimile: 250 953-3557

Location:
1001 Douglas Street
Victoria BC

- a) No degree certificate issued by Senior University Inc. or by any other person doing business under the name of Rutherford College or Rutherford University shall indicate that the degree was conferred in British Columbia;
 - b) No degree certificate issued by Senior University Inc., or by any other person doing business under the name of Rutherford College or Rutherford University, shall be signed, sealed, delivered, posted, or given to a courier firm in British Columbia;
 - c) No degree shall be granted or conferred by Senior University Inc or any other person doing business under the name of Rutherford College or Rutherford University, on persons at ceremonies attended by the persons on whom they are conferred held within British Columbia.
3. Senior University Inc., and any other person doing business under the name of Rutherford College or Rutherford University, will within British Columbia forthwith cease to advertise or otherwise offer to persons for sale a diploma, certificate, document or other material that indicates or implies the granting or conferring of a degree within the meaning of the Act, within British Columbia, directly or indirectly. Specifically, without limiting the generality of the foregoing, this means that
- a) No person shall in British Columbia upload or instruct to be uploaded onto a website any material which indicates that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required, if the certificate indicates or implies that the degree was conferred in British Columbia
 - b) No person shall in British Columbia place or instruct to be placed in any media, print, radio, television or otherwise, any material which indicates that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required., if the certificate indicates or implies that the degree was conferred in British Columbia
 - c) No person shall in British Columbia, in correspondence or other form of communication, oral, written, electronic or paper, indicate that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required, if the certificate indicates or implies that the degree was conferred in British Columbia.
4. Senior University Inc. and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to sell or provide by agreement for a fee, reward or other remuneration, a diploma, certificate, document or other material that indicates or implies the granting or conferring of a degree within the meaning of the Act, within British Columbia, directly or indirectly. Specifically, without limiting the generality of the foregoing, this means that no degree certificate shall be provided to any person in return for any payment, whether or not any conditions or prerequisites have been met as well as the condition of payment.
5. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith surrender to the Ministry of

Advanced Education any degree certificate form, and any seals or other material used to seal, stamp or otherwise issue degree certificates.

6. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to provide any program leading to a degree to be conferred either inside or outside British Columbia. Specifically, without limiting the generality of the foregoing, this means that
 - a) any students enrolled on a program in British Columbia leading to a degree of Rutherford University, or any other university, shall forthwith be informed that their program or course does not lead to a degree, but some other certificate of completion less than a degree
 - b) any student on being informed as set out in (a) be given the option of withdrawing from the course with a full refund of tuition or other fees or charges paid;
7. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to advertise a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia. Specifically, without limiting the generality of the foregoing, this means that
 - a) no person shall in British Columbia upload or instruct to be uploaded onto a website any material which indicates that a degree program, or part of a degree program, is available in British Columbia
 - b) no person shall in British Columbia place or instruct to be placed in any media, print, radio, television or otherwise, any material which indicates that a degree program, or part of a degree program, is available
 - c) no person shall in British Columbia, in correspondence or other form of communication, oral, written, electronic or paper, indicate that a degree program, or part of a degree program, is available
8. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University will within 7 days, post a statement on the website www.rutherford.edu, and on any other website which advertises Rutherford College or University, and which is operated within or from British Columbia by such person doing business in British Columbia under the name of Rutherford College or University, to the effect that Rutherford University or College is not permitted by British Columbia law to
 - a) grant or confer degrees in British Columbia; The website shall be amended so far as is necessary to ensure that no material is inconsistent with the statement just mentioned.
 - b) offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia. The website shall be amended so far as is necessary to ensure that no material is inconsistent with the statement just mentioned.
9. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall within 7 days write to the United States Department of Education, the Wyoming State Department of Education, and the Swaziland Government Ministry of Education to the effect that they have been required

by the British Columbia Ministry of Advanced Education to inform them that they are not permitted by British Columbia Law to

- a) grant or confer degrees in British Columbia;
- b) offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia.

10. Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall within 7 days write to any institution or person with whom they have any agreement or arrangement under which instruction is provided to students by the other party to the agreement or arrangement, under which credit is given for instruction to students provided by the other party, or under which the educational services of the other party are advertised or promoted. The letter should be to the effect that they have been required by the British Columbia Ministry of Advanced Education to inform them that they are not permitted by British Columbia Law to

- a) grant or confer degrees in British Columbia;
- b) offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia.

In the Ministry's view letters should be written to Clearmind International Institute (All locations), Corbiz Consultancy, LEAD Training Centre, Erickson College International, East-West University, Mid West College, Stratford Educational Management PVT. Ltd, Hampton College.

If I do not receive within 7 days evidence satisfactory to my client that the conditions referred to above have been complied with proceedings will be issued by the Minister under the Act and by the Attorney General under the University Act.

Yours faithfully,



A. K. Fraser
Barrister and Solicitor

AF/ns

Page 016 to/à Page 018

Withheld pursuant to/removed as

s.14

KERR REDEKOP LEINBURD & BOSWELL

ASSOCIATES IN THE PRACTICE OF LAW

BARRISTERS & SOLICITORS • TRADEMARK AGENTS

410-1333 West Broadway, Vancouver, British Columbia, Canada
V6H 4C1 Telephone: (604) 734-4554 • Facsimile: (604) 734-5182

August 2, 2007

Ministry of Attorney General
Legal Services Branch
P.O. Box 9280 Stn. Prov. Govt.
Victoria, B.C. V8W 9J7**VIA: Facsimile 1-250-953-3557****Attention: A. K. Fraser, Barrister & Solicitor**

Dear Mr. Fraser:

Re: Senior University Inc., operating as Rutherford College

Thank you for your letter dated July 27, 2007. I am pleased to advise that my client is fully prepared to adhere to the extensive and comprehensive conditions set out in your letter.

Indeed I advise that my client is pleased to receive such a comprehensive letter which avoids the ambiguities and vagueness which has in the past plagued my client's efforts to comply with the ever changing regulatory scheme.

As evidence of my client's intentions to abide by the conditions set out in your letter, I enclose:

1. a declaration signed by Abdul and Nusri Hassam, both in their personal capacity and on behalf of Senior University Inc. doing business as Rutherford College, declaring their intention to abide by the conditions set out in your letter;
2. a copy of a Ministry of Finance Name Request plus receipt for the application filed on July 31, 2007 to change the corporate name; and
3. copies of letters sent to the organizations you referred to in parts 9 and 10 of your letter save and except for the following organizations:
 - a) East-West University
 - b) Mid West College
 - c) Stratford Educational Management PVT Ltd.

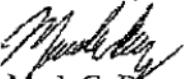
1

I advise that corporate seals and unused degree certificates are being forwarded to your office by courier.

In view of the constructive nature of your letter, the problems with Ms. Lovett's report referenced in my July 20, 2007 letter, and my client's confirmation of their willingness to comply with the conditions set out, it is our assumption that Ms. Lovett's report will not be made public.

In closing, please advise as to when the suspension of Rutherford College will be lifted.

Yours truly



Mark G. Perry

MGP/lbg

P00020/07Aug2

Enc.



Rutherford College

July 31, 2007

Secretary of Education
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Dear Mr. Secretary:

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,



Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Program Coordinator
Wyoming Department of Education
2300 Capital Avenue
Hathaway Building Second Floor
Cheyenne, WY 82002-0050

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Ministry of Education
Govt. of Swaziland
P.O. Box 39
Mbabane, Swaziland

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Jane Tipping
Clearmind (Toronto)
134 Bingham Ave
Toronto ON M4E 3R3

Dear Ms. Tipping:

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Duane O'Kane
Clearmind
22778 72nd Ave
Langley, B.C. Canada
V2Y 2K3

Dear Mr. O'Kane:

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College



Rutherford College

July 31, 2007

Prof. Dr. YAP Thoo Chai
Corbiz Consultancy Sdn Bhd
18-19, Wisma Zelan, Bandar Tun Razak
56000 Kuala Lumpur, Malaysia

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#280- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Lead Academic Sdn Bhd
45-8 & 47-8, The Boulevard, Mid Valley City,
Lingkaran Syed Putra, 59200 Kuala Lumpur.

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Abdul S. Hassam'.

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College



Rutherford College

July 31, 2007

Erickson College Head Office
2021 Columbia Street,
Vancouver, BC, Canada, V5Y 3C9

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9



Rutherford College

July 31, 2007

Hampton College
40 Moore Road
Durban 4001

Dear Sir,

We are required by the British Columbia Ministry of Advanced Education to inform you that Rutherford College and Rutherford University in British Columbia by BC law are not permitted to:

- a) Grant or confer degrees in British Columbia;
- b) Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia

Yours sincerely,

Abdul S. Hassam
President
Senior University Inc.
dba Rutherford College

#200- 2900 Simpson Road, Richmond B.C. Canada V6X 2P9

Mark G. Perry
Barrister and Solicitor

SENT BY FAX

FROM: Mark G. Perry
DATE: July 20, 2007
TO: Ministry of Attorney General, Legal Services Branch
ATTENTION: A. K. Fraser, Barrister & Solicitor
OUR FILE: P00020 - Senior
FAX NUMBER: 1-250-953-3557

NUMBER OF PAGES SENT (INCLUDING COVER): Twenty (20)

Please see the attached letter and enclosures.

Thank you,

Liz Graham
Legal Assistant to
Mark G. Perry

This message is intended only for the use of the individual or entity to which it is addressed and contains information that is privileged and confidential. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone at our cost.

IF THERE IS ANY PROBLEM WITH RECEPTION, PLEASE PHONE OUR RECEPTIONIST AT (604) 734-4554

ORIGINAL TO BE: **MAILED** ___ **DELIVERED** ___ **HELD IN FILE** x

410 - 1333 West Broadway, Vancouver, BC, Canada V6H 4C1
Tel: (604) 734-4554 Fax: (604) 734-5182 Cell: (604) 644-5788
E-mail: mperry@mgperry.com



Ministry
of Finance
BC Registry Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
Location:
2nd Floor - 940 Blanshard Street
Victoria BC
www.fin.gov.bc.ca/registries

NAME REQUEST

NAME
APPROVAL NUMBER

NR 1209114

Important: Use this number on all documents and in the electronic submission of documents.

Phone: 250 356-2893 or
604 775-1044 (Greater Vancouver only)

INSTRUCTIONS:

- Please retain the yellow copy for your records. If the request is mailed, the Name Reservation section will notify you by letter once your request is completed.
- Please type or print clearly.
- SHADED AREAS ARE FOR OFFICE USE ONLY.

Freedom of Information and Protection of Privacy Act (FOIPPA):
Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Business Corporations Act, Cooperative Association Act, Partnership Act or Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1199, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

PRIORITY REQUEST - Additional fee required

☒ YES - This is a priority request and I have enclosed an additional fee for this service.

ROUTING SLIP NO.	DEBIT TOOL ACCOUNT NO.
FOLIO NO.	DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE YYYY MM DD	DATE RECEIVED YYYY MM DD
GOVT. AGENT TRANSACTION NO.	GOVT. AGENT AMOUNT COLLECTED \$

APPLICANT SURNAME

HASSAM

FIRST NAME AND INITIALS

ABDUL S

s.22

CITY

VANCOUVER

PROVINCE

BC

s.22

s.22

CONTACT PERSON NAME

ABDUL HASSAM

Indicate what the name request is for: (in order for this request to be completed, one box must be (✓) ticked)

☒ CORPORATION (INCLUDES A FOREIGN CORPORATION) ☐ PROPRIETORSHIP/ PARTNERSHIP ☐ SOCIETY ☐ FINANCIAL INSTITUTION ☐ COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country?

☐ YES ☒ NO

IF YES, ENTER THE JURISDICTION

NATURE OF BUSINESS

ADDITIONAL INFORMATION

Name Request (first choice) PLEASE TYPE OR PRINT CLEARLY

Education Canada, Inc.
Institute of Professional Studies Inc.

Name Request (second choice) PLEASE TYPE OR PRINT CLEARLY

Canada Education, Inc.
Canadian Education Network, Inc.

Name Request (third choice) PLEASE TYPE OR PRINT CLEARLY

Institute of Professional Studies, Inc.
Professional Education Canada, Inc.

**DECLARATION OF ABDUL & NUSRAT HASSAM
SENIOR UNIVERSITY INC. AND RUTHERFORD UNIVERSITY INC.**

We, Nusrat and Abdul Hassam in our personal capacities and as authorized signatories on behalf of Senior University Inc., and Rutherford University Inc. do hereby declare that we accept the conditions set out in the July 27, 2007 letter from A. K. Fraser to our legal counsel, attached to this declaration. We further declare that we will fully abide by these conditions. Specifically we declare that:

1. the "teach out" program referred to in A. K. Fraser's letter has been terminated;
2. with respect to the 8th condition in A. K. Fraser's letter, we advise the requested statement has been added to the website www.rutherford.edu and as soon as the suspension is lifted, the college website www.rutherford.ca will be reactivated with the statement;
3. with respect to the 10th condition, letters have been sent to each institution save and except:
 - i) Mid West College because while discussions occurred a few years ago regarding a relationship, no relationship materialized;
 - ii) Stratford Educational Management PVT Ltd., because all communications with this company terminated a few years ago; and
 - iii) East-West University because apart from Abdul Hassam's role as a board member of East-West University, there has never been a relationship between East-West University and Rutherford College and Rutherford University.

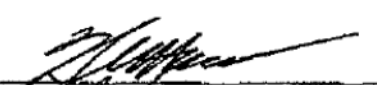
Dated August 3, 2007 at
Vancouver, B.C.


Nusrat Hassam


Abdul Hassam

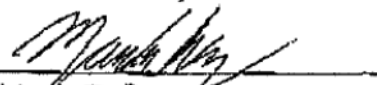

Senior University Inc.


Senior University Inc.


Rutherford University Inc.


Rutherford University Inc.

Witnessed by:


Mark G. Perry

Page 033 to/à Page 039

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s.14

300-5172 Kingsway
Burnaby, British Columbia
Canada V5H 2E8

T. 604 660-4400 F. 604 660-3312
TOLL FREE. 1-800-661-7441
www.pctia.bc.ca



PCTIA

August 14, 2007

Dr. Abdul Hassam, President
Ms. Nasrat Hassam, Vice-President and Registrar
Rutherford College
200 - 2900 Simpson Road
Richmond BC V6X 2P9

Dear Dr. and Ms. Hassam:

Re: The immediate cancellation of the registration of Rutherford College

Inspection and suspension

1. On May 17, 2007 three persons, acting in the capacity of inspectors under the *Private Career Training Institutions Act* and accompanied by an inspector appointed by the Minister of Advanced Education under the authority of the *Degree Authorization Act*, conducted an inspection of Rutherford College at its Richmond campus. On May 24, 2007 I wrote to advise you that the registration of Rutherford College had been suspended pending the outcome of the investigation into the institution's operations.

Report

2. On July 11, 2007 the Hon. Murray Coell, Minister of Advanced Education, sent you a copy of the final report on the inspection of Senior University Inc., operating as Rutherford College (the "Report"). The Report was written by Ms. Deborah Lovett, Q.C., the inspector appointed under sections 3 (1) and (2) of the *Degree Authorization Act*. The Minister explained in his covering letter that inasmuch as Rutherford College is a registered institution with the Private Career Training Institutions Agency (PCTIA), the report would be shared with the PCTIA to determine if further action is to be taken regarding Rutherford College under section 12 of the *Private Career Training Institutions Act* (the PCTI Act).
3. Section 12 of the PCTI Act authorizes the Registrar to appoint inspectors for the purposes of determining whether
4. It is appropriate to suspend or cancel a registration or accreditation or change the terms and conditions attached to a suspension, or

5. A person has failed to comply with the PCTI Act, the Regulations, the Bylaws or the terms and conditions attached to a suspension.

PCTIA Investigation and Findings

6. As the Registrar and CEO of the PCTI Agency, I was personally involved in the site inspection of Rutherford College's Richmond, BC campus. In addition, I have reviewed all of the documentation that supports the Report as well as the institutional records held by the Agency and I have taken into consideration the findings of the Report. I have also considered and taken into account the response by counsel for Rutherford which was provided by letter dated July 20, 2007.
7. The findings and conclusions I make below are based upon my review as described above.

Breach of the Degree Authorization Act

8. According to the "Summary of Findings" in the Report

(t)he evidence is overwhelming that Senior University Inc. has been violating the provisions of the *Degree Authorization Act* . . . since 2003 when that legislation was proclaimed in force. Senior University Inc. dba as Rutherford College in Richmond, BC effectively serves as the 'front' for Senior University Inc.'s Rutherford University operations and Rutherford College, its programs and/or facilities have been used by the directors and officers of Senior University Inc. for purposes of furthering or facilitating Rutherford University's degree-granting activities since 2001."

9. After a thorough review of the evidence, the 86-page Report concludes:

What all of this information reveals is that the headquarters for Rutherford University/Stratford International University/Senior University International and their operations are located at 200-2900 Simpson Road, Richmond, BC. Abdul and Nusrat Hassam, the directing minds and senior administrators of these universities and the only officers and directors of Senior University Inc., have for many years been running these university operations from their Richmond, BC-based offices, offices they "share" with Rutherford College. . . .

10. Although Senior University Inc. purported to operate as a BC College from 2001 forward, the evidence gathered during my inspection and the inspection of the PCTIA Agency reveals that Senior/Stratford International/Rutherford College have effectively served as a "front" for these universities, including their administrative operations and degree-granting activities both within Canada and internationally. Put somewhat differently, and to quote an internal Rutherford University memorandum, Rutherford "University administration [operates] from their offices in BC under the guise of the College". . . .
11. The evidence that Abdul and Nusrat Hassam run their University operations from Richmond, BC is -- as I indicated at the outset -- overwhelming. . . . For all of the reasons given, I do not hesitate to conclude that Senior University Inc. has been operating in violation of the *Degree Authorization Act*. More particularly, I find that it has been either directly or indirectly:
 - a. Granting or conferring degrees without ministerial consent

- b. Providing programs leading to degrees without ministerial consent
 - c. Selling programs leading to a degree without ministerial consent
 - d. Selling and advertising for sale a diploma, certificate or other material that indicated or implied the granting or conferring of a degree without consent
 - e. Made use of the word "university" without consent
12. It is acknowledged in the July 20, 2007 letter from counsel for Rutherford that the institution is in breach of the *Degree Authorization Act*.

Breaches of the *Private Career Training Institutions Act*, Regulations and Bylaws

13. In addition to violating the *Degree Authorization Act*, the Report and associated documentation makes it clear that Senior University Inc., dba Rutherford College, has also been violating the provisions of the *Private Career Training Institutions Act* (the PCTI Act), the Regulations and the Bylaws.
14. The conduct of Rutherford is problematic in a number of ways including:
- a. breaching the definition of "career training" in the PCTI Act;
 - b. engaging in deliberate deception;
 - c. misleading students; and
 - d. breaching a directive from the Executive Director of Private Post Secondary Education Commission.
15. Each of the above concerns will be discussed, in turn, below, followed by my Decision.

Breach of "career training"

16. The activities of registered career training institutions in British Columbia are regulated by the PCTI Act, as overseen by the Private Career Training Institutions Agency (PCTIA). The objects of the PCTIA are expressly stated in section 3 of the PCTI Act to be these:
- a. To provide consumer protection to the students and prospective students of registered institutions
 - b. To establish standards of quality, that must be met by accredited institutions
 - c. To carry out, in the public interest, its powers, duties and functions under this Act, the regulations and the bylaws.

17. As a registered institution, Rutherford College is authorized under the PCTI Act to offer "career training", which in section 1 of the Act:

"means training or instruction in the skill and knowledge required for employment in an occupation defined in the regulations".

18. The same section of the PCTI Act makes it clear that career training "does not include training or instruction that . . . is provided by . . . an institution established under the *University Act* . . . (or) an institution that is authorized by a consent under the *Degree Authorization Act*".
19. Section 3(1) of the *Degree Authorization Act* states that a person must not directly or indirectly do the following things unless the person is authorized to do so under section 4
- a. grant or confer a degree;
 - b. provide a program leading to a degree to be conferred by a person inside or outside British Columbia;
 - c. advertise a program offering in British Columbia leading to a degree to be conferred by a person inside or outside British Columbia;
 - d. sell, offer for sale, or advertise or provide by agreement for a fee, reward or other remuneration, a diploma, certificate, document or other material that indicate or implies the granting or conferring of a degree
20. Documents reviewed by me and referenced in the Report disclose that for several years Rutherford College students have received transfer credit to Rutherford University and thereby obtained a university degree, notwithstanding the fact that Rutherford College is not authorized under the *Degree Authorization Act* or the *Private Career Training Institutions Act* to provide courses or programs leading to degrees in British Columbia to be conferred by institutions inside or outside the province.
21. In the section of the Report that examines the "Rutherford College/Rutherford University" relationship,
- "(r)ecords indicate that both BC and international students were concurrently enrolled at Rutherford College and Rutherford University. On completion of courses, the Rutherford College course credits were then transferred to Rutherford University so the student would graduate with a university degree. Alternatively, students were enrolled in a Rutherford College program with the stipulation that on its completion the students would receive credit transfers towards a degree with Rutherford University."
22. In so doing, Rutherford College was in breach of both the *Degree Authorization Act*, by virtue of delivering courses leading to a degree, and the *Private Career Training Institutions Act*, by delivering courses that do not fall within the meaning of "career training" as defined in section 1 of that Act.

Deliberate Deception

23. There are a number of examples where Rutherford appears to have engaged in what can only be described as deliberate deception.
24. This kind of deliberate deception includes misleading the PCTIA regarding the true nature of the institution's activities. This is discussed in the Report. By way of example, in a February 2, 2005 email from Nusri Kassam, writing in her capacity as Registrar of Rutherford University, explains to Cecil Sherwood, Director of Special Projects for Rutherford College:

Regarding the MBA program, I am sure you are aware that we will need to tout it as a Professional Diploma from the college if they are registering with us on-site here in Canada.

ok can we add the following description to the course outline:

We are currently running an Advanced Diploma in Applied Business Studies. This program [is] offered by Rutherford College. A student that successfully completes this program receives a Professional Diploma in Applied Business Studies from Rutherford College. As the student is also enrolled with Rutherford University the Student will receive an MBA from Rutherford University. . . .

The Letter of Acceptance will be issued by Rutherford College after we receive the tuition fee. At the same time we will also issue a Letter of Acceptance from Rutherford University. . . . The students can complete this (MBA) program within one year. (emphasis added)

25. In a more recent effort to avoid having the PCTIA learn of the relationship between Rutherford College and Rutherford University, Nusri Kassam emailed Cecil Sherwood on May 13, 2007 on the subject of "another PCTIA case". She says, "we have to take care of this \$600 refund too as he is mentioning Rutherford University and has copied it to PCTIA". She attached an email from the student, sent to her in her capacity as Registrar of Rutherford University, which provided:

I have sent you many emails and provided you with the documents required for the refund of my application fee, unfortunately I have not got any answer yet. Please do inform me how much money will be returned? And how long does it take? As it is about 9 months that I have informed the Rutherford University about my visa rejection.

26. Cecil Sherwood's response is, "I think in your reply to him you should perhaps point out that he applied to and was accepted by Rutherford College".

27. In Rutherford's July 20, 2007 response to the Report, Rutherford claims that:

"(s)ince 2005 my client has been focused on building up the College with a particular emphasis on Applied Business Studies in compliance with PCTIA regulations."

28. This assertion appears to contradict an internal memorandum dated March 9, 2005 that says:

"to a large extent *the College has been dormant* . . . (since) PPSEC re-interpreted the Regulations requiring the registration of Senior University in B.C." (emphasis added)

29. An earlier internal memo whose subject is Stratford International University (SFIU) and Stratford International College (SFIC), the predecessor institutions for Rutherford College and Rutherford University, explains the relationship between Rutherford College and Rutherford University as follows:

Background:

- The original intention was to locate the operations of SFIU (previously called Senior University) in B.C. However due to latent interpretation of the PPSEC rules Stratford could not use the University in their title in B.C. As a result of this decision Stratford International College was created.
- SIC in essence became a vehicle to facilitate the operation of SFIU in B.C.
- SIC was not structured to operate as a College in its own right.
- The only students currently registered with SIC are those participating in the Clearmind Program

30. The Clearmind Program is a reference to a program offered by Clearmind International Institute which is located in Langley, B.C. As is noted by Ms. Lovett in the Report:

"the link between Rutherford University and Clearmind is important for purposes of my inspection because not only does this demonstrate that Rutherford University was enrolling and granting degrees to BC students but also . . . Clearmind students who enrolled in Rutherford University were subsequently or concurrently enrolled in Rutherford College. By way of example, the 36 credits required for a BA from Rutherford University were earned indirectly on paper through Rutherford College, followed by a transfer of the College credits to Rutherford University."

31. Again, this practice of concurrently enrolling Rutherford College students as Rutherford University students is a breach of the terms of Rutherford College's registration with the PCTIA, wherein the institution was restricted to offering "career training".

32. Another apparent contradiction to the July 20, 2007 letter is the claim that:

"since 2005 my client [Rutherford] has been focused on building up the College . . . in compliance with current PCTIA regulations"

33. This is contradicted by an email dated February 4, 2005 email from Cecil Sherwood to "Abdul" and "Nusri", headed "Rutherford College". According to the Report, Mr. Sherwood, who by 2005 appears to have taken on operational responsibility for Rutherford College, advised the institution's owners that:

"classroom instruction for four students (apparently provided by Rutherford University's Iranian and/or Indian agents) had started at the Richmond campus that day. This email also references 'conversations over the last week with a potential student for our BA in Psychology Program'. It attaches a memorandum stating Rutherford College objectives to be that of including '[t]o use the College programs to assist in student enrollment for Rutherford' University. Under the heading 'Initial Programs', the memo provides:

1. Diploma in Applied Business Studies (BBA)
 2. Advanced Diploma in Applied Business Studies (MBA)
 3. Diploma in Counseling Psychology (BA)
 4. Advanced Diploma in Counseling Psychology (MA)
34. Contrary to what is stated in the July 20, 2007 letter, Rutherford was continuing to offer, provide and promote university courses in 2005.

35. Further, it is of interest to note that according to the July 20, 2007 letter:

"the Clearmind Program is now phased out and there are only 13 students remaining to graduate *with the college diploma*. All Rutherford College students currently registered in the business program are studying and completing their college diplomas programs. At no time was a degree either offered to them or suggested as an option." [emphasis added]

36. The Report references an "internal memorandum on March 12, 2005 from Cecil Sherwood to Abdul and Nusri Hassam (that) proposes a restructuring of the College with a notation, by way of background, that 'to a large extent has been dormant' after May 2001. The proposal includes that:

"every student enrolled with the College be automatically also enrolled with the University' and that 'Seminars and workshops be under the auspices of the University and a percentage of fees received be paid to the University'."

37. Again, the documents reviewed contradict the assertions in the July 20, 2007 letter from Rutherford and this appears to suggest that Rutherford is continuing to be deceptive.
38. Another example is where in 2005 Cecil Sherwood described Rutherford College as being largely dormant. In contradiction, the Report notes:

Student tuition fee summaries headed "Rutherford College (CM)" dated October 25, 2006 list some 105 College students with start dates ranging from Year 2002 to Year 2006. Beside the name of each student is an entry denoting whether the student is in the BA or the MA program. There are also "Rutherford College" Payment Schedules for each of 2005/2006 and 2006/2007 school years, again, with the names of the students, the method and amount of payment and the Degree Program they are enrolled in.

39. In contrast to the enrolment numbers noted above, when Rutherford College submitted its annual enrolment data to the PCTIA for the period November 1, 2005 to October 31, 2006, the institution claimed to have had a total of only 43 registrants, 15 of who were said to be in year 1 of the School of Admin. & Mgmt and Applied Business, and 28 of who were in year 1 of the School of Health and Human Services.

40. Further to the apparent practice of failing to disclose its full activities to the Agency, when on July 20, 2005 an Agency Registration Officer wrote to Nusrat Hassam to acknowledge receipt of Rutherford College's application for re-registration with PCTIA, and to question why the College's website, www.rutherford.edu "refers to you as 'Rutherford University'," Cecil Sherwood replied on July 28, 2005, claiming:

"the website that you refer to is not the website for Rutherford College. As I indicated the annual up-date we submitted to you some time ago our website was under construction. The website for the College is now available and the address is www.rutherfordcollege.ca. We do not offer any degree programs. The only programs we offer are as detailed on our website and reported to you in our annual up-date."

41. The Registration Officer went to the new website address Mr. Sherwood had provided and it was indeed for Rutherford College. As she subsequently noted, "that would have been the end of it, except that the mailing address on both websites is the same: **200-2900 Simpson Road, Richmond, BC V6X 2P9.**" Moreover, Mr. Sherwood's letter to her was printed on letterhead listing the email address and the website of Rutherford University.

42. In a second letter to Nusrat Hassam, dated July 21, 2005, the Registration Officer questioned why "your tuition revenue for the period ending July 31, 2004 was \$30,205.00 and 'other revenue' was \$311,180.00". Once again Mr. Sherwood replied on behalf of Ms. Hassam, explaining:

"(o)ur company Senior University Inc. provides management, administration and consultancy services to a number of Learning Institutions based in various parts of the world. The 'other revenue' item reflects revenue derived from these activities."

43. For the fiscal year ended July 31, 2005 Rutherford College's declared revenue from training was \$64,358.00. The institution had also received \$133,038.00 in "other revenue".

44. The dramatic differences in declared enrolments between Rutherford College and Rutherford University, coupled with the comparatively small training revenue declared by the College, brings into question whether Rutherford College, either under the financial security it posted under the *Private Post-Secondary Education Act* or the Student Training Completion Fund contributions it is required to make under the PCTI Act, has provided adequate consumer protection to all of the students who were and/or are concurrently registered with the University and the College.

Misleading Students

45. Part VII of the PCTIA Bylaws reads as follows:

An institution must not engage in advertising or make a representation that is false, deceptive or misleading. Deceptive advertising includes oral, written, visual, descriptive or other representation that has the capability, tendency or effect of deceiving or misleading a consumer.

An institution must use the operating name under which it is registered by the Agency in all advertising.

46. According to the Report:

"Rutherford College programs were established specifically to facilitate Rutherford University's degree-granting, revenue-generating activities and the marketability of the College product lies in the fact College credits are transferable to a Rutherford University degree."

47. To the extent that Rutherford College students were being promised Rutherford University degrees, students were being misled by Rutherford College.

48. Among the many indicators in the Report of the way in which students were misled regarding the relationship between Rutherford University and Rutherford College was a July 21, 2006 email from Cecil Sherwood to a Rutherford College/Clearmind International Institute student, written in response to her request for an explanation as to why Mr. Sherwood sent her a list of courses for a Rutherford College foundational diploma, when she had registered for a Rutherford University BA program. Responding in his capacity as Director of Special Projects for Rutherford College, Mr. Sherwood, clearly indicating that the institution offered university courses, wrote:

It might be helpful if I recapped how the program operates. For a BA degree the University requires that a student earn 120 credits. Under the Agreement with Clearmind a student that completes Prac. 1, 2, & 3 plus the practicum earns 90 credits. The balance of 30 credits is undertaken through Rutherford College. When you complete your work with Rutherford College you will have earned 30 transfer credits and when you complete with Clearmind you will have earned 90 transfer credits. The combination of these two programs enables you to meet the requirement of the University for a B.A. degree.

49. This, in spite of the fact that Mr. Sherwood wrote to a PCTIA Registration Officer on July 28, 2005 in his capacity as Director of Special Projects for Rutherford College, to say: "We do not offer any degree programs."

50. Another example of students being misled is drawn from the complaint file of a British Columbia-based registrant. She explained:

in October 2004 I was introduced to a BA program through Clearmind International Institute Inc. . . . I applied to Rutherford University by forwarding my educational transcripts and was accepted into the Bachelor of Arts Degree Program in the School of Health and Human Services in Applied Transpersonal Psychology on December 1 2004.

I agreed to pay 4,896.00 via monthly Visa Payments of \$ 136.00 for the 3-year degree program. . . .

Year One of the program consisted of 5 book reports and 5 book reviews based on transpersonal psychology approaches. They were taught by Clearmind Staff . . . who also taught the required Practitioner's training program from Clearmind. . . . **Year two** Rutherford decided to take over the program by offering a "New and improved program more in line with industry standards." Cecil Sherwood of Rutherford touted the program as an improved, broader approach to cater to current industrial demands such as employee assistance counseling. I agreed to switch to the "new and improved program". I expected courses to commence in the Fall of 2005 however, courses commenced in March actually, they were never fully offered. The content fell short of what was promised, They had no text book lists or courses to offer. . . . I kept asking when and where can I take the courses with little success. It appears that there were no courses and teachers for that matter.

I became the Class advocate for Vancouver Island Students

As a side note;

When I applied for a tax receipt for 2005 it took a while. When it finally came I noticed that the University had changed names again to **Rutherford College**. I was further dismayed to discover that my University BA program had been revised to a **Foundational Diploma** in Transpersonal Counseling Psychology. I called the University and talked to Cecil. He claimed that Rutherford had to change to *College* to comply with BC taxation laws and assured my courses were transferable to Rutherford University.

51. This Rutherford University student along with two others told PCTIA staff members that in March 2006 they were called into what they regarded as the University's Richmond campus to sign new Rutherford College contracts, ostensibly "for tax purposes". One of the students provided the PCTIA with a copy of her October 28, 2005 Letter of Acceptance to Rutherford University's Bachelor of Arts Degree Program in the School of Health and Human Services in Transpersonal Psychotherapy and Counseling, signed by Nusri Kassam, Vice President and Registrar of the University. On November 2, 2005 the Victoria-based student had received her Rutherford University contract for signature. In a covering letter she was instructed to "please sign the document entitled, 'Contract between the Student and Rutherford University', and mail it to Rutherford University as soon as possible." Although the covering letter and the enrolment contract were titled "Rutherford University, Wyoming, USA", the enclosed self-addressed return envelope was addressed to Rutherford University's Administration Office, 200-2900 Simpson Road, Richmond, BC V6X 2P9, which is the address of Rutherford College.
52. The Rutherford College contract which the same student was asked to sign five months later does not contain the name of the program applied for, but was signed and dated by the student on March 25, 2006.
53. Of importance is the fact that one day earlier, on March 24th, two PCTIA Institution Officers had attempted to visit Rutherford College but, as I explained in my March 27, 2006 notice of suspension letter to you, they were told that although Cecil Sherwood was in his office, he would not meet with the Officers. When the Officers asked for access to the institution's files, Nusrat Hassam stated that the Program Director was working on them. When the

Officer said that there was no need to work on them because she wished to see them in their present state, Ms. Hassam indicated she was not prepared to provide access to the institution's records, nor was she willing to set a date for a formal site visit.

54. Although the Rutherford University student signed and dated her so-called "for tax purposes" Rutherford College contract on March 25, 2006, the date was subsequently crossed out and back-dated to October 28, 2005, which was the date the student had originally been accepted into Rutherford University. The "Program Start Date" was also been back-dated to October 28, 2005. The "For Office Use Only" section of the contract indicates that the student was "Admitted" in "Dec 05", and the contract is signed on behalf of Rutherford College by N. Hassam.
55. These record changes appear to have taken place during the period in which PCTIA staff members were being denied access to the campus, and the evidence is that Rutherford College officials were falsifying and unilaterally altering student contracts in an effort to convince PCTIA staff members that they were in compliance with the PCTI Act, its Regulations and Bylaws.
56. Yet another example of Rutherford College students being misled through advertising is contained in a series of emails forwarded to the Agency in April 2007 from an international student who was seeking assistance in receiving a tuition refund from Rutherford College.
57. On May 25, 2006 Cecil Sherwood responded to an initial inquiry from the student as follows:

Thanks for your email We would be very happy to welcome you into our program. The tuition fees for our M.A. program are \$14,400 in addition you will have to pay for your textbooks.

I would be happy to issue Letter of Acceptance as soon as I receive the following

1. Copies of your transcripts & degree
 2. Application form – you can download from our website www.rutherfordcollege.ca or I can fax one to you.
 3. \$1,000 deposit – you can wire this to our bank or send us a draft. The balance will be payable when you get your Study Permit.
58. In response to further questions from the applicant, Mr. Sherwood explained the relationship between the University and the College as follows:

Rutherford University operate in the US as a Distance learning Institute. Internationally they operate through affiliated Colleges. In Canada Rutherford College is an Affiliate redit (sic) transfer 100%

I am Academic Advisor to the Chancellor of the University.

If you or anyone else wants to come to Canada they must do so through a Registered College in Canada approved by the Provincial Regulators. Rutherford College is registered in B.C. with the Regulators.

59. On April 23, 2007, nine months after the student's visa application was rejected, she wrote the PCTIA to say:

"I applied to study in Rutherford College . . . Unfortunately I couldn't get the student visa. In this college, Mr. Cecil Sherwood asked me to pay \$1000 as a deposit and then they send me the LoA (letter of Admission). . . . From August 2006 I asked for my money through e-mails and telephone and now Mrs. Nuzri wants to pay me \$525 from \$1000 without any reasonable statement."

60. Not only was this student misled through false advertising, but Rutherford College then failed to comply with the refund policy for international students which, in part IX 2 a) of the Bylaws states:

"an institution may retain the lesser of 25% of the total fees due under the contract or \$400 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada."

61. The institution also failed to comply with the requirement in subsection 3 (c) which states:

"refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation . . .".

62. Rutherford was also guilty of providing false information in the Letter of Acceptance issued to the student on July 13, 2006 by Program Director, Cecil Sherwood. Firstly, he indicated the student was accepted to an Advanced Diploma in Applied Business Studies, when the student had been told, as per Mr. Sherwood's emails, she was being accepted into a Master of Arts degree program.

63. Secondly, after stating that the program fee was \$14,400, Mr. Sherwood wrote: "We acknowledge receipt of your tuition fee for the first Academic Year." He also provided the student applicant with a signed Rutherford College receipt, dated July 13, 2006, which, after identifying the student and her diploma program, stated: "We confirm having received the sum of \$7,200 from the above named student in respect of the tuition fees for the first term \$7,200. The student acknowledges that she was only required to prepay \$1,000.00."

Breach of Direction from PPSEC

64. In its July 20, 2007 letter, Rutherford claims in response to the Report:

"a number of erroneous conclusions have been made", and that these "erroneous conclusions arise from not fully understanding the different regulatory schemes that have been in force since the inception of SUI Inc. in 1993". He then goes on to list what he describes as "relevant dates and events", as follows:

- 1 On March 15th 1993 Senior College of Canada was incorporated in BC.

- 2 On May 01, 1992 Senior College of Canada was registered by the Ministry of Advanced Education, Training and Technology.
 - 3 On October 25th 1993, Senior University Inc. was incorporated in Wyoming and under the authority of the Secretary of State the University was given degree granting authority and subsequently licensed by the Wyoming State Board of Education and Wyoming Dept. of Education.
 - 4 On January 19, 1994 Senior College of Canada Inc. (B.C. corporation) changed its name to Senior University Inc. (BC)
 - 5 On May 1, 1993 Senior University was registered with the PPSEC
 - 6 In May 3rd 2001 PPSEC wrote and advised Senior University Inc (BC corporation) that it could no longer offer degree related programs and were only to offer certificate and diploma programs. However, it is very important to note that PPSEC granted a teach out in respect of students already enrolled in degree related programs. [emphasis in original]
 - 7 As a result of the May 2001 letter Senior University Inc. commenced operating as Senior University Inc., DBA Senior College, and most recently as Rutherford College.
65. The letter referenced in point 6 was written by me in my capacity as Executive Director of the Private Post-Secondary Education Commission. Addressed to Dr. Abdul Hassam, Senior University International, 200 – 2900 Simpson Road, Richmond BC., it explained that Senior University International, in spite of having been given a period of nine months in which to do so, had failed to comply with the requirement that American degree-granting institutions must be accredited with an accreditation agency recognized by the American Department of Education. As a result:
- Commencing immediately, you must cease to offer to provide degree-related program and may offer certificate and diploma programs only. Further, you must change the operating name to remove reference to "university". You must advise the Commission of the new operating name on or before May 18, 2001, and as at that date all signage, advertising and publications must be amended to remove any reference to the term university and to degree-related programs.
- Students enrolled in degree-related programs as at this date, May 3, 2001, may be trained out under the program they are contracted to receive. As of today's date, however, you may not enter into any further contracts for training for degree-related programs. [emphasis added]
66. Senior University International was provided the opportunity in the May 3, 2001 letter to train out students as per the time period identified in their respective contracts and for the amount of tuition identified in those same contracts. Institutions registered with PPSEC were required in section 7 of the General Directives to enter into a written enrolment contract with each student. The signed contract was to include the name of the program of study, the start date and the duration of the program, the total cost of the program of study, and a schedule of payments.

67. In the July 20, 2007 letter, Rutherford argues that, "(i)n effect, PPSEC said SUI Inc. could continue to teach those students but not enroll any further students in degree programs."
68. To the contrary, the institution was authorized to train out students as per the terms of the contracts which were in place at the time and, as at May 3, 2001, was not to enter into any further contracts for training for degree-related programs, even with those students who had not yet completed their degrees.
69. Even if one were to accept the argument that Senior University Inc. could continue to teach those students who were enrolled in May 2001, which I do not, the *Private Post-Secondary Education Act* was rescinded in November 2004 and on May 1, 2005 Rutherford College registered with PCTIA under the terms and conditions of the *Private Career Training Institutions Act*, the Regulations and the Bylaws.
70. Part IX B of the PCTIA Bylaws reads as follows:

Institutions must enter into a written contract with each student prior to the commencement of the program. Although a student may be applying for a multi-year program, an institution may not charge a student for more than one academic and/or calendar year's tuition in an enrolment agreement. Subsequent years of study are to be encompassed in separate enrolment agreements.

71. Having first registered the institution with the PCTIA in May 2005, all Rutherford College students who had enrolled prior to that date would have had to enter into new contracts with the institution by April 2006. Yet in April 2006, five years after Senior University Inc. was directed not to enter into any further contracts for degree-related training, Rutherford College provided a PCTIA Institution Officer with a spread-sheet listing 129 former Senior University Inc. students, all of who were said to have originally enrolled with the University prior to 2001, and 26 of who were said to still be working on their degrees. Several of these so-called active students had started their degree programs as early as 1994 and 1995. But according to Rutherford's lawyer, since "all of the programs of SUI Inc. at that time were offered by distance learning and were self-paced, students completed their programs on their own schedule".
72. Leaving aside the pedagogical arguments that might be made about the merits of allowing a student in excess of ten years to complete a degree program, student contracts that were in place in May 2001 would not have extended to April 2006. If Senior University Inc., dba Rutherford College, entered into new contracts and accepted additional tuition revenue from any of the 129 students who were said to be registered in various degree programs in May 2001, then the institution failed to comply with the conditions of its registration under the *Private Post-Secondary Education Act*.
73. Moreover, if under the *Private Career Training Institutions Act* Rutherford College entered into supplementary contracts with any of the 26 students which it claimed to still be training out in April 2006, the institution would have been in breach of that Act because PCTIA registered institutions are limited to offering career training, and may not, as per the *Private*

Career Training Institutions Act and the *Degree Authorization Act*, provide a program leading to a degree to be conferred by a person inside or outside British Columbia.

74. Leaving aside consideration of the SUI students who are said to still be training out, Rutherford College's lawyer acknowledges in the section of his response dealing with the Clearmind Institute, that Rutherford University entered into an agreement in 2002:

"whereby Clearmind Students could obtain credit for studies at Clearmind toward a B.A. degree . . . it was agreed that Rutherford University Wyoming would allow transfer credits in respect of the Clearmind program."

75. He goes on to explain that:

"when it was discovered that Clearmind was not registered with PPSEC. . . . Rutherford College agreed to enroll the Clearmind Students."

76. These Clearmind/Rutherford College registrants were being provided with a program leading to degree to be conferred by an institution that was not registered with the PPSEC, an action that was in direct contravention of the letter sent to you in May 2001 which explicitly stated you were not to enter into any further contracts for degree related programs.

Decision

77. Section 12 (1) of the *Private Career Training Institutions Act* states

- (1) The registrar may appoint inspectors for the purposes of determining whether
 - (a) it is appropriate to suspend or cancel a registration or accreditation or change the terms and conditions attached to a suspension, or
 - (b) a person has failed to comply with this Act, the regulations, the bylaws or the terms and conditions attached to a suspension.

78. Having personally been involved in the site inspection of Rutherford College's Richmond, BC campus; having reviewed all of the documentation that supports the Report as well as the institutional records held by the Agency; and after having taken into consideration the findings of the Report, the response by Rutherford to the Report as well as the past conduct of the institution and its officers in misrepresenting the institution and misleading its students, I am satisfied that it is not in the public interest to renew the registration of Rutherford College.

79. Accordingly, pursuant to section 8 (4) of the *Private Career Training Institutions Act*, the registration of Rutherford College is cancelled, effective immediately.

80. Section 10 of the *Private Career Training Institutions Act* provides for reconsiderations and appeals of decisions to cancel a registration. A person affected by a decision to cancel may

request, within 30 days of receiving written notice of the decision, a reconsideration of the decision by the Registrar. The Registrar may confirm or vary a decision.

81. If dissatisfied with the decision emanating from a reconsideration by the Registrar, a person who is affected by the decision may commence an appeal to the PCTIA Board by filing a notice of appeal, in the form provided for in the Bylaws, within 30 days of receiving the written notice of the decision emanating from the reconsideration.

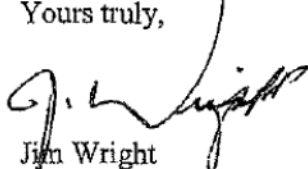
82. Notwithstanding the opportunity for reconsideration or appeal, as provided under section 1(1) of the *Act*:

a person must not provide or offer to provide career training unless the person is registered.

83. Accordingly, Rutherford College must immediately comply with this prohibition:

- a. It must cease offering to provide and/or providing career training;
- b. It must refund the unearned tuition to those students who are enrolled in Rutherford College career training programs
- c. it must discontinue any and all forms of marketing and advertising; and
- d. it must forthwith return its PCTIA registration certificate to the offices of the Agency.

Yours truly,


Jim Wright
Registrar & CEO

c.c. The Hon. Murray Coell
Minister of Advanced Education
Office of the Minister
P.O. Box 9059 Stn Prov Govt
Parliament Buildings
Victoria BC V8W 9E2

Page 056 to/à Page 057

Withheld pursuant to/removed as

s.14

Rogers, Dorothy AVED:EX

From: Simmons, Vicki AVED:EX
Sent: Monday, September 17, 2007 9:49 AM
To: Rogers, Dorothy AVED:EX
Subject: FW: Rutherford University

Vicki Simmons, Policy Analyst
Policy and System Quality Branch
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 356-2067
Fax: (250) 356-8851

From: Liliana Hernandez [<mailto:lherna@educ.state.wy.us>]
Sent: Thursday, August 30, 2007 2:19 PM
To: Simmons, Vicki AVED:EX
Subject: RE: Rutherford University

Hi Vicki,

Again I apologize for the delayed response. I have been looking in the files to see if I could find anything that referred to either one of those titles. At this time I still have not found anything regarding a school with either one of those names. As yet we have not received a letter in the past month regarding that school. Would it have been under any other name or could it have been placed with a letterhead that differentiates from the titles that you gave me??

I will continue looking to see if anything within our archives shows the Rutherford name. If you need anything else, please feel free to contact me. Again thank you for being patient.

Lily Hernandez

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Thursday, August 30, 2007 1:03 PM
To: Liliana Hernandez
Subject: RE: Rutherford University

Hi Lily,

I haven't heard from the unit director as yet so I wanted to check in to see if there is any further information for us regarding our inquiry.

Thank you,
Vicki Simmons

Vicki Simmons, Policy Analyst
Policy and System Quality Branch
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 356-2067
Fax: (250) 356-8851

From: Liliana Hernandez [<mailto:lherna@educ.state.wy.us>]
Sent: Monday, August 20, 2007 6:57 AM
To: Simmons, Vicki AVED:EX
Subject: RE: Rutherford University

Thank you Vicki. Again I apologize for the delays. We have had some emergency matters arise and it seems to be taking us a bit longer than usual to respond to people. I will print this out and have our unit director review and answer your question. Thank you again.

Lily

Liliana Hernandez

Executive Assistant to
Kay Post, Unit Director
Standards, Assessment and Accountability Unit
Wyoming Department of Education
2020 Grand Avenue, Suite 500
Laramie, WY 82070
(307) 777-5292

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Thursday, August 16, 2007 3:07 PM
To: Liliana Hernandez
Cc: Kay Post
Subject: Rutherford University

Hi Lily,

I am following up on my phone call to Kay Post regarding Rutherford University. Rutherford University (formerly called Senior University International) operated out of the state of Wyoming as a degree-granting institution until the middle of 2006. They are still registered as a corporation in the state of Wyoming under the name Rutherford University Inc.

The Ministry of Advanced Education in British Columbia recently directed the principals of Rutherford University to notify a number of jurisdictions and affiliated institutions that they are not permitted to grant or confer degrees or programs leading to a degree either inside or outside British Columbia. The Wyoming Department of Education was one of these jurisdictions.

I am following up with you to ensure that you have received this letter to determine if Rutherford University has met these conditions. They provided us with a copy of a letter dated July 31, 2007 addressed to:

Program Coordinator
Wyoming Department of Education
2300 Capital Avenue

Hathaway Building Second Floor
Cheyenne, WY 82002-0050

I look forward to hearing from you as to whether your department has received the original letter.

Thank you for your assistance.

Sincerely,
Vicki Simmons

Vicki Simmons, Policy Analyst
Policy and System Quality Branch
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 356-2067
Fax: (250) 356-8851

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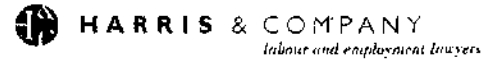
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Nazeer T. Mitha
Direct No. 604 891 2223
nmitha@harrisco.com
Our file 003184.022

October 9, 2007

By Fax



Kerr Redekop Leinburd & Boswell
Barristers & Solicitors
410-1333 West Broadway
Vancouver, BC V6H 4C1

Attention: Mark G. Perry

14th Floor Bentall 5 T 604 684 6633
550 Burrard Street F 604 684 6632
Vancouver, B.C. info@harrisco.com
Canada V6C 2B5 harrisco.com

Dear Sirs and Mesdames:

Re: Rutherford College

We are legal counsel for the Private Career Training Institutions Agency (the "Agency") and have been instructed to reply to your letter of September 28, 2007.

In your letter, you request a Reconsideration of the Agency's decision of August 14, 2007 to cancel the registration of Rutherford College. Unfortunately, your application is outside the time limit provided for under the *Private Career Training Institutions Act* (the "Act") for making such a request. Section 10 of the Act provides as follows:

10 (1) A person who is affected by any of the following decisions under this Act may request, within 30 days of receiving written notice of a decision, a reconsideration of the decision by the registrar:

(c) the suspension or cancellation of registration or accreditation.

As a statutory body, the Agency has no jurisdiction to act outside an express restriction on its power to reconsider its own decisions. For the foregoing reasons, we are instructed by the Agency's Registrar, Mr. Jim Wright, to deny your application for Reconsideration.

Please contact the writer should you have any questions or concerns.

Yours very truly,
Harris & Company

Per:

A handwritten signature in black ink, appearing to read 'Nazeer T. Mitha', written over a horizontal line.

Nazeer T. Mitha

NTM/sam

cc Client

General/003184.022/168437.1

Page 064 to/à Page 073

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Practitioner Training Program



Rutherford University

**Master of Arts
in Applied Transpersonal Counseling Psychology**



Student Handbook

2005/06

**Practitioner's Training, M.A. program in Transpersonal Counselling Psychology
with Rutherford University**

Program Description:

This program is designed to give the student a sound base in western psychotherapy, integrated into a transpersonal theoretical frame. The emphasis of the program is on application, and thus the student will have the opportunity to develop and refine both individual and group counseling skills. Flexibility is a feature of the program, allowing the student to tailor coursework to specific areas of interest or specialization.

Requirements:

The Master of Arts degree requires the completion of a minimum of 36 credits at the graduate level. The student will be directed into one 3 program streams, outlined below:

1. For Students who have a B.A. from another university

Students who have completed their B.A. from another university may qualify to take our 3 year Practitioners Training program at an advanced level, leading to an M.A.

All Students must complete Practitioner Training level I as a pre-requisite, qualifying year. If a student's B.A. is in an **unrelated** field, Practitioner's Training level I is completed at the B.A. level, with applicable readings and assignments. If a student's B.A. degree is in a **related** field (to counselling, ie. psychology, social work, etc), Practitioners Training level I is completed through the personal growth stream, with no additional academic work. **Related degree** students (only) have the option of beginning work on their DRCP 500, and CACP 500 during their Prac I qualifying year, with an adjusted fee structure.

CORE COURSES

CACP 500: M.A. Thesis	6 credits
DRCP 500 Directed Readings Course Project (student /advisor selected)	3 credits
TCP 550 Practicum Supervision (105 supervised hours)	7 credits
TCP 560 Practicum: Individual and Group Counselling Skills (400 hours)	9 credits

Year One (Prac II):

TCP 500 Theories of Psychotherapy	3 credits
TCP 510 Issues in Psychotherapy	3 credits
TCP 520 Interviewing and Counselling Skills	3 credits

Year Two (Prac III):

TCP 530 Group Process	3 credits
TCP 540 Family of Origin Assessment	3 credits

TOTAL CREDITS: 40 credits

2. For Students who have completed their B.A. through Rutherford and CM

Students who have completed our 3 year practitioner training program may qualify to take an M.A. program that is created in co-operation with their academic advisor, as outlined in the following. There is no structured class time with this individualized program. Rather, students will mentor under an experienced facilitator, refining their counseling skills under the guidance of that instructor, and create directed readings course work in areas of interest or areas in which the student has gaps in knowledge or skills.

CORE COURSES

CACP 500: M.A. Thesis	6 credits
SSCP 500 Self Study Course Project	3 credits
TCP 550 Practicum Supervision (105 supervised hours)	7 credits
TCP 560 Practicum: Individual and Group Counselling Skills (400 hours)	9 credits
DRCP 500 Directed Readings Course Project (student /advisor selected)	12 credits

TOTAL CREDITS: 37 credits

3. For Students with their B.A., who have completed 2 years of the 3 year Practitioner Training Program

This option is for students with their B.A. in a related field, who have attended Prac I and Prac II (personal growth) in the past.

CORE COURSES

CACP 500: M.A. Thesis	6 credits
TCP 550 Practicum Supervision (105 supervised hours)	7 credits
TCP 560 Practicum: Individual and Group Counselling Skills (400 hours)	9 credits
DRCP 500 Directed Readings Course Project (student /advisor selected)	9 credits

Year One (Prac III):

TCP 530 Group Process	3 credits
TCP 540 Family of Origin Assessment	3 credits

TOTAL CREDITS: 37 credits

**Note: The Transpersonal element of these courses incorporates the philosophy of A Course in Miracles.*

Course Descriptions

CACP 500: M.A. Thesis

6 credits

The Masters Thesis is a sustained piece of writing demonstrating mastery of some aspect of the field of psychology or transpersonal psychology. This may be done through quantitative or qualitative research; a proposal for a program/workshop; or an extended paper on a subject.

TCP 500 Theories of Psychotherapy (Prac II)

3 credits

In this course students will be exposed to traditional western and transpersonal psychological models. The theory and techniques of the experiential and humanistic therapies, family systems, NLP, and transpersonal psychology will be studied in depth, and boundaries and ethics for the helping professional will be overviewed.

TCP 510 Issues in Psychotherapy (Prac II)

3 credits

In this course we will explore issues and ethics in the helping professions. We will cover main areas the counsellor is likely to encounter in his/her practice, including depression, grief/bereavement, addictions, and trauma; and discuss various methods of addressing these from a therapeutic standpoint.

TCP 520 Interviewing and Counselling Skills (Prac II)

3 credits

In this course we will develop and refine the students' interviewing and counselling skills with individuals, families and groups. The student will have the opportunity to practice specific therapeutic techniques.

TCP 530 Group Process (Prac III)

3 credits

The basics of therapeutic group theory and process are examined, primarily following Yalom's model. Group leadership, interventions, and the process of group work and creating group exercises is discussed. Ethical issues unique to group process are explored.

TCP 540 Family of Origin Assessment (Prac III)

3 credits

The Family of Origin Study, or genogram, is a clinical tool developed extensively by Bowen in his family systems theory. In this course family systems theory is overviewed, with specific emphasis on how to research and analyse a genogram. Students are provided the opportunity to conduct family of origin sessions, using the genogram.

TCP 550 Practicum Supervision (Prac II/III)

7 credits

Students are required to complete 105 supervision hours of their therapeutic practice. Students may choose to focus on individual, relationship, group counselling, or a combination of all three. Opportunities for practicum are available on site, and are integrated into the program. The student will receive ongoing support/feedback on his/her counselling skills.

TCP 560 Practicum: Individual /Group Counselling Skills (Prac II/III)

9 credits

The Student is required to complete a 400 hour practicum, in individual and group counselling. 200 hours (of mostly group work) is integrated into the Prac III program,

thus the student is responsible for completing an additional 200 hours. Opportunities for fulfilling these additional hours are available on site. In this course the student will focus intensively on refining his/her individual counselling and group facilitation skills. The student will mentor under a qualified facilitator, and receive ongoing feedback on his/her performance.

DRCP 500 Directed Readings Course Project

3-12 credits

The student and academic advisor will create a reading curriculum in psychology tailored to the student's needs and areas of interest. This can be in a particular therapeutic model, an issue, an area of specialization, or an area of gaps in knowledge or skills.

Instruction Format and Methods

The program uses a combination of learning and teaching methods, including lectures, student presentations, video, small and large group exercises and discussion. Students are evaluated using papers, examinations, reports, demonstrations, experiential components or other activities. Grading is based on level of performance in these areas, both academically and on a practical skill level.

Marks for all TCP courses

Marks will be assigned based on participation (50%) and an integrated understanding of the material (50%), as follows:

Year 1 (prac 2):

50% Class Participation:

This mark is determined by attendance, keeping up to date with readings, and active participation in the program and fulfillment of program requirements, as evaluated by your instructors.

50% Comprehension of the Material:

Final take-home exam, which covers the theories presented, as well as their application.

Year 2 (prac 3):

50% Class Participation

This mark is determined by attendance, keeping up to date with readings, and active participation in the program and fulfillment of program requirements, as evaluated by your instructors.

25% Comprehension of the Material:

Final project, a personal Therapeutic Mission Statement, including informed consent documents, criteria to follow.

25% Counselling/Group Facilitating Skill Development

As evaluated by your instructors, criteria to follow.

GRADING SCHEME FOR BOOK REPORTS

5 possible categories – value 2 marks each

CRITERION	COMMENTS	MARK
1. Content Describes the main purpose (thesis) of the book. Makes a clear distinction between the major and minor concepts presented.		
2. Context Comments on significance of the work in terms of transpersonal or counselling psychology Draws comparisons to other major schools of thought e.g. ACIM		
3. Application Articulates on significance of work to self, and/or articulates possible application as a therapist		
4. Format Easy to follow – logical flow of thought Format appropriate – work is titled, appropriate references are made, bibliography provided		
5. Theoretical Integration Demonstrates ability to critically appraise the work (e.g. discusses both strengths and weaknesses of the work. Has presented innovative/creative perspectives above and beyond expectations.		

M.A. Program Structure

Introduction

These components of the program are designed to be quite flexible, and to allow you to explore your own area of interest in depth. In a way, you will be specializing in a particular area within the realm of psychology/transpersonal psychology. The M.A. thesis is completed in the final year of the program, but you are advised to begin work on it right away.

The Advisor

Each student will be assigned a qualified Advisor, who will work with him/her to complete these courses. Although the Advisor will be assigning grades, his/her primary role is to support you in your learning process. For example, your Advisor may help you identify and/or clarify your area of interest, and translate it into your Thesis; you may submit drafts of your essays for feedback prior to handing them in; your Advisor may point you toward certain books/resources to assist you in your work.

The responsibility for your work, however, remains with you: you will be putting in far more time and energy than your Advisor. You will have ongoing contact with your Advisor through email, and pre-arranged phone and personal meetings. It is your responsibility as a student to initiate contact when you need assistance.

The Process

You will be asked to begin assessing your areas of interest and learning gaps in your learning portfolio, and together with your Advisor will design the flexible portions of your program to meet your unique needs.

CACP 500: Master's Thesis (6 credits)

The CACP 500 is to be completed in the final year of your program, however it is recommended that you begin work on it immediately.

The goal of the Thesis is to demonstrate a fledgling level of expertise in your chosen area of interest, whether that be in a particular area or issue, or an aspect of a particular area or issue. The topic you select for your Thesis must come under the broad frame of psychology and/or spirituality, and may also reflect the work you are currently doing in some area of your life, or are interested in pursuing. For example, subject matter could focus on a client population you are particularly interesting in working with (teens, couples, parents etc); a particular issue that interests you (addictions, depression, community building etc); a particular approach to therapy that interests you.

The Master's Thesis is a sustained piece of writing, and is required to show two things:

- I. Technical mastery of the research topic in sufficient breadth and detail as to
- II. Constitute evidence of some level of original creative, analytical, experimental or computational thought and of independence of judgment.

This means that the student is required to have surveyed the existing literature as it relates to their subject matter, and to have done something unique or original with it. Thus there is room for both flexibility and creativity: you could design a program or workshop for a specific population, do some form of experimental research (qualitative or quantitative), or do an extensive paper in which you combine existing information in an original way.

Whatever the format you choose for your Thesis, it must be brought to academic presentation. This means that your project must be set within a theoretical context, including a review of literature relevant to your subject. It is recommended that you tailor your elective coursework to fit with your thesis topic, so that you will have done some of the relevant research prior to beginning your thesis.

The length of the CACP 500 (Master's Thesis) is **50 pages (double spaced) minimum**.

The Process for completing the CACP 500 is as follows:

1. A proposal for the project is developed by the student and Advisor. Please see the following pages for Rutherford's detailed instructions for the proposal.
2. The proposal is submitted to Rutherford University for the approval of the Dean, who either approves the proposal or returns it with suggestions for improvement. Once the proposal is approved, the Student proceeds with the project, under his/her Advisor's direction.
3. When Student and Advisor determine that the project is complete, 4 copies are submitted to the Office of the Dean at Rutherford University, along with a) the student's signed declaration of authenticity, and b) the faculty advisor's recommendation for approval.

The Dean either approves the Thesis or returns it with suggestions for completing it. The process of approval may include an interview of the student by an outside faculty member. When the project has been approved, the Registrar is notified so that credit can be awarded. The University then notifies the student and Advisor accordingly. Following is Rutherford University's format for submitting your thesis proposal.

M.A. Learning Portfolio – Setting the Goal

This Portfolio is designed to help you identify areas of special interest and areas in which you need to improve in order to become a skilled counselor. It is meant to give you a focus point for the flexible components of the program.

Areas of Interest/Specialization

List any areas within the realm of counseling and/or transpersonal psychology that are of particular interest to you, that you have particular expertise in, or that you are interested in developing particular expertise in. You may choose to do your presentation in this area, DRCP, or CACP.

s.22

It is assumed that you will be doing your CACP 500: Master's Thesis in one of these areas. Which area would like you like to explore further as your Thesis, and how would you like to do it? (Put your beginning thoughts here, this will be refined further with your advisor.)

s.22

Course Summary:

1. Core Courses

If you are taking Practitioners Training II and III as an M.A. program (prac I is the qualifying year), your core courses are as follows:

CACP 500: M.A. Thesis	6 credits
Proposed topic: _____	
TCP 550 Practicum Supervision (105 supervised hours)	7 credits
TCP 560 Practicum: Individual and Group Counselling Skills (400 hours)	9 credits
TCP 500 Theories of Psychotherapy	3 credits
TCP 510 Issues in Psychotherapy	3 credits
TCP 520 Interviewing and Counselling Skills	3 credits
TCP 530 Group Process	3 credits
TCP 540 Family of Origin Assessment	3 credits

2. DRCP course work

If you are taking Practitioners Training II and III as an M.A. program (prac I is the qualifying year), you require 3 credits in Directed Readings, listed below. DRCP coursework will be marked with short book reports, criteria follows. The number of books you are required to read and reports you are required to submit will be determined with your advisor, depending on the length and nature of the reading material. An average DRCP 3 credit course would require that you will read 8 full length books and report on 4.

DRCP 500 Directed Readings Course Project (student /advisor selected) 3 credits

DRCP Course subject: _____



If you are taking a different stream of the M.A. program, you may require further DRCP credits. These Directed Readings courses will be created under the direction of Catherine O'Kane, to correspond with areas of interest or knowledge/skill needs. List additional proposed DRCP coursework below.

Criteria for Book Reports

1. State the thesis or main point of the book on which you will be reporting.
2. Give practical examples of the main thesis as you, the reader, interpret it.
3. Present an argument for the value of the content of the book and include areas that you might question or disagree with.
4. Bring in your own thinking - how does it change how you think, feel, act in the world as a person or a therapist? How will you use or integrate this new material?

Grades will be awarded based on:

1. Clarity of presentation of the main points of the book.
2. A demonstrated understanding of what the author is posing. Through the use of examples- application to a larger picture of the therapeutic/transpersonal field.
3. An argument of some kind in favour of the work or not --
4. Application to own practice.
5. Logical flow and connection of thoughts

Book Reports are worth 10 marks each. The grading scheme for book reports follows on the next page.

MA 2005/6 Study Contract

Our Program is designed for the mature student. We recognize that the mature student often has many other commitments in his/her life aside from study, and so have designed this program to be flexible. Due dates for some components of the program are determined by the student, in consideration of these outside commitments.

Good counsellors are persons of integrity, which means doing what you say you will do, when you have said you will do it. Although life on occasion intervenes with the best laid plans, students are nevertheless expected to set **realistic** due dates, and be accountable in fulfilling these commitments. All work for each year must be completed no later than September 30.

Consequences:

Once you have submitted this contract, the deadlines you have set will be considered your due dates for the year. **5 percent** of the total grade for the exam or book report will be deducted for every **week** it is late, up to a **maximum of 10%**; for example, $\frac{1}{2}$ of a mark will be deducted for each week a DRCP report is overdue, 5 marks for each week the final take home exam is overdue. Arrangements for extensions may be considered by your advisor, if you speak to them in advance of your due date.

Thesis work is not subject to deductions for lateness, although students will pay a continuation fee if work is not complete by the end of the 2 year M.A. program. Students are strongly encouraged to stick to their self created schedules for completion of the thesis to avoid overwhelm.

Format for submitting written work:

On the title page for reports, essays and exams please include your name, your advisor's name, the date you submitted the assignment, and the date the assignment was due.

This study contract is to be submitted on **November 18, 2005.**

2005/6 M.A. Study Contract

DRCP (Directed Readings –complete for each 3 credit course)

DRCP Course Title / area to be explored: _____

Proposed Reading List, and Time Line for Completion

The Date Due indicates either the date you will finish reading the book or the date you will submit a book report. An average DRCP 3 credit course would require that you will read 8 full length books and report on 4; however, if you are reading journal articles or short books, you will require more. Determine this with your advisor.

1. Book: _____ Date Due: _____ Report ☐
2. Book: _____ Date Due: _____ Report ☐
3. Book: _____ Date Due: _____ Report ☐
4. Book: _____ Date Due: _____ Report ☐
5. Book: _____ Date Due: _____ Report ☐
6. Book: _____ Date Due: _____ Report ☐
7. Book: _____ Date Due: _____ Report ☐
8. Book: _____ Date Due: _____ Report ☐

List extra books/articles as needed to complete 3 credits:

9. Book: _____ Date Due: _____ Report ☐
10. Book: _____ Date Due: _____ Report ☐
11. Book: _____ Date Due: _____ Report ☐
12. Book: _____ Date Due: _____ Report ☐
13. Book: _____ Date Due: _____ Report ☐
14. Book: _____ Date Due: _____ Report ☐
15. Book: _____ Date Due: _____ Report ☐

Master's Thesis Time Line for Completion:

List the steps to be taken toward completing your thesis, and the dates you propose to complete each of those steps. See the MA booklet for more information on thesis completion procedures.

CACP 500/ Thesis topic: _____

I commit to having my proposal submitted to my Advisor for approval by:

I commit to having the first draft of my thesis submitted to my Advisor by:

Exam: due September 1 2006

Academic Writing Workshop: presented by Rutherford University Faculty, Date: TBA

I agree to abide by my commitments and submit my work by the specified dates. I understand that 5 % will be deducted from my mark on a given assignment for every week it is overdue, up to a maximum of 10%.

Name: _____

Signature: _____

s.22

From: s.22
Sent: Monday, July 10, 2006 10:04 PM
To: s.22
Subject: Fw: MA Thesis Proposal

----- Original Message -----

From: s.22
To: faculty@rutherford.edu
Cc: s.22
Sent: Monday, July 10, 2006 10:03 PM
Subject: MA Thesis Proposal

Hi Cecil,

As per our discussion on Monday, here is my first draft of my thesis proposal and outline. I'm certainly looking forward to revisions, ideas, thoughts and concerns with your consultation as well as my own as I develop my project. I am really looking forward to it, I feel very excited to work on this. It has taken me a bit of time to put together, also considering the books I have chosen to read in support of the project. I hear that you need to approve those. I understand I have 5 book reports to do. Reports right, not reviews?

I will type out here what I have filled in the blanks that was on the pamphlet papers from Rutherford I received at the beginning of the year.

Areas of Interest/Specialization

s.22

Area to Explore as Thesis (beginning thoughts)

s.22

Areas of gaps in knowledge/skills

s.22

How Will I Address these gaps? What assistance do I need?

7/11/2006

s.22

Program Structure/DRCP

s.22

Reading Already Done

s.22

What I would Like to Read and report on in DRCP:

s.22

I look forward to your correspondence Cecil. I look forward to setting timelines for the completion of my remaining book reports, and further developing (or altering) my plans for the thesis.

Sincerely,

s.22

Clearmind Int/Rutherford University

7/11/2006

s.22

From: s.22
Sent: Saturday, October 14, 2006 9:44 AM
To: s.22
Cc: Cecil Sherwood
Subject: Revised Rutherford MA Thesis Proposal- s.22

Dear s.22

Thank you for making the time to meet with me on Oct. 1st. Here is my revised thesis proposal as related to our discussion.

AREAS of INTEREST/SPECIALISATION

s.22

AREA to EXPLORE as THESIS (beginning thoughts)

s.22

AREAS of GAPS in KNOWLEDGE/SKILLS

s.22

HOW WILL I ADDRESS these gaps? WHAT ASSISTANCE do I NEED?

s.22

10/16/2006

s.22

PROGRAM STRUCTURE/DRCP

s.22

RELATED READING ALREADY DONE

s.22

10/16/2006

Page 094

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s.22



Rutherford College

s.22

Advanced Diploma Program

in

Counselling Psychology

[Program Information]

Rutherford College is registered with the PCTIA
Private Career Training Institutions Agency
of British Columbia – Institution ID No: 24



#200-2900 Simpson Road
Richmond, BC V6X 2P9
www.rutherfordcollege.ca registrar@rutherfordcollege.ca
Tel: 604 244-7754 Fax: 604 244-9952

Rutherford College Advanced Diploma in Counselling Psychology

Program Code: 4151

PROGRAM OBJECTIVES:

- To familiarize students with the basic concepts of an integrative approach to Counselling.
- To examine how various existing methods can be extrapolated from a variety of theoretical models and applied to the process of integrative Counselling psychology and
- To motivate students to apply creatively the integrative process to their own Counselling practice.

Program Duration:

- 18 months

RUTHERFORD COLLEGE ADMISSION REQUIREMENTS:

To obtain admission to the Program students must meet one of the following requirements:

1. Have completed the Rutherford College Diploma in Counselling Psychology or
2. or completed a similar program at an approved Institute of Learning.

*Official transcripts or other supporting documentation required

Graduation Requirements

- A total of 36 credits are required
- Up to 12 transfer credits*are allowed from an approved Institute of Learning.

*Official transcripts or other supporting documentation required

A student may select one of the following options to meet the program graduation requirements:

1. Complete 12 courses or
2. Complete 9 courses and a Project Paper

Course Requirements

(3 credits each)

1. PSY 505 Foundations of Psychotherapy
2. PSY 515 Counselling and Multicultural Issues
3. PSY 525 Mental Health Counselling

4. PSY 535 Counselling Skills – An Integrative Approach
5. PSY 545 Introduction to Psychological Testing
6. PSY 549 Understanding Behaviour Disorder
7. PSY 555 Guided Independent Study
8. PSY 557 Research Methods
9. PSY 560 Overview of Transpersonal Psychology Studies
10. PSY 564 Modalities of Transpersonal Psychotherapy
11. PSY 566 Psychology of Meditation and Prayers
12. PSY 567 The Spectrum of Consciousness: A Transpersonal Study
13. PSY 591 Research Paper/Project (9 credits)

COURSE DESCRIPTIONS: (All courses are 3 credits each)

PSY 505 Foundations of Psychotherapy

This course will cover the theoretical considerations, principles, and problems in Cognitive Behavioural Therapy (CBT) and other empirically validated procedures. The course is also designed to provide an introduction to the basic skills used in psychotherapy generally, and CBT specifically.

PSY 515 Counselling and Multicultural Issues

Students will cover cross cultural issues in psychotherapy and counselling. Together with a critical and integrative perspective, the course takes a comprehensive approach to culture as it relates to psychological practice. A variety of theoretical and clinical issues are discussed, including psychological trauma, depression, chronic illness, and other problems presented by clients for whom a culturally informed practice is essential.

PSY 525 Mental Health Counselling

An overview of the field of mental health counselling will be presented to students who will also study professional roles, functions, credentialing, and general ethics of mental health counsellors. The major focus will be on the development of fundamental counselling skills, including listening, empathy training, and basic interviewing. Issues regarding the development of the therapeutic relationship, cultural diversity, and mental status assessment will be covered.

PSY 535 Counselling Skills – An Integrative Approach

This course explores the integrative model and provides guidance about not only what to do at each stage but also the appropriate sequence for implementation. This integrative approach assists counsellors in the development of an eclectic framework for their practice by offering a wide range of approaches and techniques to use when implementing whichever counselling theories are practiced..

PSY 545 Introductions to Psychological Testing

The course surveys key areas of relevance in psychological assessment across a variety of settings. As an introduction to psychological assessment, the course tackles the fundamental goals and principles of psychological assessment in both applied and theoretical contexts.

PSY 549 Understanding Behaviour Disorders

Topics covered include Counselling interventions with behavioral and emotional disorders; symptoms for psychoses, emotional disorders, and maladaptive behavior patterns. Also the psychology of shame and its relationship to substance abuse and other compulsive behaviours will be presented. Overview of prominent topics in compulsive behavioural disorders including substance abuse, gambling, eating, spending money, sex, internet, and other excessive and harmful behaviours. Counselling skill development through psycho-education presentations and hypothetical problem solving as well as ethical issues in counselling will be explored.

PSY 555 Guided Independent Study

This course enables a student to select an area of study in which they have a particular interest. The area selected is subject to faculty approval.

PSY 557 Research Methods

This course provides an understanding and an introduction to the research process. Consideration and analysis will be given to each type of research (e.g., philosophical-historical, descriptive, and experimental). Development of library and writing skills, use of research tools for data collection and analysis, and interpretation of data.

PSY 560 Overview of Transpersonal Psychology Studies

This course offers an overview of the theories and concepts of transpersonal psychology and will cover the origins of transpersonal psychology, the contributors to the field, the research conducted, and the applications of transpersonal studies to personal growth and counselling.

PSY 564 Modalities of Transpersonal Psychotherapy

A study of Eastern and Western psychotherapeutic methods and belief systems is at the core of this course. The course also explores how transpersonal psychology contributes to psychotherapy by examining the practices of meditation, dream work, altered states of consciousness, and other modalities.

PSY566 Psychology of Meditation and Prayers

This course explores the neurobiology of meditative states and their physiological correlates. The course also focuses on the recent research of prayer and meditation in psychotherapy and medicine with reference to peer reviewed scientific studies and its application to counselling and psychotherapy.

PSY 567 The Spectrum of Consciousness: A Transpersonal Study

This course offers a transpersonal perspective which extends beyond conventional psychology and science to include the study of consciousness in its multiple forms including altered states, dreams, and contemplation including application to individual growth and psychotherapy.

PSY 591 Research Project/Paper (9 credits)

Rutherford College

Academic Year 2006/2007 Student Meeting

The Academic Year 2006/2007 is October 1, 2006 to June 30, 2007.

Agenda:

1. Program Objective
2. Graduation Requirements
3. Rutherford College Program Content
4. Structure of Program
5. Method of Assessment
6. Tuition Fees/Distribution of Courses
7. Completion of contract for the coming year

September 17, 2006

Rutherford College

Overview of Diploma Program

Program Objective:

- The Rutherford College Diploma in Counselling Psychology is designed to give students the academic foundation to pursue a career in Counselling.

Program Structure:

- The Rutherford program is composed of 7 mandatory courses plus a project paper for a total of 30 credits.
- The student earns 3 semester credits for each course successfully completed and 9 semester credits for the Project Paper.
- Where a student has completed any of the mandatory courses at an approved Institute of Learning, the student will be required to select alternative course(s) from the Rutherford course list.

Mandatory Requirements: (3 credits each):

1. PSF 110 Introduction to Psychology
2. PSF 140 Personality and Individual Differences (Theories of Personality)
3. PSF 130 Developmental Psychology (Child & Adolescent Development)
4. PSY 211 Behaviour Disorders
5. PSF 106 Introduction to Counselling Psychology (Theories of Counselling)
6. PSY 302 Clinical Assessments
7. PSY 401 DSM IVR (Previously PSY 301)
and
PSY 425 Project Paper (9 credits)

Graduation Requirements:

- The Diploma program combined with the Clearmind program are designed to provide the student with a total of 120* semester credit hours.
*Normally universities require a student to complete 120 semester credit hours to meet the requirement for a B.A. degree.
- The Clearmind program -Practicum 1,2 & 3 lasts for 3 years and provides 90 semester credit hours for transfer.
- The Rutherford could be completed in 1 year but has been programmed for 3 years so as to run in parallel with the student's study at Clearmind. The student earns 30 semester credit hours from the Rutherford program.

Rutherford College

Overview of Advanced Diploma Program

Program Objective:

- To familiarize students with the basic concepts of an integrative approach to Counselling.
- To examine how various existing methods can be extrapolated from a variety of theoretical models and applied to the process of integrative Counselling psychology and
- To motivate students to apply creatively the integrative process to their own Counselling practice.

Program Structure:

- The Rutherford program is composed of mandatory courses plus a project paper for a total of 36 credits.
- A student has two options available to complete the program:
 - 1) Complete 12 courses or
 - 2) Clearmind students completing the Advanced Counselling Practicum only have 5 courses plus a Project Paper to complete

Note : Where a student has not completed the Rutherford College Diploma in Counselling Psychology or a similar program at an approved Institute of Learning, they will be required to complete, in addition, the mandatory courses detailed below (tuition fees apply):

Advanced Diploma Mandatory Courses (if applicable)

1. PSF 140 Personality and Individual Differences (Theories of Personality)
2. PSY 302 Clinical Assessments
3. PSY 401 DSM IVR (previously PSY 301)

Graduation Requirements:

- The program requires the student to complete a total of 36* semester credit hours.
*Normally universities require a student to complete a minimum of 36 semester credit hours to meet the requirements for a M.A. degree.
- A student enrolled in the Clearmind program will be given credit for 12 semester credit hours in respect of the advanced practicum they complete at Clearmind.

Rutherford College

Program Delivery/Assessment Method/Course Dates

Academic Year

The academic year 2006/ 2007 will commence on October 1st, 2006 and finish on June 30th, 2007. For previously enrolled students, monthly payments will begin on November 1, 2006 to July 1, 2007.

The academic year for all students from 2007 will commence on October 1st and terminate on June 30th, of the following year.

Delivery Method:

- The preferred method is to provide classroom instruction for each of the courses.
- Where classroom instruction is provided, if a student cannot attend, they must notify the University and they will be advised of the recommended textbook and provided with details of the required assignments and a note of the dates on which they have to be submitted.
- For classroom instruction to take place, a minimum number of students are required. Alternatively, the course will be delivered by way of assignments through the Distance Learning model.

Method of Assessment:

- All course based programs will be assessed on the basis of assignments plus a final examination &/or interview with a member of the faculty.
- Non course based programs will be supervised by a faculty member and subject to review by an external advisor.

Course Dates Academic Year 2006 /2007

PSF 140 Personality & Individual Differences (Theories of Personality):

October 15th, November 5th, and December 3rd, 2006

Course fee due date: Sept 24th, 2006 (Late fee: \$25)

PSF 106 Introduction to Counselling Psychology

January 7th, January 28th, and February 18th, 2007

Course fee due date: Dec 15, 2006th, 2006 (Late fee: \$25)

PSY 211 Behaviour Disorders

March 11th, April 8th, May 6th, 2007.

Course fee due date: Sept 24th, 2006 (Late fee: \$25)

All assignments must be submitted by the end of June each year or two weeks after the end date of each course.

Rutherford College

Tuition Fees /Distribution of Courses

Tuition Fees for Diploma Program:

- The Tuition Fee for the Program is \$5000.00, based on 30 credits.
- Tuition fee consists of: 7 courses at \$625.00 per course (3 credits each) for a total of 21 credits and \$625.00 for the final portion of the Program (Project Paper for 9 credits) + graduation.
- Program fee maybe be paid in monthly installments.

Payment Options:

Diploma Program:

- 1 Full Payment due for the program \$5,000.00.
- 2 Spread the program payment monthly from Oct 1 to June 1 (9 months) – Monthly Installments due \$208.33.
- 3 Pay fee on a course by course basis for each course and final portion of the Program including Project Paper at \$625. If this method is selected, the fee for the course is due 21 days prior to the commencement of the course.

Note: In special circumstances, the student may be permitted to pay this amount in two installments. 1st installment of \$312.50 (50%) is due 21 days prior to commencement of the course and the 2nd installment of \$312.50 is due 21 days after the first class (a post-dated cheque or credit card authorization required).

Tuition Fees for Advanced Diploma Program:

1. Total Fee for 12 courses is \$8,400 for 36 credits. Full Payment for Clearmind students – 5 courses and Project Paper (and 12 transfer credits) is \$5,600.00.
2. Monthly installments over 24 months, amount due \$234.00 per month.

Quarterly Continuation Fees:

Quarterly Continuation Fees will be applied if a student has not completed the program within the prescribed time. This continuation fee of \$250 is due every 3 months.

Diploma Program Course Requirements over duration of program:

- 3 courses in Academic Year 1
- 3 courses in Academic Year 2
- 1 course and Project Paper in Academic Year 3

September 14, 2006



Rutherford College

Administration and Registration

#200 - 2900 Simpson Road Richmond, BC, V6X 2P9

Website: www.rutherfordcollege.ca

Fax: (604) 244 - 9952 Tel: (604) 244 - 7754

Email: registrar@rutherfordcollege.ca



*Rutherford College is registered with the PCTIA
Formerly PPSEC of British Columbia, Canada – Institution ID No: 24*

Domestic/International Student Application and Contract

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SECTION E: OCCUPATIONAL HISTORY

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SECTION F: POLICY INFORMATION

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see copies attached or Student Handbook (if applicable).

In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at www.pctia.bc.ca.

SECTION G: REFUND POLICY (DOMESTIC STUDENTS)

(1) Written notice must be provided:

- (a) By a student to the institution when the student withdraws, Or
- (b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

Refunds before the program of study starts:

(2) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

(b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.

(c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.

Refunds after the program of study starts:

(3) (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

SECTION G: REFUND POLICY (INTERNATIONAL STUDENTS)

An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.

International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not "visitors" in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.

Where an institution enters into a contract with an international student the following refund policy is applicable.

Student Authorization Related Withdrawals

- (1) An institution may retain the lesser of 25% of the total fees due under the contract or \$200 by international students who
- (a) are denied Study Permit authorization from Citizenship and Immigration Canada, or
 - (b) do not receive authorization prior to the start of the program of study, provided that
 - (i) the student notifies the institution of the circumstances subsection (1) (a) or (b) on or before the first day of a program of study is scheduled to begin, and
 - (ii) the student, within a reasonable time, provides documentation of the circumstances in subsection (1) (a) or (b) to the institution.

Non-student Authorization Related Withdrawals

- (2) When an international student enrolled with and/or studying at an institution on the basis of a Study Permit either withdraws from or is dismissed by the institution, the institution is required to notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

Refunds before a program of study starts:

- (3) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made and before the program starts, the institution may retain the lesser of 25% of the total fees due under the contract or \$400.
- (b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 25% of the total fees due under the contract.
- (c) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 40% of the total fees due under the contract.

Refunds after the program of study starts:

- (4) (a) If written notice of withdrawal is received by the institution, or a student is dismissed within 10% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
- (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of a program of study's duration, the institution may retain 70% of the total fees due under the contract.
- (c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

SECTION H: COMMUNICATION AGREEMENTS (IMPORTANT NOTICE)

I have read and fully understand the innovative, alternative concepts of education utilized by Rutherford College which are described in the College prospectus.

I have also read, and understand the College's Tuition Refund Policy that is described in the College's Prospectus and in this contract and that all fees and tuition must be paid in full prior to graduation, and that a diploma cannot be awarded until all outstanding financial obligations have been met.

Compulsory English Language Requirement for Students whose Primary Written and Spoken Language is not English:
All students, whose primary written and spoken language is not English, must demonstrate competency in the English Language.

Before the diploma/certificate can be awarded, students must meet any one of the following requirements:

Option 1:

Take the Test of English as a Foreign Language (TOEFL) test. The student must obtain a minimum score of 500 in the written TOEFL and a minimum score of 175 on the computer based TOEFL.

Option 2:

Complete a minimum of 6 credit hours of post-secondary education instruction taught by appropriately credentialed instructors in the study of the English Language. Students must achieve a grade equivalent to C or better.

Option 3:

Complete a minimum of 90 classroom contact hours of post-secondary education instruction taught by appropriately credentialed instructors in the study of the English Language. Students must achieve a grade equivalent to C or better.

Exception:

If a student already meets the requirements of the English Language through previous studies, this competency must be demonstrated by appropriately translated and evaluated academic transcripts meeting the minimum study requirements stipulated above.

"I, the undersigned, have been briefed on the requirements to take and pass the Test of English as a Foreign Language (TOEFL exam). I am aware that I must take the exam and have two (2) years from the date when I was admitted to this school. I will not receive my diploma if the TOEFL exam is not taken and passed thirty (30) days prior to graduation."

If applicable, I understand that I am required to sign a form (providing English translations of any foreign credentials) included in the student contract.

My signature below certifies that I have read, understood and hereby accept the terms of this enrollment contract and further agree to my rights and responsibilities, and that Rutherford College's refund policies, admission and graduation requirements, continuation fee policy, dispute resolution and student dismissal policy have been clearly described to me.

Signature: _____

Date: _____

Print Name: _____

Last

First

Middle

16. I first became acquainted with Rutherford College through: _____

17. APPLICATION CHECKLIST:

I have enclosed the following:

☐ Completed and Signed Application for Admission and Enrollment Form

☐ \$45.00 CAD. Admission Evaluation Fee (non-refundable)

☐ One Official Transcripts of previous studies including high school diploma

☐ Current resume or curriculum vitae

Card: ☐ Visa ☐ MasterCard ☐ Other: _____ Card No: _____

Expiration Date: _____ Name on Card: _____ Signature: _____

(FOR OFFICE USE ONLY) - Admission Status: _____ Date: _____

Sig: _____ Sig: _____ Sig: _____

09/06

A copy of this signed Student Enrollment Agreement and Contract will be provided to the student.



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Dear s.22

A review of your application for admission has now been completed, and I am very pleased to inform you that you have been admitted to a *Master of Arts (M.A.) Degree Program* s.22

s.22

Early during

your Rutherford University program, you will be required to complete various requirements as stipulated by your faculty advisor.

The precise nature of the independent study component of your program at Rutherford University will be discussed between yourself, the Dean, and Faculty of your school of study when your detailed proposals have been received and considered. The purpose of this discussion will be to design a program offering you the greatest chance of success. In addition, your academic work at Rutherford University will require written assignments. Students needing support in perfecting their writing skills will be advised to seek appropriate assistance on this aspect of their work.

The next step towards your enrollment for this three-year program is your program tuition fee in the total amount of \$7,152.00 CAD plus \$25.00 CAD yearly administration fee. PLAN C in your application form requires a tuition payment of \$1,632.00 CAD for the first year, which will be paid in twelve equal monthly payments of \$136.00 per month and \$2,384.00 CAD per year for the next two years (payment method to be reviewed). Upon receipt of your tuition fee by November 15, I will confirm your formal enrollment with Rutherford University.

Finally, please remember that in order to confirm your admission to Rutherford University we must have official verification of your prior degree credits as soon as possible, if this has not already been done. This verification should be in the form of original transcripts. To facilitate this, enclosed is a letter for you to request your original transcripts bearing a raised seal and /or a handwritten signature.

Welcoming you as a student at Rutherford University gives me the greatest pleasure, and I wish you every success in your program of study.

Yours sincerely,

Mr. Nusri Kassam, M.Ed.
Vice President and Registrar

**Practitioner's Training, B.A. program (Transpersonal Counselling Psychology) with
Rutherford University
Credit Assignments for the Program**

Practitioners Level I

TCP 100 Family Systems Theory: general principles	3 credits
TCP 110 Transpersonal Systems Theory: individual development	3 credits
TCP 120 Autobiography	3 credits
TCP 130 The Mind/Body connection (Psychoneuroimmunology)	3 credits
TCP 140 Relationship Dynamics: patterns and postures	3 credits
TCP 150 Relationship Dynamics: transpersonal purpose/ healing process	3 credits
TCP 160 Multigenerational Emotional Process	3 credits
TCP 170 Growing the Authentic Self: the healing process	3 credits
TCP 180 Family of Origin study	3 credits
TCP 190 Transpersonal Psychology: the evolution of consciousness	3 credits

Practitioners Level II

TCP 200 Transpersonal Systems Theory	3 credits
TCP 250 Experiential Therapies: Person Centered Therapy	3 credits
TCP 260 Experiential Therapies: Gestalt Therapy	3 credits
TCP 230 Interviewing and Counselling skills	3 credits
TCP 270 Neuro Linguistic Programming	3 credits
TCP 210 Altered States of Consciousness	3 credits
TCP 220 Autobiography rewrite: uncovering your life purpose	3 credits
TCP 240 Interviewing and Counselling Practice	3 credits
TCP 280 Common Issues in Psychotherapy	3 credits
TCP 290 Leadership Project	3 credits

Practitioners Level III

TCP 300 Group Dynamics: theory	3 credits
TCP 310 Group Dynamics: interventions	3 credits
TCP 320 Group Leadership: skills and practice	6 credits
TCP 330 200 hour supervised practicum	12 credits
TCP 340 Genogram Interpretation: Theory and practice	6 credits

*Note: The Transpersonal element of these courses incorporates the philosophy of *A Course in Miracles*. The course work for each of these three years is integrated, and cannot be taken as individual components (courses).

These are the courses as they will appear on your transcript. In addition, you will be completing the following Rutherford University courses. Descriptions follow.

SSCP 400 Self Study Course Project	3 credits
DRCP 400 Directed Readings Course Project	24 credits
CACP 400 Core Academic Course Project (Bachelor's paper)	9 credits
TOTAL CREDITS FOR THE B.A. PROGRAM: 126	

Course Descriptions

Practitioners Level I

- TCP 100 Family Systems Theory: general principles** 3 credits
Various schools of Family Systems theories are reviewed, with a focus on Bowen's model. Thinking in systems is contrasted with traditional individually focused therapy, and Bowen's concept of differentiation of self within the family context is explored.
- TCP 110 Transpersonal Systems Theory: individual development** 3 credits
Theories of child development and sibling position dynamics are overviewed, and examined within a transpersonal context. Transpersonal theory is integrated with Systems theory.
- TCP 120 Autobiography** 3 credits
Students apply their learning to their own lives by writing an autobiography, focusing primarily on birth to age 21. This provides the foundation for their Family of Origin study at the end of the term.
- TCP 130 The Mind/Body connection (Psychoneuroimmunology)** 3 credits
Theories on the connection of psychology of physical health/disease are examined, particularly with reference to the field of psychoneuroimmunology as a scientific base for the argument for a mind/body connection. Traditional and alternative approaches to healing are overviewed.
- TCP 140 Relationship Dynamics: patterns and postures** 3 credits
Relationship dynamics, and anxiety binding patterns and postures are discussed in detail. The theoretical framework for couples counseling is outlined.
- TCP 150 Relationship Dynamics: transpersonal purpose/ process** 3 credits
Relationship dynamics are examined within a transpersonal context. Healthy relationship stances are discussed in detail.
- TCP 160 Multigenerational Emotional Process** 3 credits
The process of transmission of unfinished business from one generation to the next is examined in detail. The use of the genogram as a clinical tool is introduced, and construction of the genogram is taught.
- TCP 170 Growing the Authentic Self: the healing process** 3 credits
The process of healing and differentiating from your family of origin is discussed from both a theoretical and practical perspective. Methods of supporting this process as a helper are outlined.

TCP 180 Family of Origin study

3 credits

Each student completes and presents a thorough multi-generational family of origin study, identifying unfinished business, roles and sibling position dynamics, and anxiety binding patterns.

TCP 190 Transpersonal Psychology: the evolution of consciousness

3 credits

The newly burgeoning field of transpersonal psychology is explored, and synthesized with various modes of therapy.

Practitioners Level II

TCP 200 Transpersonal Systems Theory

3 credits

The field of transpersonal psychology is overviewed and synthesized with systems theory, as a model for counselling. Individual process and development is examined within a transpersonal context.

TCP 250 Experiential Therapies: Person Centered Therapy

3 credits

Rogers Person Centered Therapy is reviewed from a theoretical and applied perspective. Recent developments in Person Centered and Humanistic therapies are discussed, and students practice the techniques.

TCP 260 Experiential Therapies: Gestalt Therapy

3 credits

Perls Gestalt Therapy is reviewed from a theoretical and applied perspective. Recent developments in Gestalt and Experiential Therapies are discussed, and students practice the techniques.

TCP 230 Interviewing and Counselling skills

3 credits

Basic interviewing and counseling skills are taught, including session structure, listening skills, interventions and techniques. Common issues clients bring to therapy are examined.

TCP 270 Neuro Linguistic Programming

3 credits

Neuro-Linguistic Programming is reviewed from a theoretical and applied perspective. Recent developments are discussed, and students practice the techniques.

TCP 210 Altered States of Consciousness

3 credits

The role that altered states of consciousness have played in human development is examined within a historic context. The potential for transpersonal experiences to be used therapeutically is discussed.

TCP 220 Autobiography rewrite: uncovering your life purpose

3 credits

Students are asked to rewrite their autobiography from a transpersonal perspective, identifying the skills and learning gleaned from their unique life experience.

TCP 240 Interviewing and Counselling Practice

3 credits

Students complete a number of individual counselling sessions with level 1 students as clients. These are videotaped and critiqued in class, with a focus on refining students counselling skills.

TCP 280 Common Issues in Psychotherapy

3 credits

Various issues in psychotherapy are examined, including professional boundaries and ethics; depression and suicide risk assessment; addictions and assessment; and handling of sensitive issues such as sexual abuse.

TCP 290 Leadership Project

3 credits

Students are asked to research, prepare and create a process oriented weekend for level 1 students, with each student contributing exercises on a theme of their choice.

Practitioners Level III**TCP 300 Group Dynamics: theory**

3 credits

The basics of therapeutic group theory and process are examined, primarily following Yalom's model. Boundaries and ethics as they related to group work, and recent developments in the field are discussed.

TCP 310 Group Dynamics: process and interventions

3 credits

Group interventions are discussed, and the process of group work and creating group exercises is examined.

TCP 320 Group Leadership: skills and practice

6 credits

The process of facilitating a group is examined, and the stance of the group leader is discussed. Students practice these group process skills under supervision, with the level 1 class.

TCP 330 200 hour supervised practicum

12 credits

Students complete a 200 hour practicum or mentorship in individual and group counseling (integrated into the program). Students receive feedback that allows them to refine their skills.

TCP 340 Genogram Interpretation: Theory and practice

6 credits

Students learn how to interpret a genogram and lead a family of origin presentation from the theoretical perspective of Bowen's family systems theory. Students apply their skills in leading family of origin presentations with level 1 students, and receive feedback.

Instruction Format and Methods

The program uses a combination of learning and teaching methods, including lectures, student presentations, video, small and large group exercises and discussion. Students are evaluated using papers, examinations, reports, demonstrations, experiential components or other activities. Grading is based on level of performance in these areas, both academically and on a practical skill level.

3 year B.A. program Structure:

Practitioners Training Level I

Students will complete all of the TCP 100 course work in Practitioner's training level I. Marks will be assigned based on participation (50%) and an integrated understanding of the material (50%). Participation marks are determined by attendance, keeping up to date with readings, and active participation in the program as evaluated by your instructors. Understanding of the material is evaluated through the final take home exam, which covers the theories presented, as well as how they apply to you. In addition, Students in year 1 will complete:

1.5 credits towards the SSCP 400 (1 essay, description following)

12 credits towards the DRCP 400 (5 book reports and readings, descriptions following)

1. **You must complete all the requirements for the TCP 100 courses by September 1 (exam due date).** Assignments must be turned in on due dates, unless you make other arrangements with your Instructor.
2. **You must complete the 1.5 credits towards the SSCP 400, and 12 credits towards the DRCP 400 by September 30, prior to the beginning of Practitioner Training level II, according to deadlines you determine in your study contract.**

Practitioners Training Level II

Students will complete all of the TCP 200 course work in Practitioner's training level II. Marks will be assigned based on participation (50%) and an integrated understanding of the material (50%). Participation marks are determined by attendance, keeping up to date with readings, and active participation in the program as evaluated by your instructors. Understanding of the material is evaluated through the final take home exam, which covers the theories presented, as well as how they apply to you and to the process of counselling. In addition, Students in year 2 will complete:

1.5 credits towards the SSCP 400 (1 essay, description following)

12 credits towards the DRCP 400 (5 book reports and readings, descriptions following)

1. **You must complete all the requirements for the TCP 200 courses by September 1 (exam due date).** Assignments must be turned in on due dates, unless you make other arrangements with your Instructor.
2. **You must complete the 1.5 credits towards the SSCP 400, and 12 credits towards the DRCP 400 by September 30, prior to the beginning of Practitioner Training level III, according to deadlines you determine in your study contract.**

Practitioners Training Level III

Students will complete all of the TCP 300 course work in Practitioner's training level III. Marks will be assigned based on participation (50%) and an integrated understanding of the material (50%). Participation marks are determined by attendance, keeping up to date

with readings, and active participation in the program as evaluated by your instructors. Understanding of the material is evaluated through the final take home exam, which covers the theories presented, as well as an assessment of your practicum. In addition, Students in year 3 will complete:

CACP 400 Core Academic Course Project (Bachelor's paper – 9 credits)

1. **You must complete all the requirements for the TCP 300 courses by September 1 (unless other arrangements are made with your Advisor).**
2. **You must complete the CACP 400 (9 credits) by September 30, prior to the beginning of the next Practitioner Training (the sooner you complete, the sooner you graduate!).**

SSCP 400, DRCP 400, CACP 400

Introduction

These components of the program are designed to be quite flexible, and to allow you to explore your own area of interest in depth. In a way, you will be specializing in a particular area within the realm of psychology/transpersonal psychology.

The CACP 400 (Core Academic Course Project) is completed in 3rd year, in your area of interest. Components of the other 2 courses (SSCP 400, DRCP 400) will help to prepare you for your Core Project. Detailed descriptions of how this process works follow.

The Advisor

Each student will be assigned a qualified Advisor, who will work with him/her to complete these courses. Although the Advisor will be assigning grades, his/her primary role is to support you in your learning process. For example, your Advisor may help you identify and/or clarify your area of interest, and translate it into your Core Project; you may submit drafts of your essays for feedback prior to handing them in; your Advisor may point you toward certain books/resources to assist you in your work.

The responsibility for your work, however, remains with you: you will be putting in far more time and energy than your Advisor. You will have ongoing contact with your Advisor through email, and pre-arranged phone and personal meetings. It is your responsibility as a student to initiate contact when you need assistance.

Academic Assistance:

We understand that many of our students have been out of the academic environment for some time, and thus will do our best to provide assistance where needed. Academic writing workshops will be held each year to overview basic writing and research skills.

Course Descriptions:

SSCP 400: Self Study Course Project (3 credits total)

The Self Study Core Project is split between 2 years of practitioner training.

1. In the first year, you will complete:

Essay on Bowen's Family Systems Theory:

This essay will review in brief the major elements of Bowen's Family System's theory (criteria follows). The essay will be a minimum of 10 pages (double spaced) or 2000 words in length.

2. In the second year, you will complete:

Essay on a topic of your choice, or suggested by your Advisor:

The subject matter of this essay will be determined by you and your Advisor, approx 10 pages (double spaced) or 2000 words in length, with references (APA format). By the second year, you will start to specialize in your own area of interest, and the second essay will be an opportunity for you to explore a particular area of interest in more depth. It may be a particular field of therapy (gestalt, solution focused etc), spirituality (ACIM, etc) or a particular area of concern (depression, addictions etc). This essay will help prepare you for your CACP 400 in year 3, and thus the subject will be selected with your Core Project in mind.

The following 4 pages contain the criteria and marking scheme for the essays.

Criteria for Essay on Bowen Family Systems Theory/ Prac 1

Theory

The essay should demonstrate knowledge of the Bowen Family Systems Theory by providing a brief overview of the major concepts and how it is “situated” within the general evolution of psychotherapy.

What is the theory?

What made it significantly different from theories previously presented? Or – what is it’s specific contribution to the field of psychotherapy? Bowen is not the only person to have written about family systems – if you are familiar with other approaches such as Virginia Satir’s work with families – you may want to make a brief comparison. If you are not – don’t worry.

Application

Highlight the major components of Bowen’s theory and give examples of how these components apply to you. Example: anxiety binding patterns, family rules still carried etc.

How does knowing about the theory change your understanding of self and others?

What are the benefits of applying this knowledge and theory to your life or therapeutic practice?

Essay should be double spaced and approximately 2000 words (approx 10 pages).

References

The essay should be referenced, using at least 2 books. References will be done in APA format.

Grades will be awarded based on:

1. Clarity of presentation of the main points of the theory.
2. A demonstrated understanding of the theory, and application to a larger picture of the therapeutic field.
3. Application to own practice or self.
4. Logical flow and connection of thoughts.

Each Essay is worth 20 Marks. Grading scheme follows on the next page.

GRADING SCHEME FOR ESSAY – Year 1

5 categories, 20 possible marks – marks assigned as noted

CRITERION	COMMENTS	MARK
1. Content: 8 marks Describes and clearly explains the main points of the theory. Makes a clear distinction between the major and minor concepts presented.		
2. Context: 2 marks Comments on the historical relevance of the theory. Compares to other approaches, either concurrent or previous.		
3. Application: 4 marks Articulates on significance of concepts to self personally. Articulates possible application as a therapist.		
4. Format: 4 marks Easy to follow – logical flow of thought Format appropriate – work is titled, APA format used, minimum of 2 sources used, bibliography provided		
5. Theoretical Integration: 2 marks Demonstrates ability to critically appraise the theory (e.g. discusses both strengths and weaknesses). Has presented innovative/creative perspectives above and beyond expectations.		

Criteria for Essay #2/ Prac 2

Theory/Issue

The essay should demonstrate knowledge of your chosen theory/issue by providing a brief overview of the major concepts and how it is “situated” within the general evolution of psychotherapy.

In the case of a Psychotherapeutic model, (ie. NLP, Gestalt, Client Centered, etc):

What is the theory?

What made it significantly different from theories previously presented? Or – what is it’s specific contribution to the field of psychotherapy?

In the case of an Issue in Therapy (ie. boundaries and ethics; depression/suicide; post traumatic stress etc):

What is the current thinking on the Issue? How has the issue been perceived historically, and how has it evolved?

Application

Highlight the major components of theory/issue and give examples of how these components apply to you, or your therapeutic practice/perspective. How does knowing about the theory/issue change your understanding of self and others?

What are the benefits of applying this knowledge to your life or therapeutic practice?

Essay should be double spaced and approximately 2000 words (approx 10 pages).

References

The essay should be referenced, using at least 5 books and journal articles. References will be done in APA format, handout attached.

Grades will be awarded based on:

1. Clarity of presentation of the main points of the theory/issue.
2. A demonstrated understanding of the theory, and application to a larger picture of the therapeutic field.
3. Application to own practice or self.
4. Logical flow and connection of thoughts.

Each Essay is worth 20 Marks. Grading scheme follows on the next page.

GRADING SCHEME FOR ESSAY – Year 2

5 categories, 20 possible marks – marks assigned as noted

CRITERION	COMMENTS	MARK
1. Content: 8 marks Describes and clearly explains the main points of the theory / issue. Makes a clear distinction between the major and minor concepts presented.		
2. Context: 2 marks Comments on the historical relevance of the theory / issue. Compares to other approaches, either concurrent or previous.		
3. Application: 4 marks Articulates on significance of concepts to self personally, and / or application to therapeutic practice.		
4. Format: 4 marks Easy to follow – logical flow of thought Format appropriate – work is titled, APA format used throughout, bibliography provided		
5. Theoretical Integration: 2 marks Demonstrates ability to critically appraise the work (e.g. discusses both strengths and weaknesses). Has presented innovative/creative perspectives above and beyond expectations.		

DRCP 400: Directed Readings Course Project (24 credits total)

The DRCP 400 is really a series of directed reading courses, which will appear on your transcript with different titles and numbers, for example: DRCP 410: Perspectives in Psychotherapy (5 credits). You will complete 12 credits of DRCP in your first year, and 12 credits in your second year. As in the SSCP, the first year of the DRCP is more structured.

1. In the first year you will complete 12 credits (10 books, 5 reports, 5 reviews), which may be divided as follows:

6 credits in DRCP 410: Perspectives in Psychotherapy

The readings listed are designed to broaden your knowledge in significant historical and current psychological perspectives. You may choose a book not listed with your Advisor's prior approval. For this course, you will read 5 books, and complete book reports/reaction papers on 2 or 3. The book reports are 3-5 pages in length (double spaced), criteria follows. You will informally review the remaining books on the B.A. discussion egroup.

6 credits in DRCP 420: Consciousness Studies.

The readings listed are designed to broaden your perspective in spiritual philosophies. You may choose a book not listed with your Advisor's prior approval. For this course, you will read 5 books, and complete book reports/reaction papers on 2 or 3. The book reports are 3-5 pages in length (double spaced), criteria follows. You will informally review the remaining books on the B.A. discussion egroup.

2. In the second year you will complete 12 credits, as follows:

12 credits in DRCP 400: to be determined by Student and Advisor

You will be asked to read a total of 10 books, and complete book reports/reaction papers on 5 of those 10. The book reports are 3-5 pages in length (double spaced), criteria follows. You will informally review the remaining books on the B.A. discussion egroup. Books will be selected according to your area of interest, and should form the basis of your research for your Core Project in year 3. Books may be chosen with the assistance of your Advisor, and must be approved by them.

1. DRCP 410: Perspectives in Psychotherapy (Year 1 Reading List)

1. Bandler, Richard and Grinder, John (1982). *ReFraming: Neuro-Linguistic Programming and the Transformation of Meaning*. Real People Press: Utah.
2. Beck, Aaron (1999). *Prisoners of Hate: the cognitive basis of Anger, Hostility, and Violence*. Harper Collins: New York.
3. Bolen, Jean Sinoda (1979). *The Tao of Psychology: Synchronicity and the Self*. Harper and Row: San Francisco.
4. Frankl, Viktor (1984). *Man's Search for Meaning (revised and updated)*. Pocket Books, New York.
5. Fromm, Erich (2000). *The Art of Loving*. Harper Perrenial: New York.
6. Haley, Jay (1993). *Uncommon Therapy: The Revolutionary Techniques of Milton H. Erickson, MD*.
7. Hendricks, Gay (1994). *At the Speed of Life: A new approach to personal change through body centered therapy*. Bantam Books: USA.
8. Kopp, Sheldon B. (1972). *If you Meet the Buddha on the Road, Kill Him! The Pilgrimage of Psychotherapy Patients*. Bantam Books: USA.
9. Kubler-Ross, Elisabeth (1997). *On Death and Dying*. Simon and Schuster: New York.
10. May, Rollo (1999). *Freedom and Destiny*. W.W. Norton: New York.
11. Markova, Dawna (1994). *No Enemies Within: A creative process for discovering what's right about what's wrong*. Conari Press: USA.
12. Peck, M. Scott (1978). *The Road Less Travelled: A New Psychology of Love, Traditional Values and Spiritual Growth*. Simon and Schuster Inc: New York.
13. Perls, Frederick (1992). *Gestalt Therapy Verbatim (3rd ed)*. The Gestalt Journal: USA.
14. Pipher, Mary (2003). *Letters to a Young therapist: Stories of Hope and Healing*. Basic Books, New York.
15. Pittman, Frank (1987). *Turning Points: Treating families in transition and crisis*. W.W. Norton: New York.
16. Rogers, Carl (1980). *A Way of Being*. Houghton Mifflin Company, Boston.

17. Satir, Virginia (1988). *The New People Making*. Science and Behavior Books: California.
18. Solotaroff, Paul (1999). *Group: Six People in Search of a Life*. Penguin Putnam Inc: New York.
19. Torrey, E.Fuller (1986). *Witchdoctors and Psychiatrists: The Common Roots of Psychotherapy and Its Future*. Harper and Row: New York.
20. Watzlawick, Paul (1983). *The Situation is Hopeless, But Not Serious: The Pursuit of Unhappiness*. W.W. Norton and Company: New York.
21. Wheelis, Allen (1975). *How People Change*. Harper Collins: Canada.
22. Yalom, Irvin (2000). *Momma and the Meaning of Life: Tales of Psychotherapy*. Harper Perrenial: New York.

DRCP 420: Consciousness Studies (Year 1 Reading List)

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1. Borysenko, Joan (1993). *Fire in the Soul: a new psychology of spiritual optimism*. Warner Books: New York.
2. Chopra, Deepak (2000). *How to Know God*. Three Rivers Press: New York
3. Hendricks, Gay and Kathlyn (1999). *The Conscious Heart: Seven Soul-Choices that Inspire Creative Partnership*. Bantam Books: New York.
4. Hillman, James (1996). *The Soul's Code: In Search of Character and Calling*. Random House, New York.
5. Jampolsky, Gerald (1995). *Love is Letting go of Fear*. Celestial Arts Publishing Company: USA. (*ACIM)
6. Kushner, Harold (2001). *Living a Life that Matters*. Alfred A Knopf: New York
7. Levine, Stephen (1989). *A Gradual Awakening*. Doubleday Dell: New York.
8. Miller, D. Patrick (1997). *The Complete Story of the Course: The History, the People, & the Controversies Behind "A Course in Miracles"*. Fearless Books: USA. (*ACIM)
9. Moss, Richard (1986). *The Black Butterfly*. Celestial Arts: Berkeley, Ca.
10. Moss, Richard (1995). *The Second Miracle*. Celestial Arts: Berkeley, California.
11. Muller, Wayne (1993). *Legacy of the Heart: The Spiritual Advantages of a Painful Childhood*. Distican, Incorporated: USA.
12. Myss, Caroline (2001). *Sacred Contracts: Awakening your Divine Potential*. Harmony Books: New York.
13. Perry, Robert (1997). *Relationships as a Spiritual Journey: from specialness to holiness*. The Circle of Atonement: USA. (*ACIM)
14. Pirsig, Robert M. (1999). *Zen and the Art of Motorcycle Maintenance: An inquiry into values*. Quill: USA.
15. Ram Dass (1971). *Be Here Now*. Pub?
16. Wapnick, Kenneth (1991). *Absence from Felicity: the story of Helen Schucman and her scribing of A Course in Miracles*. Foundation for A Course in Miracles: USA. (*ACIM)

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17. Watts, Alan (2003). *Become what you Are*: expanded edition. Shambhala: USA (avail March 2003).
18. Wilber, Ken (1998). *The Marriage of Sense and Soul: Integrating Science and Religion*. Broadway Books: New York.
19. Williamson, Marianne (1996). *A Return to Love: Reflections on the Principles of A Course in Miracles*. Harper Collins: Canada. (*ACIM)

Criteria for Book Reports

1. State the thesis or main point of the book on which you will be reporting.
2. Give practical examples of the main thesis as you, the reader, interpret it.
3. Present an argument for the value of the content of the book and include areas that you might question or disagree with.
4. Bring in your own thinking - how does it change how you think, feel, act in the world as a person or a therapist? How will you use or integrate this new material?

Grades will be awarded based on:

1. Clarity of presentation of the main points of the book.
2. A demonstrated understanding of what the author is posing. Through the use of examples- application to a larger picture of the therapeutic/transpersonal field.
3. An argument of some kind in favour of the work or not –
4. Application to own practice.
5. Logical flow and connection of thoughts

Book Reports are worth **10 marks** each. The grading scheme for book reports follows on the next page.

GRADING SCHEME FOR BOOK REPORTS

5 possible categories – value 2 marks each

CRITERION	COMMENTS	MARK
1. Content Describes the main purpose (thesis) of the book. Makes a clear distinction between the major and minor concepts presented.		
2. Context Comments on significance of the work in terms of transpersonal or counselling psychology Draws comparisons to other major schools of thought e.g. ACIM		
3. Application Articulates on significance of work to self personally; and/or Articulates possible application as a therapist		
4. Format Easy to follow – logical flow of thought Format appropriate – work is titled, appropriate references are made, bibliography provided		
5. Theoretical Integration Demonstrates ability to critically appraise the work (e.g. discusses both strengths and weaknesses of the work. Has presented innovative/creative perspectives above and beyond expectations.		

CACP 400: Core Academic Course Project (9 credits)

3. The CACP 400 is to be completed in the third year.

The goal of the CACP is to demonstrate a broad and integrated awareness of the knowledge and understanding of the general field of your chosen area of interest. The topic you select for your Core Project must come under the broad frame of psychology and/or spirituality, and may also reflect the work you are currently doing in some area of your life, or are interested in pursuing. For example, subject matter could include parenting issues and techniques; addictions; depression; community building; shamanism and psychology; spiritual consciousness raising techniques; etc.

The Core Project allows for both flexibility and creativity. It may be done as a research paper or essay, or as a project. You may, for example, design a seminar or short program in your area of interest (ie. a proposal for a follow up support program for addictions; a seminar to bring awareness of relationship dynamics to the workplace).

Whatever the format you choose for your project, it must be brought to academic presentation. This means that your project must be set within a theoretical context, including a review of literature relevant to your subject. By the time you reach your 3rd year, most of this background research will have been completed (in your DRCP and SSCP).

The length of the CACP is 30 pages (double spaced) minimum, 50 pages maximum.

The Process for completing the CACP 400 is as follows:

1. A proposal for the project is developed by the student and Advisor. Please see the following pages for Rutherford's detailed instructions for the proposal.
2. The proposal is submitted to Rutherford University International for the approval of the Dean, who either approves the proposal or returns it with suggestions for improvement. Once the proposal is approved, the Student proceeds with the project, under his/her Advisor's direction.
3. When Student and Advisor determine that the project is complete, 4 copies are submitted to the Office of the Dean at Rutherford University, along with a) the student's signed declaration of authenticity, and b) the faculty advisor's recommendation for approval.

The Dean either approves the CACP or returns it with suggestions for completing it. When the project has been approved, the Registrar is notified so that credit can be awarded. The University then notifies the student and Advisor accordingly.

BA 2004/5 Study Contract

Our Program is designed for the mature student. We recognize that the mature student often has many other commitments in his/her life aside from study, and so have designed this program to be flexible. Due dates for some components of the program are determined by the student, in consideration of these outside commitments.

Good counsellors are persons of integrity, which means doing what you say you will do, when you have said you will do it. Although life on occasion intervenes with the best laid plans, students are nevertheless expected to set **realistic** due dates, and be accountable in fulfilling these commitments. All work must be completed no later than September 30.

Consequences:

Once you have submitted this contract, the deadlines you have set will be considered your due dates for the year. **5 percent** of the total grade for the exam/essay/book report will be deducted for every **week** it is late, up to a **maximum of 10%**; for example, $\frac{1}{2}$ of a mark will be deducted for each week a DRCP report is overdue, 1 mark for each week an essay is overdue, and 5 marks for each week the exam is overdue. Arrangements for extensions may be considered by your advisor, if you speak to them in advance of your due date.

CACP work (core project) is not subject to deductions for lateness, although students will pay a continuation fee if work is not complete by the end of the 3rd year of the B.A. program. Students are strongly encouraged to stick to their self created schedules for completion of the project to avoid overwhelm.

Format for submitting written work:

On the title page for reports, essays and exams please include your name, your advisor's name, the date you submitted the assignment, and the date the assignment was due. For Prac 1, also include the corresponding course number (ie. DRCP 410 or 420).

This study contract is to be submitted on **November 18, 2004**.

2004/5 B.A. Year 3 Study Contract

Core Project CACP Time Line for Completion:

List the steps to be taken toward completing your core project, and the dates you propose to complete each of those steps. See the BA booklet for more information on core project completion procedures.

CACP 400/ core project topic: _____

I commit to having my proposal submitted to my Advisor for approval by:

I commit to having the first draft of my project submitted to my Advisor by:

Exam: due September 1 2005

Academic Writing Workshop: presented by Rutherford University Faculty, Date: TBA

I agree to abide by my commitments and submit my work by the specified dates. I understand that 5 % will be deducted from my mark on a given assignment for every week it is overdue, up to a maximum of 10%.

Name: _____ Signature: _____

Rutherford University

HOW TO COMPLETE THE CAP PROPOSAL 400/500/600

Instructions for completing the Core Academic Project Proposal

Please submit a word-processed or typewritten summary of at least 250 to 500 words in length presenting your preliminary ideas and plans for your Core Academic Course Project (CACP) - Bachelor's Project, Master's Thesis or Doctoral Dissertation.

The suggested outline below for organizing your proposal may be helpful. Provide a description of the topic of your CACP Project under each heading as follows: (depending on the nature of the topic under consideration, you may substitute or add other headings which best describe your CACP Project).

- I. General introduction to the subject of your proposal
- II. Review of the related literature
- III. Statement of the specific issue or problem the CAP will consider
- IV. Summarize any work you have already completed on this topic
- V. Procedures to be followed in implementing the project
 - A. Identify resources needed
 - B. How necessary information and materials will be gathered
 - C. How significant factors will be identified
 - D. Any special techniques that will be employed (e.g. survey methodology, statistical analysis, reading in foreign languages, laboratory analysis, etc.)
- VI. Possible conclusions, generalization or recommendations
- VII. Partial bibliography
- VIII. Time schedule for completion

The CAP proposal should provide enough information about your area of interest to enable the Dean to assign a faculty advisor to you. If you are unsure of the details of your topic or proposed work, please give as much information as possible about your general area of interest.

You may wish to use this form to present your preliminary ideas and plans for your Core Academic Project (CAP). The suggested outline for organizing your proposal that follows may be helpful, but use any format and headings you think are best suited to you.

I. General introduction

II. Review of related literature

III. The issue the CAP will consider

IV. Work completed on this topic

V. Procedures for implementing the project

A. Identify resources needed

B. How necessary information and material will be gathered

C. How significant factors will be identified

D. Any special techniques that will be employed (e.g. survey methodology, statistical analysis, reading in foreign languages, laboratory analysis, etc.)

VI. Possible recommendations

VII. Partial bibliography

VIII. Time schedule for completion

(please use additional sheets if necessary)

The CAP proposal should provide enough information about your area of interest to enable the University to assign a faculty advisor to you. If you are unsure of the details of your topic or proposed work, please give as much information as possible about your general area of interest.

Rutherford University

CORE ACADEMIC PROJECT PROPOSAL FORM

(This form must be signed, dated, attached and returned with your CAP Proposal)

Student's Name _____ FAX Number _____

Home Phone _____ Work Phone _____

Email: _____ Address: _____

Best Time to Call: (Home) _____ (Work) _____

Degree Level (Check one) Bachelor's _____ Master's _____ Doctoral _____

Proposed CAP Topic and/or Title _____

I declare that the material presented to Rutherford University is my own work or that I have fully and specifically acknowledged wherever ideas have been adapted from other sources. I understand that if at any time it is shown that I have significantly misrepresented materials presented to Rutherford University, any diploma or credit awarded to me on the basis of that material may be revoked.

Student's signature _____ Date _____

For Office Use Only:

Faculty Advisor's Recommendation (Check one) Approved _____ Not Approved _____

Faculty Advisor's Signature _____ Date _____

Faculty Advisor's printed name _____

Dean's Recommendation (Check one) Approved _____ Not Approved _____

Dean's Signature _____ Date _____

Administrative Review of Core Academic Project Proposal

Student's Name: _____

Bachelor's ☐ Master's ☐ Doctoral ☐ Date: _____

	Pass	Needs (Add comments)
Legibility	_____	_____
Extent/Length	_____	_____
Organization	_____	_____
Field of Ind. Study	_____	_____
Consistent Format	_____	_____
Spelling/Grammar, etc.	_____	_____
Signed CAP Proposal Form included	_____	_____

Academic Review

	Pass	Needs (Add comments)
Clear, well presented proposal	_____	_____
Development of academic presentation	_____	_____
1. Include relevant review of literature both historical and current	_____	_____
2. Focus on independent study concentration	_____	_____
3a. Development of theoretical breadth (Bachelor's) or	_____	_____
3b. Development of theoretical depth (Master's) or	_____	_____
3c. Must make an original contribution to the field (Doctoral)	_____	_____
4. Should follow academic format	_____	_____
5. Focus on practical application	_____	_____
6. Recency of References	_____	_____

Reviewed By: _____

Position: _____

Date: _____



s.22

s.22

Dear s.22

It is with great pleasure that I welcome you as an enrolled student in the M.A. Degree Program in s.22 at Rutherford University. I share the hope of all my colleagues that you will find your program interesting, rewarding and useful. Also for your records, your student number is: s.22

Course outlines and instructions for the Self-Study Assessment Course Project, and the Directed Readings and the Core Academic Course Project (CAP) and Proposal have been given to you. Your faculty advisor, in consultation with you, will provide a selection of directed readings. Once you have submitted all of the preceding assignments, you will be working mostly with your faculty advisor on your Core Academic Course Project (Bachelor's Paper/Master's Thesis).

Attached is the Library Resources Information form and a letter of introduction that you may find helpful in gaining access to academic libraries in your locality.

It is important that you develop good relationships with libraries in your locality as soon as possible, since you will need access to books and journals throughout your program of study. Local university and college libraries usually restrict borrowing privilege to their own students, but most extend reading privileges to students registered at other institutions. Although the collections of public library systems are often quite limited, public libraries usually obtain books they do not themselves own from other libraries (including university libraries) on the inter-library loan system.

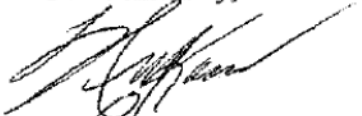
Three copies of the Library Information Form and a letter of introduction to libraries are enclosed, and should be presented to those libraries that you think are most likely to be of assistance to you. If you need further copies, please let me know. When you have made contact with the libraries likely to be most useful to you, you should present copies of the Library Information Form to them for completion, and return these forms to me for our records. If you are interested or have any questions about accessing resources through electronic catalogs or libraries please contact our Director of Library and Information Services:

Ms. Barbara Felicetti, 606 Woodcrest Avenue, Ardmore, PA 19003-1920 USA
Tel: (610) 642-7961. Email: BFelicetti@delphi.com

Before you begin your CAP paper, you may wish to carefully read the CAP instructions and complete the CAP Proposal, which should be signed and returned to me. Once this proposal is approved, you can then begin writing your CAP.

We look forward to working with you over the coming months. We wish you success in the completion of your program of study. Should anything in this letter or in the enclosed package be unclear, please contact my office at once. We are here to help you.

Yours sincerely,



Nusri Kassam, M.Ed.
Director of Admissions and Registrar

P.S. You may call me toll free at 1-800-939-7822



December 22, 2004

Dear Librarian:

This will serve to introduce ^{s.22} who is enrolled in a Degree program at Rutherford University. We shall much appreciate your assistance in making available to our student such reading and borrowing privileges as your library normally accords bona fide students.

Rutherford University which is licensed under W.S. 21-02-401 through 21-02-407 by the State of Wyoming, is a non-residential university offering a full range of degree programs by distance delivery.

Your assistance will be much appreciated.

Yours truly,

Nusrat Kassam, M.Ed.

Director of Admissions and Registrar



Rutherford University

Wyoming, USA

s.22

Received From:

s.22

- ☒ The amount of \$45.00 CAD as application fee.
- ☒ The amount of \$25.00 CAD as yearly administration fee
- ☒ The amount of \$1,632.00 for the current year in 12 post-dated cheques or pre-authorized monthly Visa payment of \$136.00 per month.
- ☐ The amount of \$2,384.00 for the current year in 12 post-dated cheques or pre – authorized monthly Visa payment of 198.67 CAD

as partial tuition payment towards a M.A. Degree Program in the School of Health and Human Service.

Signature:

Ms. Nusri Kassam, M.Ed.
Director of Admissions and Registrar

The remaining tuition payments \$4,768.00 (\$2,384 X 2) CAD for the second and third years will be due on November 15, 2005/06

All Correspondence: Rutherford Administration Office #200 – 2900 Simpson Road, Richmond, BC V6X 2P9 Tel: 604 244-7754

USA Centre: 849 Front Street, Suite 202, Evanston, Wyoming, 82930, USD Tel: 1 800 939 7822

Website: www.rutherford.edu

Email: registrar@rutherford.edu

Fax: 604 244 9952



s.22

I have just learned you have enrolled at Rutherford University as a candidate for a M.A. Degree Program s.22 I want to include this letter of welcome among the materials you receive from us as you begin your studies.

Rutherford University has assembled a unique roster of faculty members, all of whom possess a great depth of knowledge and experience in a field of expertise. While you may seldom – or perhaps never be in the physical presence of your faculty mentors, you will definitely be in their intellectual presence, and have the advantage of receiving their undivided attention, a situation not possible in a conventional classroom. Whatever your goals may be after the completion of your degree, we believe this close student-mentor relationship will have a profound effect in helping you to achieve them.

You are joining a University whose students come from a variety of backgrounds, and are seeking degrees for equally varied reasons. They have in common, typically, an unusual degree of commitment to and seriousness about their studies. We in turn have a commitment to help our students to succeed. If any of our staff can help resolve problems you may encounter during your degree program, or in any other way assist you in your studies, please let us know. We are concerned, and will help if possible.

For now, I want to welcome you to our widespread University community, and to wish an interesting and satisfying journey towards your degree.

Sincerely,

William I. Weston, J.D. Ph.D.
President

Enrollment Contract Between the Student and Rutherford University

Student's Information

Name: s.22

Address: s.22

Tel: s.22

Fax:

E-mail: s.22

Student Number: s.22

Program of Study

Degree: M.A.

Admitted in s.22

Field of Independent Study: s.22

Start Date (Date of enrollment): s.22

Duration of Program (minimum twelve months): BA/MA non – related - three years; MA related – two years

Total cost of program

☐ University Diploma \$3,900.00 (USD) ☐ Associate of Arts Degree \$4,400.00 (USD)

Course Based Programs:

☐ Bachelor's Degree Program \$7,450.00 (USD)
☐ Master Degree Program \$7,450.00 (USD)
☐ Doctor Degree Program \$7,925.00 (USD)

Individualized Programs:

☐ Bachelor's Degree Program \$4,900.00(USD)
☐ Master's Degree Program \$5,450.00 (USD)
☐ Doctoral Degree Program \$5,925.00 (USD)

Total cost of program to student if different from above:
s.22

Additional costs for program completion (if and when applicable)

Quarterly Continuation Fee

The student who chooses to take longer than the duration to complete a degree program is required to pay a \$250.00 CAD quarterly continuation fee each quarter (three-month period) following the end of the program from the time of enrolment. This fee is to cover University processing expenses and continuing supervision, as well as to provide additional incentive to the student to complete the degree program. **Student: Please provide initials:**

All Correspondence: Rutherford Administration Office #200 – 2900 Simpson Road, Richmond, BC V6X 2P9 Tel: 604 244-7754

USA Centre: 849 Front Street, Suite 202, Evanston, Wyoming, 82930, USD Tel: 1 800 939 7822

Schedule of Payments: (Alternative Tuition Payment Plans)

☐ **Plan A:** Upon admission, the student pays the entire tuition

☐ **Plan B:** N/A

☒ **Plan C:** twelve equal monthly installments

These plans reflect the University's policy that a student must be enrolled for a minimum of twelve months (one academic year) before a degree can be granted. If an exceptional student were to finish all academic work in less than twelve months, the student's degree will not be granted until twelve months after admission.

Additional expenses borne by students include the cost of all communications with the faculty advisor, central administration, etc., the cost of binding the work of the Core Academic Project, the cost of the telephone conference call at the end of studies (if necessary), and the cost of computer usage, books, research, reprints, etc., and such incidentals as postage, photocopying, etc.

Refund Policy:**Wyoming, USA**

All private schools licensed by the State Department will utilize a refund policy that parallels refund policies recommended by accrediting agencies recognized by the United States Office of Education and is as follows. Rutherford University's Refund Policy is in accordance with the State of Wyoming Department of Education Regulations for all students from the USA and other countries outside Canada.

(I) All monies paid by the applicant student will be refunded if requested in writing within 3 days after signing an enrollment agreement. A full refund will also be given if the applicant student is not accepted by the school in the event that the school discontinues a course during a period of time within which a student could have reasonably completed it.

(II) An applicant requesting cancellation in writing after the 3 day period but before the scheduled starting date shall receive a refund of all monies paid less the registration fee of \$50.00 or 10% of the program cost, whichever is less.

(III) If a student requests cancellation, or is expelled (in which event the date of termination shall be the date of expulsion) the student shall be entitled to tuition refund in accordance with the following schedule.

(A) For a student terminating training after entering school and starting the course of training but within the first week, the tuition charges made by the school will be 10% of the contract price of the course plus a \$50.00 registration fee, but in no event will the school be entitled more than \$300.00.

(B) For a student terminating after one week but within the first 25% of the course, the tuition charges made by the school will be 25% of the contract price of the course plus a \$50.00 registration fee.

(C) For a student terminating after completing over 25% but within 50% of the course, the tuition charges made by the school will be 50% of the contract price of the course plus a \$50.00 registration fee.

(D) For a student terminating after completing 50% or more of the course, the school will retain the full tuition:

(i) For residency type schools, the percentage of work completed shall be determined by comparison of total time of student attendance and the total length of time the course is offered.

(ii) For correspondence study, the percentage of work shall be determined by comparison of total lessons in the course of study.

(iii) In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school will make a settlement which is reasonable and fair to both.

(The above percentage figures do not include the cost of books, tools, supplies, or special fees.)

(iv) All money due and owing the student shall be refunded within thirty (30) days of his or her discontinuance in the course.

(v) Breakage Fee

(A) Where the school charges a fee for equipment broken by the student, it may provide the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

(vi) Consumable Instructional Supplies

(A) Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies may be retained, any remaining charges must be refunded.

(vii) Books, Supplies and Equipment

(A) Where the student purchases his or her books, supplies, and equipment from a bookstore or other source and the cost of such items is separate and independent from the charge made by the school for tuition and fees, the student may retain or dispose of such items at his or her own discretion. Where the school furnishes the books, supplies, and equipment, with the cost thereof included in the total charge payable to the school for the course, and the student withdraws or is discontinued prior to completion of the course, refund will be made in full for the amount of the charge for unissued books, supplies, and equipment. Issued items may be disposed of at the student's discretion

(viii) In any refund situation that a settlement cannot be agreed upon by the student and the school, services of the State Department of Education may be used by both parties to arrive at a final solution.

Admission and Graduation Requirements

Certificate Program

Admission Requirements: High School Diploma or Equivalent.

Diploma Program

Admission Requirements: High School Diploma or Equivalent.

Rutherford University offers degrees at three levels. The degree candidate in all cases must demonstrate a broad and integrated awareness of the general field that is being studied. Basic distinctions by level are:

Bachelor's level competence: a specific developed area of competence and applied skill

Master's level competence: the capacity for original thought, innovation, creativity and application

Doctoral level competence: demonstrates greater depth and breadth than master's level competence and also shows the ability to disseminate the results of learning in a chosen field of independent study

Bachelor's Degree Program

Admission Requirements: Admission to the Bachelor's Degree Program generally requires two years of relevant post-secondary education or its equivalent, and a minimum of three years of work or other relevant experience that can be documented and related to the chosen field of independent study. Mature students with vocational and avocational histories who are able to demonstrate a general knowledge of and an ability to function within a chosen field of continuing education and related field of independent study may be admitted to the Bachelor's program.

Graduation Requirements: Generally, a total of 126 undergraduate semester credits are required for graduation, of which at least 32 credits must be successfully completed through Rutherford University's core curriculum Course/Projects. Additional credits may be granted for documented life, work and educational experiences and/or equivalency examinations (Lifelong Learning Course/Project).

Master's Degree Program

Admission Requirements: Admission to the Master's Program generally requires Bachelor's Degree or equivalent (at least 126 undergraduate semester credits); the demonstration of a breadth of knowledge and skill in applying the multiple course projects within a chosen field of continuing education and related field of independent study; and a minimum of three years of work or other relevant experience that can be documented and related to the chosen field of independent study.

Graduation Requirements: At least 37 - 42 additional academic credits, including up to 5 credits from documented life, work and educational experiences and/or equivalency examinations (Lifelong Learning Course/Project); and at least 37 credits from other core curriculum course projects.

Doctoral Degree Program

Admission Requirements: Admission to the Doctoral Degree Program generally requires a Master's Degree or equivalent (at least 37-42 graduate-level semester credits); and a minimum of three years of work or other relevant experience that can be documented and related to the chosen field of independent study.

Graduation Requirements: A minimum of 48 additional graduate-level semester credits, including up to 5 credits from documented life, work and educational experiences and/or equivalency examinations (Lifelong Learning Course/Project); and at least 43 credits from other core curriculum course projects.

Student Dismissal Policy and Procedures

Rutherford University students may be dismissed on the following grounds:

1. Plagiarism - defined as "the appropriation or imitation of language, ideas or thoughts of another author and representation of them as one's original work" (Random House Dictionary).

If it is demonstrated that a student has clearly attempted to deceive the reader then it becomes a ground for disciplinary action that may lead to dismissal.

2. Misrepresentation - includes forgery of documents or signatures, falsifying or fabricating research data.

When misrepresentation occurs with the intent to deceive and mislead then it becomes a ground for disciplinary action that may lead to dismissal.

Steps for dismissal

1. If a student intentionally plagiarizes or misrepresents, the student will be placed on academic probation. The Dean of the student's school/institute/center, the faculty advisor, and the Registrar will constitute a review committee headed by the Dean of the School.

2. The student will be notified of the committee's findings, and may be requested to take corrective measures to remove the cause of academic probation which will normally be for 30 days. The length of academic probation may be extended at the discretion of the Dean of the School.

3. The student may appeal the findings and/or recommendations of the review committee by sending in writing a registered letter to the University Dean.

4. The University Dean may review the student's request of appeal with the Dean of the School and make a joint recommendation. The University Dean may at his discretion appoint additional independent reviewers to recommend further action.

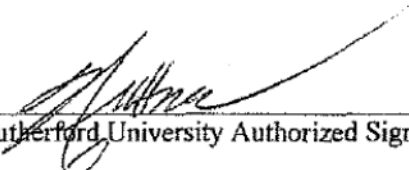
5. If dismissal is recommended by the review committee, a written consent from the Dean of School, University Dean, and the President is required. The President will advise the student accordingly in writing.

I have read and fully understand the innovative, alternative concepts of education utilized by Rutherford University which are described in the university prospectus. I fully acknowledge and understand that Rutherford University Degrees are granted from Wyoming USA, where the University is licensed as a degree granting institution of higher education by the State of Wyoming Department of Education under W.S. 21-2-401- through W.S. 21-2-407. In the Republic of South Africa, it is incorporated under the Department of Trade and Industry and is approved and registered with (NADEOSA) the National Association of Distance Education Organizations of South Africa. State/Provincial /Professional licensing is the applicant's sole responsibility.

"I understand that Rutherford University is licensed by the Wyoming department of education in accordance with W. S. 21-2-401 through 21-2-407 and that neither the department of education nor the Wyoming State Board of Education has accredited or endorsed any course of study being offered by Rutherford University".

I have also read, and understand the University's Tuition Refund Policy that is described in the University's Prospectus and in this contract and that all fees and tuition must be paid in full prior to graduation, and that a Degree cannot be awarded until all outstanding financial obligations have been met.

My signature below certifies that I have read, understood and hereby accept the terms of this enrollment contract and further agree to my rights and responsibilities, and that Rutherford University's refund policies, admission and graduation requirements, continuation fee policy, dispute resolution and student dismissal policy have been clearly described to me.



Rutherford University Authorized Signature

Date of Contract: November 16, 2004

Student's Signature

Date

Important Notice:

Enclosed are **two copies** of the enrollment contract. **Please sign the original and return it in the pre-addressed envelope to Rutherford University your program cannot begin until receipt of this contract.** Please sign and retain the second copy for your records.



Admission, Enrollment and Administration Documentation

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A review of your current information indicates that the following items need your urgent attention. To confirm your application, enrollment and/or your continuation of the program, please complete and return this form in the enclosed pre-addressed envelope.

Personal Information: Please confirm current information.

Tel: home: _____ work: _____ cell: _____

Fax: _____ Email: _____

Change of Address (If applicable): _____

Program Information (for ClearMind students): M.A.

Date of Admission: 11/03/04

Please indicate Level completed:

☐ Prac. 1

☐ Prac. 2

☐ Prac. 3

Date completed: _____

Financial Information:

☐ Application fee of \$45 CAD

☐ \$25 CAD Current Year's Administrative Fee

☐ Current Year's Tuition fee: _____

☐ Other _____

Please indicate the method of tuition payment:

☐ Cheques (include 12 post dated - cheques on the 15th of each month payable to Rutherford University)

☐ Visa: Card Number: _____ Expiration Date: _____

☐ Master Card: _____ Expiration Date: _____

Name on Card: _____

Signature: _____

Administrative Information:

☐ Signed and dated application for admission

☒ Signed and dated contract

☐ Official Transcripts ☐ High School (copy ok) ☐ Post Secondary Studies ☐ Degree

Your prompt attention to the above is much appreciated. Please don't hesitate to contact us if you have any questions or concerns.

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Please send all correspondence to Rutherford Administration Office: #200 - 2900 Simpson Road, Richmond, BC V6X 2P9

USA Centre: 849 Front Street, Suite 202, Evanston, Wyoming, 82930, USD Tel: 1 800 939 7822

Website: www.rutherford.edu

Email: registrar@rutherford.edu

Fax: 604 244 9952



s.22

For your information, as a student of Stratford International University, it is important for you to have the facts behind the recent changes to the university name.

In 2003, at a strategic planning session of the university council, it was decided that a more distinctive name would match our quality of programs better. The name of Stratford International was agreed, and it was registered.

This name was registered by all legal bodies, including the Wyoming Department of Education, USA. Long after this was done, Stratford University, Virginia wrote to us, advising that they had the trademark on the Stratford name. This had not been noted by any of the legal departments who had examined the documents for the new name registration.

In the light of this, we had no alternative but to seek a new name.

We are pleased to inform you that Stratford International University is now known as RUTHERFORD UNIVERSITY. The State of Wyoming Department of Education and the Wyoming Secretary of State's Office have both approved of the name change.

Please be rest assured all University functions remain the same and we are constantly seeking to expand and improve our services to all our students.

Yours sincerely,

Ms. Nusri Kassam, M.Ed.
Vice President and Registrar
Rutherford University
Website: www.rutherford.edu

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Please send all correspondence to Rutherford Administration Office: #200 - 2900 Simpson Road, Richmond, BC V6X 2P9
USA Centre: 849 Front Street, Suite 202, Evanston, Wyoming, 82930, USD Tel: 1 800 939 7822

RUTHERFORD UNIVERSITY

Requirements for Clearmind Practitioner's Training

Concurrent Program

B.A. in Applied Transpersonal Counselling Psychology



Student Handbook

2004/5



Rutherford University

**B.A. in Applied Transpersonal
Counseling Psychology**

Program Information

2005/2006

Introduction

Rutherford University has been working in partnership with Clearmind Institute since 2002. Since the initial agreement to work together both institutions have grown and developed. Both Rutherford and Clearmind are committed to delivering quality programs that will enable graduates of the programs to contribute in a positive and meaningful way to the counseling profession.

This commitment demands that both organizations constantly review and assess the content and delivery of their programs. A very high standard is expected from individuals and from those practicing as Health Care Professionals. As a general rule, all the Professional Counseling Associations require new members to have a minimum of a Bachelor's degree in Psychology. Associations are looking closely at the content and structure of Psychology/Counseling degree programs to ensure that, in addition to experiential training, the individual has the required core academic knowledge and understanding of the subjects.

The Clearmind Program Practitioners Levels 1,2,3 and the practicum combined with the academic component offered by Rutherford University ensures that a graduating student meets those requirements. The Academic Council of Rutherford University over the past year reviewed the structure and content of the academic component to reflect changes in the market demands. The University is committed to providing an opportunity for students to pursue their own particular areas of interest. The new structure preserves this concept while at the same time ensuring that every graduating student is knowledgeable in the fundamentals of psychology.

The basic structure remains the same in so far as successful completion of Practitioners Levels 1, 2, 3 and the 200 hours of supervised practicum earns the student 90 transfer credits towards their BA in Applied Transpersonal Counseling Psychology. The academic component provided by the University provides the remaining 36 credits required to complete the B.A. requirement.

Rutherford University holds in high regard the Practitioners 1, 2, and 3 Program offered by Clearmind hence its decision to award 90 transfer credits to successful students.

We look forward to the continuance of our relationship with Clearmind and working with them to ensure that the Quality of Excellence established is maintained.

Program Structure

B.A. in Applied Transpersonal Counseling Psychology

The academic component consists of three parts.

Part One: Foundation Courses (18 credits)

1. General Introduction to Psychology (3 credits)
2. Theories of Personality (3 credits)
3. Child & Adolescent Development (3 credits)
4. Behavior Disorders (3 credits)
5. Theories of Counseling Psychology & Psychotherapy (6 credits)

Part Two: (9 credits)

1. Clinical Assessments (6 credits)
2. An Introduction to DSM IVR (3 credits)

Part Three: (9 credits)

In this part of the program the students will work with one of the University's faculty advisors in selecting a topic for their project paper. Reading material selected will be supportive of the selected topic.

Special Note:

- The requirements of parts 1 & 2 are mandatory unless the student has already acquired the appropriate transfer credits at an approved post-secondary institution.

Course Descriptions

General Introduction to Psychology

- This course will survey Learning, Perception, Memory, Cognition, Motivation, Assessment, Development, Clinical and Social Psychology.

Theories of Personality

- The course the will look at approaches and principle theoretical problems, and research theories of personality.

Child and Adolescent Development

- This course will examine human development from the preschool period through adolescence.

Behavior Disorders

- This course will review the definition, history and scope of deviant behaviour. The emphasis will be on the psychological factors that contribute to its etiology and treatment.

Theory and Practice of Counseling & Psychotherapy

- This course will survey a variety of approaches to counseling and psychotherapy. The focus will be on basic concepts of each and will look at the client/therapist relationship, and specific procedures used in the practice of counseling.

Clinical Assessments

- Key to the development of a therapeutic response is carrying out a clinical assessment. This course will introduce students to the methodology of carrying out a clinical assessment.

Introduction to DSM IVR

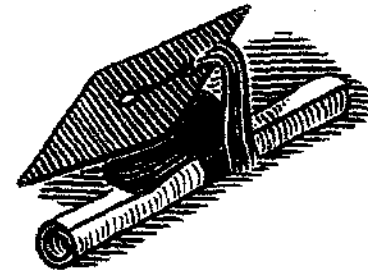
- The purpose of the DSM IVR is to provide clear descriptions of diagnostic categories in order to enable clinicians to diagnose, communicate about, study and treat various mental disorders. The specified diagnostic criteria for each mental disorder are offered as guidelines. In this course the student will be given an introduction to the DSM IVR.

Program Format and Delivery

Part One and Part Two of the BA program will be covered in an eight week module. The delivery format may consist of having a series of group meetings. The meetings will be a combination of instruction and experiential learning.

Part Three--Project Paper

A student does not have to complete Parts 1 & 2 before commencing work on the project paper. They may start this section of the program at any time.



M.A. in Applied Transpersonal Counseling Psychology

In conjunction with Clearmind, Rutherford University is pleased to offer this post-graduate program.

Eligibility Requirements:

All students must have a bachelor's degree. If the bachelor's degree is not in psychology or does not include psychology related subjects, the student will be admitted but may be required to take some additional courses.

Program Options:

Option 1 - Course Based

The student may undertake a course based program. The nature and structure of the program will be decided following discussions between the faculty and the student.

Option 2 - Thesis

Students may elect to proceed to an M.A. by researching a specific topic. The students will discuss with the faculty their proposal. Following the selection of the topic, the faculty will assist in advising on appropriate reading materials supportive of the students' Thesis objective.

Contact Information:

Mr. Cecil Sherwood, Program Director
Suite 202-849 Front Street, Evanston, WY 82930
faculty@rutherford.edu www.rutherford.edu
Tel: 778 882 3642, 1-800-939-7822

Nov-Dec/2004

Clearmind

Rutherford

$$\$218/m = \$436$$

$$\$136/m = \$272$$

Jan-Oct/2005

CM

RU

$$\$218/m = \$2180$$

$$\$136/m = \$1360$$

Nov-Dec/2005

CM

RU

$$\$232.20/m = \$464.40$$

$$\$198.67/m = \$397.34$$

Jan-Oct/2006

CM

RU

$$\$232.20/m = \$2322$$

$$\$198.67/m = \$1986.70$$

Nov-Dec/2006

CM

RU

$$\$250/m = \$500$$

$$\$198.67/m = \$397.34$$

~~2007~~ (2007)
Jan → (EOP)

CM (+ Oct)

RU (+ July)

$$\$250/m = \$2500$$

$$\$198.67/m = \$1390.69$$

Total:

cm : \$8402.40

RU : \$5804.07

Page 156 to/à Page 222

Withheld pursuant to/removed as

s.14



MAY 21 2008

Our Ref. 61940
File #: 60120-20/RUTH

Dr. Abdul Hassam, President
Nobel College of Advanced Education Inc.
(formerly Senior University Inc.)
dba Rutherford University
s.22

Dear Dr. Hassam:

I am following up on the inspection of Senior University Inc., operating as Rutherford College/University (Rutherford) under the *Degree Authorization Act* (DAA) on May 17, 2007.

The report provided evidence that Rutherford is operating in contravention of the DAA. On July 27, 2007, a letter was sent to Mr. Mark G. Perry, as Rutherford's counsel, stating that we were prepared to refrain from seeking an injunction or publicly releasing the report if certain conditions were met and evidence provided to the Ministry. On August 2, 2007, Mr. Perry responded that Rutherford was prepared to adhere to the conditions set out and supplied evidence that Rutherford was in the process of meeting some of these conditions.

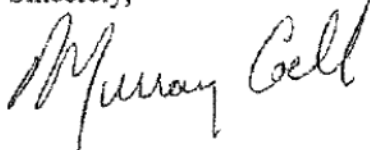
To date, Rutherford has not taken action on many of these agreed upon conditions, including but not limited to, evidence that all students, faculty, affiliated institutions and authorities in other jurisdictions have been notified in writing and via Rutherford's website (www.rutherford.edu) that Rutherford does not have authority to offer, grant or confer degrees in British Columbia.

The Ministry has also received several inquiries from Rutherford students and other parties, within British Columbia and internationally, suggesting that Rutherford and its partners continue to report its presence and authority to operate in British Columbia.

... /2

This letter is to notify you that I will be releasing the attached factual synopsis of the status of the investigation and notifying all regulatory authorities in jurisdictions that have a connection to Rutherford to inform them of Rutherford's status in British Columbia. The report has also been shared with the Ministry of Attorney General to review for any potential legal action under the DAA.

Sincerely,

A handwritten signature in cursive script, reading "Murray Coell".

Murray Coell
Minister

Attachment

pc. Ms. Susan Brown, Director
Policy and System Quality Branch

Mr. Jim Wright, Registrar
Private Career Training Institutions Agency

Rutherford University (Senior University Inc.) in British Columbia: Inspection under the *Degree Authorization Act* (DAA)

- On November 7, 2003, the *Degree Authorization Act* (DAA) came into force in British Columbia (BC). It requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word "university" for these purposes.
- In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in BC in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word "university" in BC, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in BC.
- Throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in BC through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.
- On May 17, 2007, an inspection of Rutherford College took place to ascertain whether Rutherford was operating in contravention of the DAA. The inspection was conducted jointly with the Private Career Training Institutions Agency based on concerns that Rutherford was also operating in contravention of the *Private Career Training Institutions Act*.
- On June 28, 2007, the inspector provided a report to the Minister that provided evidence that Rutherford has been operating in contravention of the DAA since 2003 when that legislation was proclaimed in force.
- The Minister sent the inspector's report to Rutherford and requested a response, which was received from Rutherford on July 20, 2007.
- On July 27, 2007, the Ministry wrote to Rutherford requiring it to meet certain conditions provide evidence as follows:
 - Senior University Inc. will, within 7 days, apply to the Registrar of Companies to change its corporate name so that the word "university" or any derivation thereof does not appear in the corporate name.
 - Senior University Inc., and any other person doing business under the name of Rutherford College or Rutherford University, shall forthwith, cease to grant or confer degrees (within the meaning of the Act), directly or indirectly within British Columbia. Specifically, without limiting the generality of the foregoing, this means that:
 - No degree certificate issued by Senior University Inc. or by any other person doing business under the name of Rutherford College or Rutherford University shall indicate that the degree was conferred in British Columbia;
 - No degree certificate issued by Senior University Inc., or by any other person doing business under the name of Rutherford College or Rutherford

University, shall be signed, sealed, delivered, posted, or given to a courier firm in British Columbia;

- No degree shall be granted or conferred by Senior University Inc or any other person doing business under the name of Rutherford College or Rutherford University, on persons at ceremonies attended by the persons on whom they are conferred held within British Columbia.
- Senior University Inc., and any other person doing business under the name of Rutherford College or Rutherford University, will within British Columbia forthwith cease to advertise or otherwise offer to persons for sale a diploma, certificate, document or other material that indicates or implies the granting or conferring of a degree within the meaning of the Act, within British Columbia, directly or indirectly. Specifically, without limiting the generality of the foregoing, this means that:
 - No person shall in British Columbia upload or instruct to be uploaded onto a website any material which indicates that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required, if the certificate indicates or implies that the degree was conferred in British Columbia
 - No person shall in British Columbia place or instruct to be placed in any media, print, radio, television or otherwise, any material which indicates that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required, if the certificate indicates or implies that the degree was conferred in British Columbia
 - No person shall in British Columbia, in correspondence or other form of communication, oral, written, electronic or paper, indicate that a degree certificate is available for the payment of a fee, whether or not any conditions or prerequisites for the sale of the certificate are required, if the certificate indicates or implies that the degree was conferred in British Columbia.
- Senior University Inc. and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to sell or provide by agreement for a fee, reward or other remuneration, a diploma, certificate, document or other material that indicates or implies the granting or conferring of a degree within the meaning of the Act, within British Columbia, directly or indirectly. Specifically, without limiting the generality of the foregoing, this means that no degree certificate shall be provided to any person in return for any payment, whether or not any conditions or prerequisites have been met as well as the condition of payment.
- Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith surrender to the Ministry of Advanced Education any degree certificate form, and any seals or other material used to seal, stamp or otherwise issue degree certificates.

- o Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to provide any program leading to a degree to be conferred either inside or outside British Columbia. Specifically, without limiting the generality of the foregoing, this means that:
 - Any students enrolled on a program in British Columbia leading to a degree of Rutherford University, or any other university, shall forthwith be informed that their program or course does not lead to a degree, but some other certificate of completion less than a degree
 - Any student on being informed as set out in (a) be given the option of withdrawing from the course with a full refund of tuition or other fees or charges paid;
- o Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall forthwith in British Columbia cease to advertise a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia. Specifically, without limiting the generality of the foregoing, this means that:
 - No person shall in British Columbia upload or instruct to be uploaded onto a website any material which indicates that a degree program, or part of a degree program, is available in British Columbia
 - No person shall in British Columbia place or instruct to be placed in any media, print, radio, television or otherwise, any material which indicates that a degree program, or part of a degree program, is available
 - No person shall in British Columbia, in correspondence or other form of communication, oral, written, electronic or paper, indicate that a degree program, or part of a degree program, is available
- o Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University will within 7 days, post a statement on the website www.rutherford.edu, and on any other website which advertises Rutherford College or University, and which is operated within or from British Columbia by such person doing business in British Columbia under the name of Rutherford College or University, to the effect that Rutherford University or College is not permitted by British Columbia law to:
 - Grant or confer degrees in British Columbia; The website shall be amended so far as is necessary to ensure that no material is inconsistent with the statement Just mentioned.
 - Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia. The website shall be amended so far as is necessary to ensure that no material is inconsistent with the statement just mentioned.

- Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall within 7 days write to the United States Department of Education, the Wyoming State Department of Education, and the Swaziland Government Ministry of Education to the effect that they have been required by the British Columbia Ministry of Advanced Education to inform them that they are not permitted by British Columbia Law to:
 - Grant or confer degrees in British Columbia;
 - Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia.
 - Senior University Inc and any other person doing business in British Columbia under the name of Rutherford College or University shall within 7 days write to any institution or person with whom they have any agreement or arrangement under which instruction is provided to students by the other party to the agreement or arrangement, under which credit is given for instruction to students provided by the other party, or under which the educational services of the other party are advertised or promoted. The letter should be to the effect that they have been required by the British Columbia Ministry of Advanced Education to inform them that they are not permitted by British Columbia Law to:
 - Grant or confer degrees in British Columbia;
 - Offer a program in British Columbia leading to a degree to be conferred either inside or outside British Columbia.
- On August 2, 2007 Rutherford responded that it was prepared to adhere to the conditions set out and supplied evidence that it was in the process of meeting some, but not all of these conditions.
- Currently, the Ministry has sufficient reason to believe that Rutherford has not met all of these conditions and is continuing its investigation to ascertain whether the principals of Rutherford are operating in British Columbia in contravention of the DAA.
- On [date], 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released and the Ministry will be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford's status in British Columbia.
- The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals.
- The office of Rutherford College, where the inspection took place, appears to be no longer active. Currently the Ministry has no evidence that Rutherford continues to operate in British Columbia.
- Any information regarding operations of Rutherford University, its principals or its partners in British Columbia may be provided to the Ministry at PSQ@gov.bc.ca.

Page 229 to/à Page 232

Withheld pursuant to/removed as

s.14

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Friday, June 13, 2008 2:12 PM
To: Fraser, Anthony AG:EX; Barnes, Natalie AG:EX
Cc: Irwin, Josie M AG:EX; Loughran, Tony D AVED:EX; Simmons, Vicki AVED:EX
Subject: Rutherford - draft letters to other jurisdictions

Hi,

Here are the draft letters to Wyoming, Swaziland, Mexico and the Netherlands which will include the inspector's report.



Swaziland -



Wyoming -



Mexico -



Netherlands -

Rutherford Univ... Rutherford Univ... Rutherford Univ... Rutherford Univ...

Also included is a draft email to ^{s.22} a student in the Netherlands who made enquiries about the legitimacy of the operations of Rutherford.



s.22

Rutherford Univ...

Next week, we will send the draft letters for the two Rutherford "administrators" that live in BC for review.

Dorothy

Dorothy Rogers
Manager
Policy and System Quality Branch
Ministry of Advanced Education
Tel: 250/387-6298
<mailto:Dorothy.Rogers@gov.bc.ca>

Honourable T. J. Msibi
Ministry of Education, Swaziland
PO Box 395
Mbabane, Swaziland

Dear Hon. Msibi:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia, Canada.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word "university" to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word "university" in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the British Columbia Minister of Advanced Education that provided evidence that Rutherford was operating in contravention of the DAA. In July 2007, the Ministry of Advanced Education required Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia. Rutherford University provided a copy of a letter written to the Ministry of Education in Swaziland (attached). Please let us know whether your Ministry did, in fact, receive this letter.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry's website (www.avced.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford's status in British Columbia.

Rutherford University advertises on its website that "Rutherford University is accredited and approved as a degree granting institution of higher education by the Ministry of Education of the Government of Swaziland, a member of the Commonwealth of Nations." (www.rutherford.edu/about.cfm?page=01_05#content). The website also states that they are "a registered member with (NADEOSA) the National Association of Distance Education Organizations of South Africa."

Please be advised that Rutherford University has no authority to grant degrees or use the word "university" to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector's report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we are requesting information from you as to the status of Rutherford University in Swaziland. Specifically, we request the Swaziland Ministry of Education to answer the following questions:

- according to the UNESCO listing (www.unesco.org/iau/onlinebases/list_data/s-nw.html#Swaziland), is the University of Swaziland the only authorized university in the country?
- does Rutherford University have approval and full accreditation from the Ministry of Education of the Government of Swaziland as stated on their website (www.rutherford.edu/about.cfm?page=01_05#content)?
- can Rutherford University confer degrees or deliver education programs from Swaziland?
- can Rutherford University continue to have a presence in Swaziland as an educational institution?
- what activities can the corporation do from its address in Swaziland?
- who is the main contact person that the Swaziland Ministry of Education has been corresponding with regarding Rutherford University's operations in Swaziland?
- what actions has the Swaziland Ministry of Education taken, or will be taking, against Rutherford University?
- did the Ministry of Education receive the attached letter dated July 31, 2007 from Rutherford University?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachments

pc Swaziland High Commission of Ottawa
1204 – 130 Albert Street, Ottawa, Ontario K1P 5G4

Wyoming Department of Education
Attention: Ms. Laurel Ballard, Supervisor - Accountability Team
Standards, Assessment and Accountability Unit
2020 Grand Ave, Suite 500
Laramie WY 82070 USA

Dear Ms. Ballard:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the Minister that provided evidence that Rutherford was operating in contravention of the DAA.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

I understand that Rutherford University was initially registered as a corporation in Wyoming as Senior University of Canada and subsequently changed its name to Senior University Inc., then Stratford International University, Inc. and then more recently, Rutherford University Inc. In July 2006, the State of Wyoming changed its laws to require all licensed private post-secondary institutions to be accredited and at that time, we understand that the Wyoming Department of Education (WDE) was investigating Rutherford University for non-compliance with State regulations. In May 2006, it appears that the WDE withdrew its complaint and Rutherford University agreed to remove their Wyoming address from their website and close their Wyoming office effective June 15, 2006. In July 2007, the Ministry of Advanced Education required

Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia. Rutherford University provided a copy of a letter written to the WDE (attached). Please let us know whether WDE did, in fact, receive this letter.

Please be advised that Rutherford University has no authority to grant degrees or use the word "university" to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector's report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we would appreciate any information you could provide us with as to the status of Rutherford University in Wyoming. Specifically, we request WDE to answer the following questions:

- can Rutherford University continue to have a presence in Wyoming as an educational institution?
- what activities can the corporation do from its address in Wyoming?
- can degrees be conferred or education programs be delivered from Wyoming?
- who is the main contact person that the WDE has been corresponding with regarding Rutherford University's operations in Wyoming?
- what actions has the State of Wyoming taken, or will be taking, against Rutherford University?
- did the WDE receive the attached letter dated July 31, 2007 from Rutherford University?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachments

pc. Wyoming Attorney General
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002 USA

Josefina Vásquez Mota, Secretaría
Secretaría de Educación Pública (Ministry of Public Education)
Argentina 28, 2 piso Of. 3011
Col. Centro, Del. Cuauhtémoc
06029 México, D.F.
Mexico .

Dear Ms. Mota:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia, Canada.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the British Columbia Minister of Advanced Education that provided evidence that Rutherford was operating in contravention of the DAA. In July 2007, the Ministry of Advanced Education required Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia. Please let us know whether your Ministry did, in fact, receive such a letter.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

Rutherford University Mexico advertises on its website that “Rutherford University is recognized in the U.S., Canada and Europe, apart from being the only subjects of the university where students can be conducted in English or Spanish.” (www.rutherfordmexico.org/rumexico).

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford’s compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector’s report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we are requesting information from you as to the status of Rutherford University in Mexico. Specifically, we request the Ministry of Public Education to answer the following questions:

- according to the UNESCO listing (www.unesco.org/iau/onlinebases/list_data/m-nw.html#Mexico), it appears that Rutherford University is not listed as an authorized institution of higher education in Mexico. Does Rutherford University have authority to operate as an institution of higher education in Mexico from the Ministry of Public Education of Mexico or other regulatory body?
- can Rutherford University confer degrees or deliver education programs leading to a degree from Mexico?
- what activities can Rutherford University as a corporation do from its address in Mexico?
- who is the main contact person that the Ministry of Public Education in Mexico has been corresponding with regarding Rutherford University’s operations in Mexico?
- what actions has the Ministry of Public Education taken, or will be taking, against Rutherford University in Mexico?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachment

Josefina Vásquez Mota, Secretaría
Secretaría de Educación Pública (Ministry of Public Education)
Argentina 28, 2 piso Of. 3011
Col. Centro, Del. Cuauhtémoc
06029 México, D.F.
Mexico

Dear Ms. Mota:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia, Canada.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the British Columbia Minister of Advanced Education that provided evidence that Rutherford was operating in contravention of the DAA. In July 2007, the Ministry of Advanced Education required Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia. Please let us know whether your Ministry did, in fact, receive such a letter.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

Rutherford University Mexico advertises on its website that “Rutherford University is recognized in the U.S., Canada and Europe, apart from being the only subjects of the university where students can be conducted in English or Spanish.” (www.rutherfordmexico.org/rumexico).

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford’s compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector’s report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we are requesting information from you as to the status of Rutherford University in Mexico. Specifically, we request the Ministry of Public Education to answer the following questions:

- according to the UNESCO listing (www.unesco.org/iau/onlinebases/list_data/m-nw.html#Mexico), it appears that Rutherford University is not listed as an authorized institution of higher education in Mexico. Does Rutherford University have authority to operate as an institution of higher education in Mexico from the Ministry of Public Education of Mexico or other regulatory body?
- can Rutherford University confer degrees or deliver education programs leading to a degree from Mexico?
- what activities can Rutherford University as a corporation do from its address in Mexico?
- who is the main contact person that the Ministry of Public Education in Mexico has been corresponding with regarding Rutherford University’s operations in Mexico?
- what actions has the Ministry of Public Education taken, or will be taking, against Rutherford University in Mexico?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachment

Mr. Ronald Plasterk
Ministerie van Onderwijs, Cultuur en Wetenschap
PO Box 16375
2500 BJ Den Haag
the Netherlands

Dear Mr. Plasterk:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia, Canada.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the Minister that provided evidence that Rutherford was operating in contravention of the DAA.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

I understand that Rutherford University had a partnership agreement with s.22
s.22 to offer a Bachelor of Arts in Multidisciplinary Counselling degree program. Several students in this degree program in the Netherlands have been in contact with us to inquire about the status of Rutherford University in British Columbia.

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have

the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector's report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we are requesting information from you as to the status of Rutherford University and s.22 in the Netherlands. Specifically, we request the Ministerie van Onderwijs, Cultuur en Wetenschap to answer the following questions:

- can Rutherford University confer degrees or deliver education programs from the Netherlands?
- can s.22 offer educational programs leading to a degree in the Netherlands either independently or in partnership with an institution outside of the Netherlands?
- what actions has the Ministerie van Onderwijs, Cultuur en Wetenschap taken, or will be taking, against Rutherford University or s.22 in this regard?
- Is the Ministerie aware of the names of the main contacts to Rutherford University through s.22

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachment

pc. Netherlands Organization for International Cooperation in Higher Education
PO Box 29777
2502 LT The Hague
The Netherlands

Diploma Recognition and Legalization
Postbus 30157
9700 LJ Groningen
The Netherlands

To: s.22

File# 60120-20/RUTH

RE: Rutherford University Status in British Columbia / The Netherland

Dear s.22

Thank you again for providing the additional information and background regarding Rutherford University's operations in British Columbia.

As you know, the Ministry is actively working to ascertain whether Rutherford continues to operate in British Columbia. The office where the inspection took place is no longer active and presently we have not found any evidence to confirm that the principals of Rutherford are doing business from a location in British Columbia. We also provided information regarding Rutherford's status in British Columbia to a reporter in the Netherlands who contacted us with a request.

With regard to possible operations of Rutherford in the United States of America, you may wish to review the Department of Education's website at ope.ed.gov/accreditation/ for institutions that receive accreditation. As well, you may be interested to know that Rutherford University must first obtain state licensure. You may wish to enquire from Stichting as to which state Rutherford University plans to approach for licensure. Oregon State maintains a website at www.osac.state.or.us/oda/unaccredited.aspx with useful information on the applicable laws within each state regarding degree granting.

We would like to request your assistance in locating information regarding the operations of Rutherford University, its principals or its partners in or from British Columbia. For example, if you have received any email or regular correspondence, degree certificates, acceptance letters, etc., these documents, along with any post-marked envelopes from British Columbia, would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. As well, if you know of any other students who have been involved with Rutherford University, either currently or in the past, please feel free to provide our contact information to them if they wish to provide information relevant to our investigation.

Thank you again for taking the time to express your concerns and for any assistance you can give us in our investigation.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

-----Original Message-----

From: s.22

Sent: Monday, February 18, 2008 8:06 AM

To: AVED Policy and System Quality AVED:EX

Subject: Susan Brown

Dear Sir or Madam,

I am trying to contact Susan Brown, Director Policy and Systems Quality Branch, Ministry of Advanced Education regarding an investigation into Rutherford University in The Netherlands.

Is this her email address, we would really appreciate her help with our investigation.

Thank you for your time.

Best regards,

s.22

-----Original Message-----

From: s.22

Sent: Saturday, February 16, 2008 3:14 AM

To: AVED Policy and System Quality AVED:EX

Subject: Rutherford University

Dear Ms. Brown,

I am sorry to disturb you again. I do realise you are a busy person, but I was wondering if you could help me one more time.

Please see below a copy of a letter from Rutherford University, I received

s.22

The Netherlands) yesterday. s.22 assures us that Rutherford will be up and running in a very short time with American recognition and approval, can you please confirm this for me.

Best regards,

s.22

From: s.22

Sent: Tuesday, January 29, 2008 8:57 AM

To: AVED Policy and System Quality AVED:EX

Subject: RE: Rutherford University Status in British Columbia / The Netherland

Dear Susan Brown,

Thank you very much for your email, it was very informative. I cannot give you any information specifically regarding Rutherford University, as I have had no direct contact with them. I can, however give you information on the

s.22

The situation here is as follows. The

s.22

is a business set up as a foundation, not a commercial business, strictly for tax purposes. The s.22 functions as a normal business.

They started this degree course four years ago, s.22

s.22

and who are all expecting a BA degree from Rutherford University. s.22 prepares and teaches the course work, they are not allowed by Dutch law to issue degrees, so they formed a s.22

s.22

s.22

s.22

I was advised to check out Rutherford University and when I did, I found that they were being investigated into. Together with my partner I started my own investigation, which I found very worrying. I passed this information on to the rest of the students in my group and s.22

s.22 with the information we had found on the Internet, Ms Lovett's email, and your e-mail to me.

To make a very long story short, s.22 stated that as far as S. is concerned there is nothing wrong with Rutherford University. S. has started s.22 own investigation of Rutherford and until now s.2 has found nothing to indicate that there is anything wrong in what they are doing. s.2 knows the laws have changed and suggests that Rutherford is a victim of this change, but this is no reason why Rutherford should not be able to do business, and no reason why S. should not do business with them. S.2 says, they are innocent until proven guilty and until they are proven guilty he will not act. s.2 has spoken to s.22 contact with Mr Hassam and s.2 assures him all is well. S. informed us that there have been witch-hunts against Rutherford in the past, but there has never been any outcome to them. Rutherford is, according to s.2 a licensed University who still have the right to issue degrees from Canada, and who still are issuing degrees from BC Canada. s.2 assures us that the students finishing their degree later this year will get their BA degree from B.C. Canada.

When faced with the information that Rutherford is not authorized to grant degrees, nor does it have the authority to grant degrees to be conferred by other institutions inside or outside B.C, which comes from your email, and after reading your name and title, s. said s.2 did not believe lies from the Internet. s. is continuing s.22 working relationship with Rutherford University and says S. can get a degree from B.C. Canada tomorrow if s.22 wishes. s.22 also assures us that the degrees from Rutherford University are still being accepted by Dutch universities today, s.2 started a course last year with the s.22, they gave s.22 2,5 years exemption from the course because S. had the degree from Rutherford and a diploma from the s.22. s.22 absolutely refused to look at the information we had, or entertain any idea that Rutherford was acting outside of the law, or that what S. is selling to students in The Netherlands is a phoney degree from a "Diploma Mill" Our discussing ended with s.22 of us walking out.

The five of us then decided to form a club and report this matter to the police. This we will do tomorrow. The students who have paid money have written to s.22 asking for their money back.

I know you cannot do anything for us, but I was wondering if it is ok with you to give your email address and phone number to the Dutch police to help them with their enquiries, hopefully they will do something for us. s.22

s.22 intends to continue their activities with Rutherford, they refuse to change their website or any other information over the BA degree. What they are advertising is not true and here in The Netherlands if we want to change this we have to go to the police.

Please have a look at the s.22

s.22

s.22

s.22

Now scroll down the page to s.22
s.22

It reads quote,

I
informed s.22 that Rutherford's license in Wyoming has been
revoked and that Rutherford was ordered to cease advertising as a B.C.
institution in 2006. But again s. says that's this is just lies from the
Internet. I informed s.2 that s. as the chairman of 's.22
s.22 is still advertising two places where Rutherford is not longer
legal, again s. repeated, quote "these are lies from the internet" unquote.

s.22 is one of the major private educational
facilities in The Netherlands s.22 There website is not
correct and gives the impression that it is honest. It is not. They are
making a lot of money by falsely advertising Rutherford University. The only
reason I found out about Rutherford is because I speak English, the rest of
the students in my group do not. The students in my group have now withdrawn
themselves s.22 and have insisted on their money back.
What about the other students, who unknowingly will take their places? s.22
s.22 must be somehow forced to at least change their website and all
other information regarding the BA Degree from Rutherford University. Can you
help us in any way at all to get this information to the correct authorities
in The Netherlands?

Well, I did not really succeed in keeping my long story short, did I? I hope
I have not wasted your time. I hope I have helped you in some small way, and
I hope you can help me in some small way.

Best regards,
s.22

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Friday, June 13, 2008 4:44 PM
To: Fraser, Anthony AG:EX; Barnes, Natalie AG:EX; Irwin, Josie M AG:EX
Cc: Loughran, Tony D AVED:EX; Simmons, Vicki AVED:EX; Brown, Susan B AVED:EX
Subject: Rutherford - letters to administrator or faculty that live in BC

Hi All,

Here are the draft letters to those listed on the websites as faculty or administrators who also reside in BC. There were more than originally thought. There are currently 7 (not including the Hassams). Most work in education or counselling in BC. The letters are the same except for the first paragraph that identifies their position at Rutherford.



Wong re



Atkinson re



Esfandiari re



Goel-Stevens re



Noon re



McCaffray re



Cortina re

Rutherford Univ... Rutherford Univ... Rutherford Univ... Rutherford Uni... Rutherford Univ... Rutherford Univ... Rutherford Univ...

Thanks,

Dorothy

Dorothy Rogers

Manager

Policy and System Quality Branch

Ministry of Advanced Education

Tel: 250/387-6298

<mailto:Dorothy.Rogers@gov.bc.ca>

Dr. David Wong
s.22

Dear Dr. Wong:

I am writing to you because you are currently listed on the Rutherford University website at http://www.rutherford.edu/about.cfm?page=01_07#content as Professor, School of Health and Human Services.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the Minister that provided evidence that Rutherford was operating in contravention of the DAA.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford, its principals or other individuals actively involved in the operations of Rutherford University in British Columbia.

Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Ms. Marilyn Atkinson
Erickson College
2021 Columbia Street
Vancouver, BC V5Y 3C9

Dear Ms. Atkinson:

I am writing to you because you are currently listed on the Rutherford University website at http://www.rutherford.edu/about.cfm?page=01_07#content as Faculty Advisor, School of Health and Human Services.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford, its principals or other individuals actively involved in the operations of Rutherford University in British Columbia.

Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Ms. Mahshid Esfandiari
Vancouver Association for Survivors of Torture (VAST) Vancouver
2618 E. Hastings Street
Vancouver, BC V5K 1Z6

Dear Ms. Esfandiari:

I am writing to you because you are currently listed on the Rutherford University website at http://www.rutherford.edu/about.cfm?page=01_07#content as Faculty Advisor, School of Health and Human Services.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/dcgrec-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford, its principals or other individuals actively involved in the operations of Rutherford University in British Columbia.

Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Mrs. A. Goel-Stevens
Delta Secondary School
4615 - 51st Street
Delta, BC V4K 2V8

Dear Mrs. Goel-Stevens:

I am writing to you because you are currently listed on the Rutherford University website at http://www.rutherford.edu/about.cfm?page=01_07#content as Director, Student and Alumni Affairs.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford, its principals or other individuals actively involved in the operations of Rutherford University in British Columbia.

Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Mr. Robert J. Noon
Assistant Managing Director
Vancouver Board of Trade
World Trade Centre
Suite 400 – 999 Canada Place
Vancouver, BC V6C 3C1

Dear Mr. Noon:

I am writing to you because you are currently listed on the Rutherford University website at www.rutherfordmexico.org/personalacademico.htm as Management Systems Advisor.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Dr. Charles McCaffray
s.22

Dear Dr. McCaffray:

I am writing to you because you are currently listed on two Rutherford University websites at www.rutherford.edu/about.cfm?page=01_08#content and www.rutherfordmexico.org/personalacademico.htm as Vice President, International and Special Projects.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

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Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Mr. Alexander P. Cortina
Boucher Institute of Naturopathic Medicine
Boucher Centre
300-435 Columbia Street
New Westminster, BC V3L 5N8

Dear Mr. Cortina:

I am writing to you because you are currently listed on the Rutherford University website at www.rutherfordmexico.org/personalacademico.htm as Vice President, Financial Latin America.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford, its principals or other individuals actively involved in the operations of Rutherford University in British Columbia.

Any information you may have regarding the operations of Rutherford University, its principals or its partners in British Columbia would assist us with our investigation and may be provided to the Ministry at PSQ@gov.bc.ca. If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Page 263

Withheld pursuant to/removed as

s.14

Page 264

Withheld pursuant to/removed as

s.14;s.22

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Tuesday, June 17, 2008 2:18 PM
To: Fraser, Anthony AG:EX; Barnes, Natalie AG:EX
Cc: Irwin, Josie M AG:EX; Loughran, Tony D AVED:EX; Simmons, Vicki AVED:EX; Brown, Susan B AVED:EX
Subject: FW: Rutherford - 2 additional letters

Hi,

We came across two other jurisdictions that Rutherford appears to have a current presence: Alabama and Malaysia. Please review the letters below with the other letters already provided.

Thanks,

Dorothy

From: Simmons, Vicki AVED:EX
Sent: Tuesday, June 17, 2008 2:08 PM
To: Rogers, Dorothy AVED:EX
Subject: Rutherford - 2 additional letters

Hi Dorothy,

Following our discussion yesterday, I have drafted two additional letters regarding Rutherford to Alabama and Malaysia.

Thanks,
Vicki



Alabama -
Rutherford Univ...



Malaysia -
Rutherford Univ...

Vicki Simmons, Policy Analyst
Policy and System Quality Branch
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 356-2067
Fax: (250) 356-8851

Dr. Gregory G. Fitch, Executive Director
Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
USA

Dear Dr. Fitch:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

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In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

I understand that Rutherford University is registered as a corporation in Alabama. In July 2007, the Ministry of Advanced Education required Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia.

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford's compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector's report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we would appreciate any information you could provide us with as to the status of Rutherford University in Alabama. Specifically, we request the Alabama Commission on Higher Education to answer the following questions:

- can Rutherford University confer degrees or deliver education programs from Alabama?
- what activities can the corporation do from its address in Alabama?
- who is the main contact person that the Commission has been corresponding with regarding Rutherford University's operations in Alabama?
- what actions has the State of Alabama taken, or will be taking, against Rutherford University?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachment

Ministry of Education Malaysia
Kompleks Kerajaan Persekutuan
Parcel E, Pusat Pentadbiran Kerajaan Persekutuan
62604 Putrajaya
Malaysia

To whom it may concern:

I am writing to you as a jurisdiction that has a connection with Rutherford University regarding the status of Rutherford University in British Columbia, Canada.

The *Degree Authorization Act* (DAA) in British Columbia requires private and out-of-province public institutions to obtain Ministerial consent if they wish to advertise, offer and grant post-secondary degrees and/or use the word “university” to indicate an education program is available.

In March 2006, the Ministry of Advanced Education (the Ministry) became aware that Rutherford University may be operating in British Columbia in contravention of the DAA and advised Rutherford University that if it continued to provide a program leading to a degree or to make use of the word “university” in British Columbia, it must apply for consent under the DAA. Rutherford responded that it did not intend to apply for authority to operate in British Columbia. However, throughout 2006 and 2007, the Ministry received information that Rutherford University was continuing to operate in British Columbia through Rutherford College. It was determined that there was evidence to warrant an inspection under the DAA.

On May 17, 2007, an inspection of Rutherford took place to ascertain whether Rutherford was operating in contravention of the DAA. On June 28, 2007, the inspector provided a report to the British Columbia Minister of Advanced Education that provided evidence that Rutherford was operating in contravention of the DAA. In July 2007, the Ministry of Advanced Education required Rutherford to take certain actions including notifying all relevant jurisdictions of the status of Rutherford University in British Columbia.

In May, 2008, the Ministry notified Rutherford that a factual synopsis of the status of the investigation would be released publicly on the Ministry’s website (www.aved.gov.bc.ca/degree-authorization/institutions-rutherford-university.htm) and the Ministry would be notifying all regulatory authorities in jurisdictions that have a connection to Rutherford of Rutherford’s status in British Columbia.

I understand that Rutherford University has a partnership agreement with Corbiz Consultancy (www.corbiz.com.my/partner/rutherford.html) to offer Bachelors, Masters and Doctoral degree programs in Malaysia. Rutherford University also appears to have a partnership agreement with LEAD Training Centre (<http://www.lead.edu.my/>) to offer a Master of Business Administration and Doctor of Business Administration degree program in Malaysia.

Please be advised that Rutherford University has no authority to grant degrees or use the word “university” to indicate an educational program is available in British Columbia nor does it have the authority to advertise or provide programs in British Columbia leading to degrees to be conferred by other institutions inside or outside British Columbia.

The Ministry is actively monitoring Rutherford’s compliance with the DAA and working with the Ministry of Attorney General to determine if further action is to be taken against Rutherford or its principals. In order to facilitate greater understanding of the British Columbia investigation and cooperation between our jurisdictions, the full inspector’s report has been provided to you for your information. This report is not publicly available.

In order to pursue this issue further, we are requesting information from you as to the status of Rutherford University in Malaysia. Specifically, we request the Malaysian Ministry of Education to answer the following questions:

- can Rutherford University confer degrees or deliver education programs from Malaysia?
- can Corbiz Consultancy or LEAD Training Centre offer educational programs leading to a degree in Malaysia either independently or in partnership with an institution outside of Malaysia?
- what actions has the Ministry taken, or will be taking, against Rutherford University, Corbiz Consultancy or LEAD Training Centre in this regard?
- Is the Ministry aware of the names of the main contacts to Rutherford University through Corbiz Consultancy and/or LEAD Training Centre?

If you have any questions regarding this letter, please do not hesitate to contact me by email at: PSQ@gov.bc.ca or by telephone at (250) 387-6166. I look forward to hearing from you shortly.

Sincerely,

Susan Brown, Director
Policy and System Quality Branch
Ministry of Advanced Education

Attachment

Page 270 to/à Page 275

Withheld pursuant to/removed as

s.14