



## **PsyD Program Policy for Borrowing Testing Materials from the Clinic**

- Students must sign out testing materials with the PsyD secretary between the hours of 9am and 5pm. This must be recorded in the test material log book by the PsyD secretary.
- Students must return testing material during clinic hours. Students are responsible for returning the testing material on time and in the same condition that they borrowed it.
- Students may only sign out testing materials for a maximum of 48 hours at a time, unless the material is required for their coursework or they have received special permission for a longer period of time from the Clinic Director.
- At specific times of the year, borrowing certain testing materials will be restricted to students enrolled in classes that require those materials.
- While testing materials are in students care, they must maintain confidentiality and security of the material at all times.
- Students are not permitted to borrow only specific components of testing kits, as this would render them unusable for others.