

Welcome to PSYCAS!
2024-2025 Program Participation Agreement (“Agreement”)

PSYCAS is the centralized application service for graduate programs in psychology. PSYCAS is a product of the American Psychological Association (“APA”) and operated by its service provider, Liaison International LLC (“Liaison”). This 2024-2025 Program Participation Agreement (“Agreement”) is a legally binding agreement by and between the APA, on the one hand, and each eligible program together with the institution or entity in which it is housed, on the other.

Eligibility

PSYCAS is the centralized application service for graduate programs in psychology and is made available to programs housed within regionally accredited institutions in the United States and authorized by the state in which the program is located to offer that program of study. In general, programs granting master’s and doctoral degrees that are substantively grounded in psychological science are welcome to participate in PSYCAS. A program not meeting this eligibility criteria may petition to participate in PSYCAS by demonstrating that its education and training are substantively founded on principles of psychology. The American Psychological Association (APA) reserves the right to determine eligibility to participate in PSYCAS. Approval to participate in PSYCAS does not confer eligibility to participate in any other program or review process operated by the APA.

General Terms and Conditions

Access to and use of PSYCAS is subject to the following terms and conditions:

- Eligible programs together with the institutions or entities in which they are housed must enter and agree to be bound by this Agreement (hereafter this Agreement refers to both eligible programs and the institutions in which they are housed as “Participants”).
- Participants may access and use PSYCAS solely for the purpose of receiving, processing, and considering applications for admission and related materials.
- Applications, including personal information and data, are specific to the Participant and are nontransferable.
- PSYCAS Participants may have access to personal data of applicants, and as a condition of accessing PSYCAS agree:
 - (a) to comply with all applicable laws, including without limitation European Union General Data Protection Regulation (“GDPR”), applicable state data privacy laws and the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations;
 - (b) to restrict access to personnel who have duties related to application processing and review;

- (c) to ensure that none of the Participant's personnel shall obtain and/or use any information from PSYCAS for any reasons outside of the purposes of processing applications submitted through PSYCAS;
 - (d) to keep all user information and security measures confidential;
 - (e) to deactivate immediately the credentials of any personnel who no longer have a business need or authority to access PSYCAS; and
 - (f) take reasonable measures to prevent unauthorized access to, or use of, PSYCAS or information.
- Participants acknowledge and agree that APA and Liaison's role with respect to the applications and other documents (collectively the "Application Materials") being made available by Participant to its applicants and potential applicants through the application services is to provide the software and hosting services by which such Application Materials are made available to Participant and its applicants and potential applicants. APA and Liaison shall not be responsible for the content of any Application Materials, including without limitation any questions asked of applicants or other requests for information (collectively "Content"). Inclusion of Content in any Application Materials shall be Participant's sole responsibility and shall not be deemed in any way to indicate APA or Liaison's acceptance or approval of such Content. Participant shall be solely liable for, and APA and Liaison disclaim all liability with respect to, all Content.
 - Without limiting the generality of the foregoing bullet regarding Content generally, Participants acknowledge and agree that Program Materials of the PSYCAS application provides an opportunity for Participants to ask program-specific questions and to request program-specific information of applicants. APA and Liaison do not vet, approve, or exercise any editorial control over any Content or Program Materials. Participants bear sole responsibility for Program Materials, including, without limitation, the lawfulness of any Content related to an applicant's background, disciplinary history, or criminal history. Participant represents and warrants that every Content item that it requests to include in Program Materials is lawful under applicable law (including, without limitation, federal and state law), and Participant further acknowledges and agrees that Participant shall be solely liable for, and APA and Liaison disclaim all liability with respect to, Program Materials.
 - Participants warrant, represent, and agree that they will not use PSYCAS in a manner that (i) infringes, violates or misappropriates another's intellectual property rights, copyrights, trademarks, trade secrets, rights of publicity or privacy, or other rights; (ii) violates any international, federal, state or local law, statute, ordinance or regulation or that would cause APA to violate any applicable laws or regulations; (iii) is harmful, fraudulent, threatening, abusive, discriminatory, harassing, tortuous, defamatory, vulgar, obscene, libelous, or otherwise objectionable; or (iv) jeopardizes the security of Participant's account or the Liaison platform in any way, such as allowing someone else access to a Participant's account or password. Additionally, Participants represent, warrant, and agree that (i) they possess all rights necessary to enter into this Agreement on their behalf; and (ii) they will continue to comply with applicable law in connection with their use of PSYCAS.
 - Participant agrees to send at least one staff member with management responsibilities for the program or for maintaining the program's listing in PSYCAS to the 'live' yearly "PSYCAS Essentials" webinar(s) at the start of the cycle year in order to learn about any changes related to the current cycle and to ask questions on behalf of the team. Participant also agrees to encourage all individuals who will utilize PSYCAS in their program to attend the "PSYCAS Essentials" webinar(s) or to view the recording after-the-fact so that the whole team is up-to-date on changes in the new cycle.

PSYCAS is provided “as is,” and no representation or warranty is made by the APA and the APA will not be responsible for any losses or damages incurred through or related to use of PSYCAS. Participants waive all rights to assert or support claims against the APA or any service providers related to PSYCAS. An applicants’ use of PSYCAS does not create or imply endorsement by APA.

Fee

Participants in PSYCAS will be invoiced an annual, nonrefundable departmental user fee of \$600, payable 30 days after invoice. Failure to pay the \$600 departmental user fee within 60 days of invoice may lead to the suspension of access to the platform until the fee is paid.

Process

For Graduate Psychology Program Participants:

- Doctoral programs Participants agree to abide by the Council of Graduate Schools (CGS) [April 15 Resolution](#).
- Doctoral program Programs will process only those applicants who have been “verified” to the school (this does not include delivered applicants).
- Participant agrees to process and render a final decision on all graduate-level applications received through PSYCAS. Participant is required to report at least one final status for each verified application it receives by **September 30th** following each cycle’s closure.
- Participant will use PSYCAS as its sole application for enrollment and cloud-based admissions processing solution for its respective graduate program(s) which opt to participate in PSYCAS.
- Programs will report any known violations of the Applicant Code of Conduct and Cooperation to PSYCAS.

For PSYCAS:

PSYCAS facilitates the admissions process for applicants and institutions/schools/departments/programs of psychology by providing:

- A secure, web-based application and applicant portal;
- Access to a secure, web-based admissions portal for program-specific applicant data and electronic applicant files;
- Accurate, timely, and comprehensive applicant data;
- Dedicated customer support for applicants, advisors, and programs; and
- A mechanism for admissions management.

Indemnification

Participants shall indemnify, hold harmless, and defend APA and Liaison, and their respective officers, directors, employees, agents, affiliates, successors, and permitted assigns (each an “Indemnified Party” and collectively, the “Indemnified Parties”) from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, obligations, or expenses of whatever kind, including reasonable attorneys' fees or others, in investigating, preparing or defending any action or claim, whether or not in connection with litigation, in which any Indemnified Party is a party, as and when incurred (collectively, “Losses”), caused by, relating to, based upon, or arising out of (directly or indirectly) any third-party claim or allegation of: (a) a Participant’s access to, use or misuse of PSYCAS; (b) any breach or non-fulfillment by Participant of this Agreement; (c) any negligent or more culpable act or omission of Participant or its personnel; (d) any Application Materials, Content, or Program Materials; (e) the infringement by Participant of any privacy or other right of any person or entity, including in connection with use or processing of applicant data; or (f) any failure by Participant or its personnel to comply with any applicable federal, state or local laws, regulations, or codes in the performance of its obligations under this Agreement. Participant’s obligation to indemnify APA and Liaison as set forth in this paragraph shall survive the term and termination of this Agreement and shall remain in full force and effect.

Arbitration

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration, administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) shall be final, non-reviewable, non-appealable, and binding on the parties, and the award may be entered in any court having jurisdiction thereof. The place of arbitration shall be Washington, D.C. Except as may be required by law, neither a party to an arbitration hereunder nor the arbitrators may disclose the existence, content, or results of any arbitration without the prior written consent of all parties to the arbitration.

Modifications

APA reserves the right, at its discretion, to change, modify, add, or remove portions of this Agreement upon reasonable written notice to Participants. APA will make reasonable effort to provide notice of such amendments, such as by email notification to the address associated with Participant’s account, by posting notice on PSYCAS, and/or through a Participant’s annual review of this form. A Participant’s continued use of PSYCAS after the date of such notice constitutes Participant’s agreement to such terms.

Term and Termination

This Agreement is effective for the period June 15, 2024 to June 15, 2025. PSYCAS Participants may join or withdraw from participation at any time upon prior written notice to Liaison and the APA. The APA may terminate this Agreement and a Participant’s participation in PSYCAS immediately if the Participant breaches any obligation under this Agreement; the APA may otherwise terminate this Agreement for any reason or for convenience upon thirty (30) days’ prior written notice to the Participant. Participant agrees that APA will not be liable to Participant or any third party for any such termination. Each Participant must submit a renewal program participation agreement on an annual basis for each application cycle.

Miscellaneous

This Agreement sets forth and constitutes the entire agreement and understanding among APA, Liaison, and Participant with respect to the subject matter hereof and all prior agreements, understanding, promises, representations, whether written or oral, with respect thereto are superseded hereby. This Agreement shall be construed and enforced under the laws of Washington, D.C. without respect to conflict of laws rules. In the event any one or more of the provisions contained in this Agreement should be held invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby. Participant may not assign their rights, duties, or obligations hereunder. This Agreement will become binding on Participant and APA when executed by Participant.

By clicking "I agree" and signing below, I represent and warrant that I am duly authorized to execute this Agreement for and on behalf of my eligible program(s) and on behalf of the entity or institution in which my eligible program(s) are housed as indicated below. Upon clicking "I agree" and signing below, this Agreement shall be legally binding on my eligible program(s) and the entity or institution in which they are housed.

I agree to the above terms ☐

Duly Authorized representative (Print): _____

Sign: _____

Date: _____