



Addendums to the College Catalog and Student Handbook 2016-2017 12/21/2016

Comprehensive Exam Re-take Policy

The following is a new policy, which was approved on November 17, 2016, and is effective immediately:

A student who does not pass all or parts of the comprehensive exam will be required to re-take the failed questions on the exam. There must be a 60-day wait period between the date of the first comprehensive exam administration and the second comprehensive exam administration. This wait period applies to all re-administrations. The advisor will provide the student with the date that s/he is eligible to re-take the failed portions of the exam.

During that wait-period, the student will work closely with his/her advisor to demonstrate more comprehensive and/or additional study strategies, techniques, or measures.

Students will be allowed to re-take the failed portions of the exam in their hometown to avoid having additional travel expenses by returning to the Graduate School. Students who live close to the Graduate School may contact the Graduate School to arrange for the proctoring of a re-administration. Students who need to proctor in their hometowns will need to follow the guidelines in the ***Proctored Examination Policy*** (located in the Student Handbook).

A student who does not pass all or part of the comprehensive exam will not be able to graduate until the exam is passed. If the student successfully passes the re-administration, the graduation date listed on the student's transcript will reflect the next possible graduation date. For example, if a student does not pass the December comprehensive exam, but passes the re-take administration in February, the transcript will reflect an April graduation date (not a December graduation date).

Satisfactory Academic Progress Policy (SAP) (for Students receiving Federal Financial Aid)

The following policy replaces the Satisfactory Academic Progress Policy (SAP) for Students receiving Federal Financial Aid policy on page 45 of the College Catalog and Student Handbook and is effective immediately, October 17, 2016.

To comply with federal regulations the following policies and procedures governing standards for Satisfactory Academic Progress (SAP) are in effect for all students receiving federal financial aid while attending Hazelden Betty Ford Graduate School of Addiction Studies. Students who fail to meet both the qualitative and maximum timeframe requirements of SAP standards will be considered ineligible for federal financial aid.

SAP is measured by:

- 1) Grade Point Average (GPA) – Qualitative measurement
- 2) Maximum timeframe – Pace requirement – Progress to ensure completion within the maximum time frame

Students enrolled in a Master's program who receive federal financial aid must:

- maintain a cumulative GPA of at least 3.0 at the end of each semester
- must complete at least 50% of the credits they attempt in the semester
- complete a minimum of 10 credits each academic year
- complete the program within 84 months

Incompletes, withdrawals, repeated courses, and transfer credits

- Master students must complete a minimum of 50% of attempted credits in the semester to meet SAP requirements
- Withdrawals do not impact the student's GPA
- A student may receive federal financial aid for the same course a maximum of 2 times
- Transfer credits will count as both attempted and completed in the calculation for maximum timeframe

Students who have exceeded the maximum timeframe allowed for their program will be suspended from receiving federal financial aid.

SAP Evaluation and Warning Status

At the end of each semester the GPA will be calculated for each student. Satisfactory Academic Progress will be evaluated for each student at this time to determine if the SAP requirements of GPA and timeframe have been met. Students who receive federal financial aid and have not achieved the Satisfactory Academic Progress requirements will be placed on financial aid warning for the upcoming semester. The student will continue to receive aid during the warning period. If at the end of the warning period semester the student fails to meet the Satisfactory Academic Progress requirements, both GPA and timeframe, the student will be ineligible for federal financial aid the following semester unless criteria for an appeal are met. See Appeal Process. A student can be on SAP warning for only one semester.

SAP Notification

The Financial Aid office will notify students in writing, via their Hazelden Betty Ford e-mail account, if they have failed to achieve Satisfactory Academic Progress and are put on warning status for the upcoming semester. If the student was already on SAP warning and did not meet the SAP requirements at the end of the SAP warning semester the student becomes ineligible for future federal financial aid disbursements. The Financial Aid office will notify the student via their Hazelden Betty Ford e-mail account that they are no longer eligible for federal financial aid. Included in that e-mail notification will be information on what is required to again become eligible for federal financial aid.

Reestablishing eligibility to receive federal financial aid

Once the student's cumulative GPA is at a minimum of 3.0 and the student is progressing at a pace to complete the program within the maximum timeframe, the student will again become eligible to receive federal financial aid. Neither paying for your own classes nor sitting out for a period of time is acceptable to reinstate federal financial aid eligibility.

Appeal Process

If at the end of the warning semester the student has not met the SAP requirement the student has the right to appeal his/her eligibility based on the following circumstances: the death of a relative, student's injury or illness, or other special circumstance. A written appeal must be submitted to the financial aid administrator for review by the Appeal's Committee. The student's appeal must include:

- an explanation of the circumstance that affected the student's progress from meeting SAP requirements
- appropriate supporting documents
- specific explanation of what has changed with the student's situation that will allow them to reach satisfactory academic progress at the end of the next semester

The student will receive a written decision in response to their appeal in approximately 15 business days. If the appeal is approved the student will be placed on financial aid SAP probation and federal financial aid eligibility will be reinstated for one semester.

If the appeal is denied and the student feels there are factors that were not considered, a second appeal including any additional supporting documentation must be submitted to the provost to be reviewed by the provost with the Appeals committee. A response will be sent to the student by the provost in approximately 20 business days.

If at the end of the probation period the student has not yet met the SAP requirements he/she will become ineligible for federal financial aid. However *if there are new circumstances since the prior appeal* the student can again present an appeal following the same requirements as the first appeal with one addition. The student must also include, with the assistance of his/her advisor, a plan that ensures that the student is able to meet the school's SAP policy by a specific timeframe. This plan will clearly indicate specific course grades in the upcoming term that are required to raise the accumulative GPA to 3.0 or above, as well as the potential outcomes (e.g. inability to graduate, suspension, dismissal) if those grades are not obtained. The financial aid administrator will be given a copy of the student's signed plan. If the appeal is not approved the student will not be eligible for federal financial aid. The same process for notification to the student will be followed as for the initial appeal.

Course Overload Policy

The following paragraph was approved by the Faculty & Student Affairs Committee on December 1, 2016 and will be added after paragraph 2 of the Course Overload Policy on page 39 of the College Catalog and Student Handbook and is effective immediately.

IRCOD Degree Students Only: In addition to the above, the student must plan to take no more than two three-credit courses (a total of six credits maximum) during the term in which s/he wants to take on a double internship. In other words, a student can take no more than six academic credits and six internship credits in the same term.

Verification of Student Identity Policy

The following paragraph was approved by the Faculty & Student Affairs Committee on December 1, 2016 and will be added on page 61 as the third bullet point of the Verification of Student Identity Policy and is effective immediately.

- Student business with the Graduate School must be conducted using the School issued email account (name@hazeldenbettyford.edu or name@hazeldenbettyford.org for students who are also employees of the HBF Foundation). Student email inquiries about confidential information such as registration, financial aid, grades or course advising must be addressed using the student email account, except when factors outside the student's control prohibit it. Students are not to share their email password with anyone else in order to ensure privacy.

Conditional Admission Policy

The following is a new policy, which was approved on December 1, 2016, and is effective immediately:

Hazelden Betty Ford Graduate School seeks to serve a broad group of individuals who are able to benefit personally from their educational experience, and in turn bring benefit to those they serve

Applicants may be offered conditional admission by faculty. Conditionally admitted students must meet satisfactory academic progress, plus any other requirements imposed by faculty as conditions of admission.

Conditionally admitted students must take at least three credits and earn a cumulative grade point average of 3.0 during their first semester.

Upon completion of first semester, the student's file will be reviewed. If a cumulative grade point average of 3.0 or higher is earned and all requirements imposed by faculty as conditions of admission are met, conditional status will be removed. In the event a cumulative grade point average of 3.0 or higher is not earned and/or all requirements imposed by faculty as conditions of admission are not met, the student will be dismissed from the Graduate School.

Credits earned while a conditional admit may be used to satisfy the requirements for an HBFSGSAS degree.

An international student may not be admitted conditionally.