College Catalog and Student Handbook

- Master of Arts in Addiction Counseling: Advanced Practice
- Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders
- Master of Arts in Addiction Counseling
- Customized Training

Addendum
An updated catalog will be posted in the fall.
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Introduction

The Hazelden Betty Ford Graduate School of Addiction Studies is an institution of higher education within the Hazelden Betty Ford Foundation. The Foundation is a not-for-profit multi-resource center for addiction based on core competencies in treatment, education, research, and publishing. Since its early beginnings in 1949, Hazelden Betty Ford has educated students, patients, family members, interns, professionals, and the public regarding the prevalence, prevention, assessment, and treatment of alcohol and drug dependence.

In 1965, the Foundation developed the Hazelden Chemical Dependency Counselor Training Institute, a formal training program of classroom education and clinical training to prepare individuals as alcohol and drug dependence counselors. Throughout its operation, the institute educated more than 550 graduates from North and South America, Europe, Asia, Middle East, and Africa.

In 1975, a separate division for professional training was established to include workshops, clinical internships, and counselor education programs in partnership with degree granting institutions for undergraduate credit.

The training institute evolved into a comprehensive theory, research, and practice-based graduate school, and is now the longest continuous educational resource for students of alcohol and drug dependence counseling in the United States.

The Graduate School is the result of the Foundation’s commitment to education. One of Hazelden Betty Ford’s first mission statements, developed in 1984, claimed education as a core competency.

In 1998, the Board of Trustees established strategic priorities to lead clinical research, education, and professional training in the field of addiction. The Hazelden Betty Ford Graduate School of Addiction Studies was established, admitting its first class in 1999 with seven masters and six certificate students.

Today, the Hazelden Betty Ford Graduate School of Addiction Studies has granted 853 master’s degrees and 60 certificates in addiction counseling. The shared history of the Hazelden Chemical Dependency Counselor Training Program, and now the Graduate School, has educated students from over 47 states, 3 U.S. territories, and over 43 countries, including Japan, Iceland, Norway, Canada, Great Britain, and Bermuda.

The Graduate School of Addiction Studies is located at Hazelden Betty Ford’s largest campus in Center City, Minnesota. Students enrolled in on-campus degree programs are provided with access to clinical practice opportunities at various Hazelden Betty Ford Foundation locations in Minnesota.

The school also affords students access to clinical placements to further broaden clinical experience and expertise.

Mission Documents

Mission

We educate future leaders in addiction counseling who provide evidence-based integrated care for substance use and co-occurring disorders.

Vision

The Graduate School will set the international standard for addiction counselor education, practice, and leadership.

Values

To actualize our mission and achieve our vision, the Graduate School embraces the following values:

- Champion empathy, knowledge, diversity, multicultural competencies, and skills enabling students to treat the “whole” person as well as the disease of alcohol and drug dependence and its complications.
- Treat each person with dignity and respect.
- Promote Twelve Step fellowship as an effective method of sustaining therapeutic change.
- Be of service to the larger community.
- Advance innovation as a tool for continuous improvement.
- Foster a scientific and open environment for inquiry and learning anchored in academic freedom and scholarship.
- Advocate life-long learning as a standard for continued clinical competence.

Goals

All graduates of the Graduate School will achieve the following learning outcomes:

- Demonstrate competence in evidence-based and theoretical approaches to alcohol and drug dependence and its complications
- Appreciate diversity as a clinical opportunity, based on individual differences including social, cultural, physical, and psychological implications of recovery
• Facilitate a process of change, including related factors such as family, environmental, and systemic issues
• Apply data and research to improve clinical services and outcomes
• Understand the ethical, moral, and legal implications of clinical practice

Organizational Priorities
Serving as a platform for the future, the Graduate School is charged with the following priorities:
• Prepare students as future leaders in behavioral health.
• Enrich community engagement for more effective public service.
• Advance student learning resources.

Educational Philosophy and Learning Outcomes
The Graduate School faculty identifies specific learning outcomes for each course and program. These outcomes provide the basis for assessing academic achievement. The Graduate School’s educational philosophy is based on the premise that learning is a student-centered, transformational process that enlightens and empowers the learner cognitively, affectively, and behaviorally. The Graduate School emphasizes outcomes that prepare students for future roles as effective counselors and leaders in the behavioral health field. To optimize learning outcomes, intensive learning strategies are used to integrate theory, research, and practice throughout the curriculum. Classes incorporate diverse perspectives, drawing upon faculty expertise as well as the scientific, professional, and clinical resources of Hazelden Betty Ford Foundation. Courses build upon prior knowledge and skill in incremental stages that promote advanced knowledge, understanding, as well as clinical and professional competency.

Facts at a Glance

Enrollment—as of Fall 2018
• Total master’s students: 171
• Full-time master’s students: 51%
• Part-time master’s students: 49%
• Total customized students: 12

Student Diversity
• Female students: 71%
• Male students: 29%
• Students of color: 8%
• Out-of-state students: 54%
• International students: 2%
• Age range of students: 22-65
• Average age: 40
• Racial/ethnic self-identification
  o American Indian or Alaska Native: 2
  o Asian: 3
  o Black or African American: 2
  o Hispanic or Latino: 4
  o Native Hawaiian or Other Pacific Islander: 1
  o Two or More Races: 3
  o White, non-Hispanic: 168

Faculty
• Core faculty: 6
• Research faculty: 1
• Emeriti faculty: 1
• Adjunct faculty: 20

Licensure

Minnesota Licensed Alcohol and Drug Counselor (LADC)
Graduates of the Master of Arts in Addiction Counseling and Master of Arts in Addiction Counseling: Advanced Practice programs meet the academic requirements necessary to pursue the Licensed Alcohol and Drug Counselor credential in Minnesota. Graduates of the Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders who complete program requirements as residents of the State of Minnesota, also meet the academic requirements for this licensure.

Minnesota Licensed Professional Counselor (LPC)
Graduates of the Master of Arts in Addiction Counseling program may elect to complete four additional credits of coursework to fulfill the academic requirements necessary to pursue the Licensed Professional Counselor credential in Minnesota. Students must work with their advisor to determine courses appropriate to fulfill the additional requirements. Graduates of the Master of Arts in Addiction Counseling: Advanced Practice program meet the academic requirements necessary to pursue the Licensed Professional Counselor credential in Minnesota. Graduates of the Master of Arts in Addiction Studies: Integrated Recovery
for Co-Occurring Disorders who complete program requirements as residents of the State of Minnesota, also meet the academic requirements for this licensure.

**Minnesota Licensed Professional Clinical Counselor (LPCC)**

Graduates of the Master of Arts in Addiction Counseling: Advanced Practice program meet the academic requirements necessary to pursue the Licensed Professional Clinical Counselor credential in Minnesota. Graduates of the Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders who complete program requirements as residents of the State of Minnesota, also meet the academic requirements for this licensure.

### Out of State Licensure

Licensing requirements vary from state to state. It is the student’s responsibility to check licensing requirements in his/her respective state.

### Accreditation

The Hazelden Betty Ford Graduate School of Addiction Studies is accredited by the Higher Learning Commission, www.hlcommission.org. Phone: 800-621-7440 or 312-263-0456.

The Hazelden Betty Ford Graduate School of Addiction Studies maintains program accreditation for its Master of Arts degrees through the National Addiction Studies Accreditation Commission (NASAC).

The Wisconsin Department of Safety and Professional Services and the Division of Credential Processing have granted program approval for the Master of Arts in Addiction Counseling programs.

To obtain or review documents describing accreditation, approval, or licensing, please contact the Office of the Dean.

### Minnesota State Registration

The Hazelden Betty Ford Graduate School of Addiction Studies is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### Consumer Privacy Policy

The Hazelden Betty Ford Graduate School of Addiction Studies is committed to protecting your privacy, developing technology that gives you a safe online experience. This Consumer Privacy Policy applies to the Hazelden Betty Ford Graduate School of Addiction Studies webpages, and governs data collection and use at all Graduate School sites and services. Please read the complete Consumer Privacy Policy to learn additional details about how some of these sites and services protect your personal information.

### Security of your Personal Information

The Hazelden Betty Ford Graduate School of Addiction Studies secures your personal information from unauthorized access, use or disclosure. The Graduate School secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use or disclosure.

### Use of your Personal Information

We use the information we gather from you to track user trends, abuse prevention, and for the other purposes described in this policy. If you send us an email, the email address you provide may be used to send you information, respond to inquiries, and/or other requests or questions. We will not share, sell, rent, swap, or authorize any third party to use your email address for commercial purposes without your permission.

We and our third-party vendors collect certain information regarding your use of www.HazeldenBettyFord.edu, such as your IP address and browser type. Your session and the pages you visit on www.HazeldenBettyFord.edu will be tracked, but you will remain anonymous. We may use your IP address to identify the general geographic area from which you are accessing www.HazeldenBettyFord.edu. We connect data from different systems but do not link IP addresses to any personal information.

User information may be shared with third-party vendors to the extent necessary to provide and improve web services or other communications to users. For example, we use third parties such as Google Analytics to generate reports on site usage, web traffic, user behavior, and user interests in order to optimize our website for our visitors. We also use geographic, demographic, and interest-based reports of our website visitors to create custom audience lists. We prohibit any third parties who receive user information for this purpose from using or sharing user information for any purpose other than providing services for the benefit of our users.

We may also provide your information to third parties in circumstances where we believe that doing so is necessary or appropriate to satisfy any applicable law, regulation, legal process or governmental request; detect, prevent or otherwise address fraud, security, or technical issues; or protect our rights and safety and the rights and safety of our users or others.
Under the Federal Family Educational Rights and Privacy Act of 1974, a student's academic and financial files at the Graduate School will not be released to any third party without the written consent of the student.

**How is this information collected and how can you opt out?**

Google and other third parties may use cookies, web beacons, and similar technologies to collect or receive information from this website and elsewhere on the internet and use that information to provide measurement services and target ads. For more information on Google Analytics, consult their [terms of use, privacy practices, and ads settings](#). You can opt out of the collection and use of this information through tools like the [Network Advertising Initiative opt-out page](#). You can choose to opt out of having site activity logged by clicking on the [Google Analytics opt-out browser add-on page](#).

The Graduate School will promptly honor any request from an inquiry, applicant, or student who chooses to be removed from phone, email, or contact lists. Such requests can be directed to Director of Enrollment and Student Services by e-mail at [GraduateSchool@HazeldenBettyFord.edu](mailto:GraduateSchool@HazeldenBettyFord.edu), or through regular mail at:

**Director of Enrollment and Student Services**  
Hazelden Betty Ford Graduate School of Addiction Studies  
15251 Pleasant Valley Rd  
Center City MN 55012
Section 2: Learning Opportunities

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About Learning Opportunities

The Hazelden Betty Ford Graduate School of Addiction Studies provides an innovative curriculum that allows students to integrate coursework and research with clinical practice. The typical full-time faculty member has a doctoral degree with extensive experience in addiction treatment. Most are published and have experience in teaching, coaching, and supervision. Students in on-campus programs are supervised and practice alongside some of the most experienced counselors nationwide.

The Graduate School provides the following learning opportunities:

- Master of Arts Programs
- Customized Training
- Continuing Education

The Master of Arts in Addiction Counseling and the Master of Arts in Addiction Counseling: Advanced Practice is based on a scholar-practitioner model that addresses the spectrum of human adjustment, addiction and mental health complications over the lifespan. The Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders is an online degree that equips students to work with individuals in the areas of substance abuse and mental health disorders. These programs provide a comprehensive education, which may include the development of clinical competencies that enable new graduates to practice throughout the continuum of care, improve practice based on research, and effectively address clinical complexity. Graduates have a sound foundation for the development of clinical leadership.

Customized Training is tailored to the individual needs of each student and enables individuals to continue their education, better meet the needs of their patients, and potentially advance their credentials. Available courses focus on topics such as individual differences in clinical presentation, the impact of culture on treatment needs, lifespan development, support systems, and vocational adjustment.

Continuing Education offerings are available throughout the calendar year and are designed for practicing professionals. Workshops meet professional development needs based on new and emerging trends within the addiction field. Continuing education hours are offered in cooperation with the Graduate School of Addiction Studies, the American Psychological Association (APA), the Minnesota Board of Social Work, and the National Association of Alcohol and Drug Addiction Counselors (NAADAC).

Career Opportunities

Graduates are prepared for professional positions in such fields as:

- Hospital-based and freestanding residential and outpatient behavioral health treatment
- Extended residential treatment
- Intermediate levels of care and halfway house treatment
- Non-profit family and social service agencies
- Private clinical and group practice
- Health maintenance organizations
- Outpatient clinics
- Community social service agencies
- Government and community correction programs

While graduates are prepared for a wide variety of career opportunities, the Hazelden Betty Ford Graduate School of Addiction Studies does not guarantee employment upon graduation.

Academic Expectations Agreement

The Hazelden Betty Ford Graduate School of Addictions Studies is committed to teaching students at the highest levels of academic rigor. To accomplish this mission, the faculty prepares students to be life-long Scholar/Practitioners by offering researched, evidenced-based courses that reflect the highest standards of the caregiving industry. The courses are designed to be rigorous, i.e., they reflect not only the kind and amount of information about counseling that must be mastered, but also emphasize the need to integrate one’s learning from all courses and synthesize this material into a professional practice. Students are expected to work at the highest level to achieve this goal, which is facilitated by direct contact with an expert teaching faculty.

Student Engagement Opportunities

Hazelden Betty Ford Graduate School is committed to helping our students develop into leaders by supporting activities outside the classroom which will enhance and contribute to student learning. Being involved can take many forms, from being a member of a student organization, to conducting research with a faculty member; or volunteering at a social service agency. The Graduate School hosts multiple opportunities for student involvement which allow students to expand their growth and learning through leadership, service, and socializing with a diverse group of peers. Student Organizations register each year with the Graduate School and are student-led. Student Organizations may apply for funding to support annual costs and are advised by a Graduate School Faculty/Staff member. Student Services provides ongoing support to encourage the success of these organizations, their members, and their leaders.

Master of Arts in Addiction Counseling: Advanced Practice

The Master of Arts in Addiction Counseling: Advanced Practice degree is a 60-credit graduate course of study.
By attending to individual differences in clinical presentation, culture, lifespan development, support systems, and vocational adjustment, students develop advanced knowledge and skill to address the complexities of addiction and commonly co-occurring conditions across a continuum of care. Based on a scholar-practitioner model, the program prepares students to seek licensure as Licensed Professional Clinical Counselors (LPCC) and Licensed Alcohol and Drug Counselors (LADC) in the State of Minnesota and elsewhere. The program’s learning outcomes are based on state and national criteria for co-occurring disorders licensures and certifications. Students are responsible for checking licensing requirements in the state they wish to practice.

Learning Outcomes

The Master of Arts in Addiction Counseling: Advanced Practice degree is guided by state, national, and other credentialing standards; faculty scholarship; best practices in the treatment of addiction and co-occurring conditions; and scientific advancements. Coursework is based on clearly defined learning outcomes that build toward advanced clinical competencies. Classroom and supervised clinical experiences foster in-depth competencies in counseling practice including differential diagnosis, treatment planning, and empirically-supported interventions for addiction and commonly co-occurring conditions. Upon completion of the program, graduates will be able to:

- Integrate major theories, research, and models of human adjustment, vocational development, addiction and co-occurring mental health complications over the life span
- Apply a broad base of clinical intervention in terms of scientific theory, research, and evidence-based practice
- Use an integrated biopsychosocial approach to formulate comprehensive and differential assessments of addiction and commonly co-occurring mental health conditions
- Emphasize the value and application of the Twelve Steps as a behavior change strategy for addiction that incorporates related personality, systemic, and personal growth strategies
- Appreciate and clinically synthesize the social, cultural, and psychological implications of therapeutic change
- Understand the biology of mental disorders and addiction, including pharmacological considerations and implications for effective counseling
- Address cultural diversity and its impact on therapeutic change
- Integrate clinical, vocational, lifespan development, and other patient data into effective and comprehensive treatment plans to guide care for individuals with co-occurring substance use disorders, mental health complications, and other concerns
- Apply integrated treatment approaches and empirically-supported interventions to address addiction and commonly co-occurring disorders, collaborating with the patient, the support system, community resources, and other treatment providers
- Advance therapeutic strategies regarding group, family, and systemic issues relevant to the process of healing, health, and recovery
- Apply single-case research designs and other methodologies to effectively evaluate care and monitor patient outcomes
- Know and understand the historical context regarding the evolution of professional counseling, including addiction and community counseling models
- Assess the extent and severity of human adjustment difficulties, addiction and mental health complications
- Apply quality management data and research trends to improve clinical practice and counseling effectiveness
- Provide crisis intervention strategies and manage clinical risk
- Synthesize ethical, moral, and legal practice issues into professional clinical practice
- Integrate the knowledge and skills necessary to address individuals, groups, and systems with complex clinical needs in order to establish priorities, make appropriate referrals, develop and implement treatment plans, provide ongoing counseling services, and evaluate and revise care
- Case manage individuals and groups requiring coordination of community resources, referral information, third-party payment requirements, vocational and career planning, continuing care planning, and community re-entry services
- Integrate knowledge, skills, and disposition that support the formation of counselor identity
- Demonstrate self-care to support counselor development
Master of Arts in Addiction Counseling

The Master of Arts in Addiction Counseling is granted upon successful completion of 44 semester hour credits. The degree meets state requirements to pursue licensure in Minnesota for alcohol and drug counseling. In addition, graduates are eligible for certification in most states, as well as the U.S. Navy and Air Force, and various countries. Students may elect to complete additional coursework to meet state requirements to pursue licensure in Minnesota as a Licensed Professional Counselor. Students are responsible for checking licensure requirements in the state they wish to practice.

Learning Outcomes

The graduate program in addiction counseling is an innovative educational approach. The curriculum is guided by state and national standards, faculty scholarship, scientific advancement, and research trends. Coursework is based on clearly defined learning outcomes that build toward clinical competencies. Classroom and supervised clinical experience foster competencies in counseling practice such as assessment, treatment planning, case management, and evidence-based treatment. Upon completion of the program, graduates will be able to:

- Integrate major theories, research, and models of human adjustment, addiction and mental health complications over the lifespan
- Apply a broad base of clinical intervention in terms of scientific theory, research, and evidenced-based practice
- Emphasize the value and application of the Twelve Steps as a behavior change strategy for addiction that incorporate related personality, systemic, and personal growth strategies
- Appreciate and clinically synthesize the social, cultural, and psychological implications of therapeutic change
- Understand the biology of mental disorders and addiction, including pharmacological considerations and implications for effective counseling
- Address cultural diversity and its impact on therapeutic change
- Advance therapeutic strategies regarding group, family, and systemic issues relevant to the process of healing, health, and recovery
- Know and understand the historical context regarding the evolution of professional counseling, including addiction and community counseling models

- Assess the extent and severity of human adjustment difficulties, addiction and mental health complications
- Apply quality management data and research trends to improve clinical practice and counseling effectiveness
- Provide crisis intervention strategies and manage clinical risk
- Synthesize ethical, moral, and legal practice issues into professional clinical practice
- Contribute to the field and common good as a practicing professional
- Integrate the knowledge and skills necessary to address individuals, groups, and systems with complex clinical needs in order to establish priorities, make appropriate referrals, develop and implement treatment plans, provide ongoing counseling services, and evaluate and revise care
- Case manage individuals and groups requiring coordination of community resources, referral information, third-party payment requirements, continuing care planning, and community re-entry services

Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders

The Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders is a 60-credit graduate program delivered in an online format that provides the skills and knowledge necessary to treat and effectively promote recovery for individuals with addiction and co-occurring mental health and medical issues. The curriculum, which includes courses in differential diagnosis, trauma-informed treatment, psychopharmacology, and care management, provides an approach to service provision that is integrated from the first contact with the patient. Students learn to assess and treat individuals with close attention to the intricacies of differentiating chemical use, addiction, mental health symptomatology and disorder, and medical issues. Course content, which was developed according to state and national criteria for a number of co-occurring disorders licenses and certifications, is based on current best practices and is delivered by faculty with expertise in assessment and treatment of addiction and co-occurring disorders.
Learning Outcomes

Upon completion of the program, graduates will be able to:

- Form and maintain a therapeutic alliance focused on hope, empathy, holistic recovery, and personal empowerment
- Apply psychometrically sound and culturally-sensitive methods of screening, assessment, and differential diagnosis of addiction and mental health disorders
- Approach assessment, treatment planning, and service provision with a biopsychosocial and spiritual perspective by identifying patient strengths and considering interrelationships among personality factors, work, family, lifespan development, and stage of change
- Integrate clinical data and collaborate with the patient, the support system, and other professionals, agencies, and community resources to develop and manage an effective service and treatment plan
- Plan and implement culturally-responsive and evidence-based approaches in prevention, intervention, treatment, and ongoing recovery management
- Develop and implement effective crisis prevention and intervention plans and deliver trauma-informed services and follow-up activities
- Integrate major theories, research, models of human adjustment, and vocational development to address addiction and co-occurring mental health complications over the life span
- Conceptualize the complex interaction among addiction, mental health, physical health, and psychopharmacology to inform treatment planning, provide care, and collaborate effectively with a range of treatment providers
- Demonstrate cultural competency in working with diverse populations through self-awareness of cultural identity and the application of culture-specific knowledge and skills
- Advance group, family, and systems-based therapeutic strategies to promote healing, health, and recovery
- Apply single-case research designs and other methodologies to monitor patient outcomes, evaluate care, and continuously adapt treatment and recovery plans to meet the needs of the patient
- Know and understand the historical context regarding the evolution of professional counseling, including addiction and community counseling models, to inform professional services
- Apply quality management data and research trends to improve clinical practice, advance counseling effectiveness, and conduct program evaluation
- Coordinate care and advocate for patient needs across service delivery systems
- Educate patients, families, and communities about co-occurring disorders, recovery, and self-advocacy
- Apply codes of ethics, laws, and regulations and exhibit professionalism in all activities
- Continuously advance the science and practice of behavioral healthcare provision by engaging in continuing professional education, supervision, consultation, and lifelong learning

Customized Training

Customized training for professional development meets individual learning needs based on past and current competence in addiction as well as student-defined outcome goals. Learning strategies encompass a range of options, including participation in selected Graduate School courses or lectures and informal participation and exposure to experienced on-site clinicians, administrators, researchers, or Graduate School faculty.

Learning Outcomes

Learning outcomes are developed with the student and faculty advisor. An educational plan is developed and serves as a blueprint for learning opportunities and outcomes. Students selecting an individual course are not required to develop an educational plan.

Licensure

Upon attainment of learning objectives, completed courses are reflected on the student’s transcript. Many state certification and licensing boards recognize these academic and clinical hours as contributions toward certification, licensure, and required continuing education hours. If certification, licensure, or continuing education hours is an outcome goal, students are encouraged to consult with their state licensing office and/or certification agency prior to matriculation.

Clinical Placement

In the on-campus programs, clinical placements are an important component of each student’s learning experience. While faculty members consider convenience and student preference, placements are based upon student learning needs and availability of clinical options. Clinical experiences are offered at the discretion of the clinical site. Clinical placements include, but are not limited to, the following: case management, continuing care, primary care,
extended care, transitional care, youth services, and family services. Clinical placements external to Hazelden Betty Ford Foundation are recommended to extend and enrich student learning.

Students will be responsible for completing a verification of hours every two weeks. The verification of hours will be signed by both the student and the clinical supervisor and will be turned in during group supervision.

In the online program, internships are held at sites as negotiated by students and confirmed by the Graduate School.

**Capstone Experience**

All students in degree-granting programs are required to participate in a capstone experience as a requirement for graduation. For students beginning the program before Fall 2016, the capstone experience will consist of a comprehensive exam. This exam covers content across the curriculum. For students beginning the program Fall 2016 and after, the capstone experience will be the completion of a Master’s Applied Project (MAP) final summary report. This report integrates, synthesizes, and applies all that the student has learned throughout the course of their education and culminates in an oral defense.

**Re-take Policy for IRCOD Comprehensive Exams**

A student who does not pass all or parts of the IRCOD 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 IRCOD 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 home town 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 the 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 IRCOD comprehensive exam, but passes the re-take administration in February, the transcript will reflect an April graduation date (not a December graduation date).

**Employment Services**

The Graduate School provides a variety of resources that help students who are seeking employment following graduation. Prospective employers contact the Graduate School regarding job openings and notifications of these are then made available on the school’s website. An annual Job and Internship Fair is coordinated by the Graduate School. No direct placement activities are undertaken by the school. While graduates are prepared for a wide variety of career opportunities, the school does not guarantee employment.

**Continuing Education**

Seminars and workshops on emerging issues and trends in the addiction field are offered through the Graduate School during the calendar year. The focus of continuing education involves advanced practice issues for the seasoned clinician. Offerings are open to all Graduate School participants and alumni.

**Credits**

Continuing education clock hours and/or continuing education units are awarded in conjunction with sponsoring organizations including the American Psychological Association, the Association of Addiction Professionals, and the Minnesota Board of Social Work.
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Admission Requirements

The Hazelden Betty Ford Graduate School of Addiction Studies programs are open to qualified applicants able to meet entrance requirements. The programs do not discriminate against applicants on the basis of race, creed, religion, age, color, sex, disability, sexual orientation, gender identity, gender expression, national origin, ancestry, marital status, veterans’ status, status with regard to public assistance, socioeconomic status, membership or activity in a local human rights commission, political belief or affiliation, or any other legally protected category.

The admission requirements are:

- A bachelor’s degree from a regionally or nationally accredited institution of higher learning, or equivalent, as pertinent for international students.
- Certification of no chemical use problems within the two years prior to admission for residential programs. Students in online programs must follow requirements for the state in which the student plans to complete internships and/or will practice in upon graduation.
- An applicant who does not speak English as a first language is required to complete the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or equivalent. TOEFL requirements are the following: score of 213 or more on the computer-based test, or a score of 550 or more on the written test, or a score of 80 or more on the Internet-based test. If an international applicant chooses the IELTS academic exam, a score of 6.0 must be achieved. TOEFL or IELTS scores are not required if the applicant has a bachelor’s degree or higher from a regionally accredited U.S. college or university.

It is preferred that applicants have:

- Prior personal or professional knowledge of addiction and recovery
- Some prior educational and/or clinical experience in alcohol and drug dependence or human services
- Access and utilize technology as outlined in Section 6: Technology Requirements

Application Procedure

Any person who meets these criteria may apply for admission by submitting an online application available at hazeldenbettyford.edu.

To apply, the candidate must submit:
An essay addressing career and educational aspirations
A non-refundable application fee
Three letters of professional reference regarding the applicant’s academic achievement, skills, and abilities; or professional skills and qualities to be an effective addiction counselor; personal and professional readiness to help others; and knowledge of the applicant’s values and ethics

- Official transcripts from all previously attended institutions of higher learning
- Applicants to residential programs at the Graduate School are also required to complete a Background Study to comply with the Minnesota Statutes, Chapter 45C. A complete caregiver background check is also required for the State of Wisconsin under Wisconsin HFS12. These are both required for all students who will have direct contact with patients. According to Minnesota Statute 148A, students are also required to sign a statement and release of information regarding past sexual contact with, or exploitation of, patients or former patients. The Graduate School also requires a statement and release of information regarding past sexual contact with any person under the age of 18.

In addition to verifying qualifications relative to admission standards, faculty evaluate candidates for desire and ability to learn, reasons for pursuing a career in addictions counseling, and other key variables associated with program success. Qualified candidates are invited to participate in an interview either in person, by telephone, or via video conference.

A calendar that includes the beginning and end dates for each session or term is posted online. The document contains the dates for the current and upcoming five semesters. Changes or additions to the schedules will be posted, and students will be notified by postings and/or email.

The applicant is responsible for all expenses incurred when traveling to the Graduate School for a personal interview. Following the completion of applicant interviews, the faculty evaluates all available preadmission information in order to determine appropriateness for admission.

Students who are admitted to the Graduate School are notified by phone and/or email. Students who are denied admission are allowed to re-apply one time no less than twelve months after the date of the admission decision.

Notification of Admission Decision

Following the completion of the application and interview process, the faculty will review the applicant’s files and render a decision as to whether the applicant will be offered admission into a Graduate School program. Applicants will be notified of their admissions decision.
Semester Calendar
A calendar that includes the beginning and end dates for each session or term is posted online. The document contains the dates for the current and upcoming five semesters. Changes or additions to the calendar will be posted, and students will be notified by postings and/or email.

Term Dates
Fall Semester 2019 (September 3 – December 14)
Winter Semester 2020 (January 20 – April 25)
Summer Semester 2020 (May 11 – August 22)

Categories of Admission

Rolling Enrollment Options
Admissions are continuous, and as a result, prospective students may apply at any time.

International Student Application Deadlines
International applicants must be admitted according to the following deadlines:
Fall enrollment - July 1
Winter enrollment - November 1
Summer enrollment - March 1

Master of Arts Programs
Full-time: A full-time student completes the program requirements for the Master of Arts in Addiction Counseling program over a three-semester sequence, the Master of Arts in Addiction Counseling: Advanced Practice program requirements over a five-semester sequence, or the Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders program requirements over a six-semester sequence.

Part-time: A part-time student is eligible for regular admission but elects to complete the program beyond the standard full-time course sequence.

Part-time students are encouraged to complete program requirements for the on-campus programs within two years and for the online program within four years. Each part-time student confers with his or her faculty advisor in order to develop an educational plan that reflects the student’s learning needs, clinical interests, and the most suitable timetable for program completion.

Federal Student Aid is awarded based on the academic award year. The academic award year at the Graduate School for graduate-level students is 30 weeks of instructional time, which is two full semesters. To qualify for Federal Student Aid, a student must be enrolled with a minimum of five credits in a semester. Graduate students who are eligible for federal loans may qualify for unsubsidized Stafford and Grad PLUS loans.

Full-time enrollment = 9 or more credits per semester
Three-quarter enrollment = 7 or 8 credits per semester
Half-time enrollment = 5 or 6 credits per semester

References and Related Information
The Graduate School retains the right to verify all educational information, letters of reference, and other information provided as a result of the admission process. All contact and verification sites in the student’s record become the property of the school and are held in strict confidence.

The applicant for admission into a Graduate School program understands and consents that all information listed on the application, or relinquished as a result of the interview process, is subject to verification. The applicant understands that any references listed (educational, occupational, or personal) may be contacted during the admission process.

Transcripts
All applicants requesting admission into a Graduate School program must provide transcripts from all institutions of higher learning previously attended. The transcripts submitted in the application process must be received directly from the issuing educational institution. All international students must provide a transcript through a foreign transcript evaluation agency. The student is responsible for all fees associated with this service.

All transcripts should be sent to:
Hazelden Betty Ford Graduate School of Addiction Studies
Attn: Admissions, CO9
P.O. Box 11
Center City, MN 55012-0011

Mantoux Testing
The Graduate School requires that all on-campus students provide proof of an annual Mantoux test. All incoming students will provide proof prior to the first day of class. All current on-campus students will be able to take the test during the annual procedure provided by Hazelden Betty Ford Foundation. Students enrolling in a customized program may be exempt, in certain circumstances, from the Mantoux requirement and are encouraged to speak to the admissions office for details.

Should any students receive a positive reading from their Mantoux test, they will be required to submit to a chest x-ray. Additional procedures may be required.
Students enrolled in an online program at the Graduate School must follow state laws for Mantoux testing in the state where they plan to complete their internship and/or work upon graduation.

**Immunizations**

Minnesota Law (M.S. 135A.14) requires proof that all on-campus students born after 1956 have been vaccinated against diphtheria, tetanus, measles, mumps, and rubella. There are exceptions allowed with disease, medical, and conscientious exemptions.

Any non-exempt student who fails to submit the required information within 45 days of first enrollment cannot remain enrolled. Should a student not submit documentation, the student may not remain enrolled.

New students will receive the Immunization Record Form in their acceptance packet. It is also available at the Admission's Office of the Graduate School.

**Postponement**

Students who have been accepted into a Graduate School program may postpone enrollment for up to one calendar year. The Director of Enrollment and Student Services or designee will inform applicants of any additional information that may be required due to postponement, which may include:

- An updated application describing changes that have occurred since the first application was submitted
- An interview prior to beginning coursework
- An updated submission of criminal and caregiver background checks as originally required at initial admission
- New statement and release form granting permission for the Graduate School to contact current and/or previous employers and others about sexual involvement with patients or sexual contact with any person under the age of 18

Students requesting postponement of admission for more than one year will be required to complete the entire application process again.

**Issuance of Form I-20**

The Graduate School will issue a Form I-20 to international students after these conditions are met:

- The student has been formally admitted to the Graduate School.
- The student submits evidence of financial responsibility and other supporting documents, as requested by the Graduate School. Financial responsibility will be proven by the student's submission of official documentation of fiscal resources in an amount equal to or greater than the cost of attendance. The documentation from the student must demonstrate that the student has sufficient financial resources to live in the United States and attend the Graduate School without benefit of additional funds. Contact the school for cost of attendance information.
- A non-refundable deposit of $100 is required before release of the Form I-20. If the student is denied a visa, the deposit will be refunded.

If the student needs to apply to the U.S. Embassy in his or her own country for a visa, the student may prepay tuition. If the student elects to prepay tuition, a check should be sent to the Registrar at the Graduate School so that the prepayment can be reflected on the student’s Form I-20. If the student does not receive a visa, he or she will be reimbursed the tuition payment after the Form I-20 is returned to the Registrar at the Graduate School. No reimbursement will be made without the return of the Form I-20.

The Graduate School will mail the Form I-20 via UPS or FedEx ground delivery. Upon receipt of the Form I-20, the student must submit the Form I-20 to a U.S. Embassy or Consulate to apply for his or her student visa. Master’s level students will apply for an F-1 student visa.

Students are required to pay a SEVIS I-901 fee once they receive their Form I-20. Information regarding this fee can be found on the U.S. Immigration and Customs Enforcement website at [https://ficjfee.com/i901fee/](https://ficjfee.com/i901fee/).

**Timeline**

A maximum of seven years is allowed for attainment of the master’s degree.

**Conditional Admission Policy**

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 HBFGSAS degree.

An international student may not be admitted conditionally.

**Readmission Policy**

Students who were unable to complete their program without interruption must follow the appropriate policy, depending on their most recent status with the Graduate School, to resume studies.

**Suspension**

Students will be eligible to register for classes in the semester immediately following the completion of their suspension without reapplying for admission. They will be required to notify the Dean in writing of their intent to register for the upcoming term 60 days prior to the semester start date to verify that all requirements of the suspension have been successfully met. Should a student decide to not register for classes in the semester that immediately follows their suspension, they must apply for a Leave of Absence or they will be considered a voluntary withdrawal. Depending on the length of the suspension, additional background checks may be required.

**Leave of Absence**

Students will be eligible to register for classes in the semester immediately following the completion of their leave of absence without reapplying for admission. Should a student decide to not register for classes at that time, they will be considered a voluntary withdrawal. Depending on the length of the leave of absence, additional background checks may be required. Please see the full Leave of Absence policy for additional details and requirements.

**Voluntary Withdrawal**

Students who voluntarily withdraw from school will be required to reapply for admission to the program should they decide to return at a later date. The student will be notified of admission decisions, acceptance of credits, and other related information as identified in this student handbook. Re-entering students must meet current degree requirements of the curriculum. There is a seven-year limit on acceptance of prior credit.

**Expulsion**

Students who are expelled from Hazelden Betty Ford Graduate School of Addiction Studies are not eligible to apply for readmission to the graduate school.

**Transfer of Credit**

The Graduate School allows external credits to be transferred from prior educational experience into the master’s programs at the Graduate School if they meet the following requirements:

- Maximum of 12 graduate level credits may be transferred into the Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders or the Master of Arts in Addiction Counseling: Advanced Practice programs.
- Coursework must have been completed at a regionally accredited institution.
- Coursework must be less than 5 years old and be for the equivalent number of graduate level credits.
- Student must have earned a grade of B (3.0 GPA) or higher.
- Graduate School faculty will review requests to determine whether it meets criteria for course equivalency transfer, elective credit transfer, or is not eligible for transfer credit.
- Practicum and Internship courses, orientation courses, CPC-813 Synthesis: Advanced Professional Practice, IR-815 Synthesis: Integrated Recovery and online courses requiring a residency experience are not eligible for transfer of credit.

Requests for credit transfer will be considered if requests are made no less than two weeks prior to the first term of enrollment at Hazelden Betty Ford Graduate School of Addiction Studies. Credits taken after enrollment at HBFGSAS will not be considered for transfer.

Students must provide all credentials for evaluation at least two weeks prior to the first day of enrollment. Students requesting transfer of credit should follow this procedure:

- Obtain a Request for Graduate Transfer of Credit form from the Director of Enrollment Management and Student Services.
- Complete the Request for Graduate Transfer of Credit form and submit it with official transcripts and course syllabi during the application process.

Faculty will review the request and the Director of Enrollment and Student Services will inform students in writing of the results of their request. A complete transfer credit evaluation will be completed by HBFGSAS prior to the last day to drop courses.

**Degree Change**

If a student wishes to change his or her program of study after having been admitted to a graduate program at the
Graduate School, the student must confer with his or her faculty advisor and apply for the change by completing a Degree Change form along with any required application requirements which have not previously been met, which may include additional essays, background checks and/or orientation requirements. Students who wish to transfer from one-degree program to another must apply for the change prior to graduating and will be informed of acceptance or denial into the new degree program after completing all required forms and application requirements. Once approved for a degree change, students will receive full credit for cross-listed courses that have already been completed at the Graduate School. Other coursework already completed at the Graduate School will be reviewed to determine applicability to the student’s new degree program through the Transfer of Credit Policy. Please note that changing degree programs may require the completion of additional coursework to meet degree requirements and may delay graduation.

Graduates of Hazelden Betty Ford Graduate School of Addictions Studies who wish to enroll into a second program at HBFGSAS must apply for admission into the new program and will be subject to the aforementioned transfer of credit policy and degree change policy with regard to cross-listed courses. Graduates of HBFGSAS will only be eligible for admission into programs that require a minimum of 50-percent or more unique coursework from the previously earned degree.
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Campus Location
The Hazelden Betty Ford Graduate School of Addiction Studies is located in Center City, Minnesota 45 miles northeast of Minneapolis—St. Paul, and is nestled on approximately 500 private, wooded acres overlooking South Center Lake. The Center City campus offers miles of walking trails, the Hazelden Library, the Butler Center for Research, and the Cork Fitness Center.

Hazelden Betty Ford Foundation clinical practicum and internship opportunities are available at Foundation sites including: youth services in Plymouth & Chaska, adult services in Center City, St. Paul and Maple Grove, and Mental Health Centers.

Practicum and internship opportunities are also possible at external community locations. Examples of external sites include African American Family Services, the Chisago County Drug Court, the State of Minnesota Corrections facilities, and the Augsburg College Step-UP® Program.

Center City Campus Resources
The Hazelden Library
The focus of the Hazelden Library is to provide on-campus and online students with a hands-on opportunity for study and research into addiction and its social, cultural, psychological, and medical impact. There is also a focus on co-occurring disorders through the multidisciplinary approach and holistic strategy stressed in the treatment, prevention, and recovery from substance dependence and other addictions. Through extensive networking with organizations and persons in the fields of addiction and information science, and by maximizing use of state-of-the-art electronic and computer technology, the Hazelden Library brings students in touch with a world of pertinent information. The library’s online catalog of 19,000 titles is searchable from any computer with web access, and valuable informational links are brought together in the library’s intranet page. Students also have access to the latest advances and technology through a student computer lab. The library is an active member of SALIS (Substance Abuse Librarians and Information Specialists), a unique association linking substance abuse information professionals worldwide. The Hazelden Library was founded in 1966 as a modest collection, and it has since grown to include thousands of addiction and mental health literature resources in many formats. A professional team staffs the facility, and a graduate-prepared librarian serves as a consultant to students regarding reference questions and requests, resources, and materials. The library’s in-house collection contains books, audiovisuals, journals, pamphlets, and government documents, complemented by access to unlimited electronic and virtual resources. The library can access many journal and research databases, including, among others, ETOH and CORK (specific to addiction), Medical, ERIC (education), and Academic Search Premier. The librarian is able to retrieve original or copies of documents found in other collections throughout the nation and abroad via active involvement in both the Minitex (regional) and Docline (national) document sharing systems.

Library services and resources are dedicated to assisting Graduate School students, staff, and others seeking information in the addictions and mental health fields.

Online Library Resources
Students and faculty conducting research off-campus have full access to the library’s electronic resources through “online library.” A link to the online library is found in all Populi courses, providing an easy, yet secure, connection to databases, journals and information.

Butler Center for Research
The Butler Center for Research informs and improves the Foundation’s delivery of recovery services for individuals and conducts and publishes clinical research that benefits the field of addiction.

The theme of the Center’s research is “pathways of recovery.” While we know that treatment is effective, the internal and external processes that produce change are relatively unknown. The more we can objectively describe and measure processes and indicators of change, the better we can target our treatment efforts and communicate our results. The Butler Center for Research routinely collects and analyzes patient outcomes data and serves the data needs of all areas within the Foundation. The Center also conducts its own research and supports external research on addiction topics.

The Foundation’s Intranet
The Foundation’s intranet site connects people with information and with other people. It facilitates intra-agency communication, provides access to information and tools, increases productivity, and improves daily operations. The intranet is the first thing students see when they log on to the Internet from a Foundation or Graduate School owned computer.

Populi
The Hazelden Betty Ford Graduate School of Addiction Studies utilizes Populi as the Student Information System (SIS). An online service accessible from anywhere by Internet connection, Populi provides an array of services for students, including a modified Learning Management System (LMS), student profile information, course registration, ongoing grades and cumulative GPA, course assignments, course files, syllabi, school news feeds, tests, and discussion postings. Those seeking admission also utilize Populi to submit an online application and to check the status of their application.
Media Services
Enrolled students have access to LCD projectors and laptops for classroom presentations.

The Hazelden-Pittman Archives
Hazelden Betty Ford Foundation is home to an extensive collection of books, journals, and other memorabilia about alcoholism, especially from the 1800s through the 1940s. The Hazelden-Pittman Archives, a major repository of historic pamphlets, books, tracts, and other materials on alcoholism and its treatment, is housed in Center City, Minnesota. The archives are a treasure trove for scholars, researchers, and writers interested in delving deeper into the social, economic, political, medical, and religious history of alcoholism.

In addition to books and pamphlets, materials in the Hazelden-Pittman Archives include song sheets, movie and television scripts, oral histories, scholarly papers, cartoons, newspapers, and other items. The catalog for the archive is online for the items in the collection--including materials from the late 1700s, the Women's Christian Temperance Union, the Anti-Saloon League, Prohibition, and the founding of Alcoholics Anonymous.

The Hazelden-Pittman Archives are available onsite to those interested in learning more about America's response to alcoholism and/or the history of Alcoholics Anonymous.

Cork Fitness Center
The Cork Fitness Center, located on the Center City, Minnesota, campus is available to enrolled students free of charge. A Cork Fitness Center membership includes use of the entire facility, including a swimming pool, sauna, whirlpool, full-size gym, cardio machines, weights, running track, and recreation room.

Computer Lab
There are two computer/study rooms in the Cork Building for student use, both equipped with computers and printers. Students have access to these rooms 24 hours per day, seven days per week.

Wireless Internet Access
Wireless access is provided to students of the Graduate School within the Cork building. Students are permitted to access the Graduate School wireless network, provided the policy for wireless access is followed. See Student Rule of Conduct #11 (Section 5) and Wireless Internet Access Policy (Section 6) for additional information.

Food Services
Accommodation for food and dining includes a central dietary service, managed through a contract between the Foundation and the Sodexo Corporation. Three meals are prepared each day, including holidays, with student access to all campus food services starting at 7:00 a.m. and extending through the dinner hour until 6:30 p.m. Serving space includes three private dining rooms for students, faculty, and staff.

Campus Accessibility for Students with Disabilities
The Graduate School is committed to providing students with disabilities access to its campus and facilities. A regular program of campus improvements is managed by the Hazelden Betty Ford Foundation in collaboration with the Graduate School. Accommodations in place include accessible parking stalls, wheelchair access throughout the campus, signage in Braille, handrails, electronic door openers, elevators, lighted walkways, and fully accessible bathroom facilities, among others.
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Notice to Students

The Hazelden Betty Ford Graduate School of Addiction Studies reserves the right to delete any course described in this publication for any reason and cannot guarantee enrollment in specific sections of courses. The Graduate School also reserves the right to make any other changes in curriculum, clinical placement, administration, tuition, fees, or any other phase of school activity without notice. The Graduate School expects each student to have knowledge of the information presented in this student handbook. To make suggestions for better readability or offer comments, please send an e-mail message to Denell Belle Isle, Executive Assistant, at dbelleisle@hazeldenbettyford.edu.

Exception to Policies

In compelling situations, the Dean and Provost may make exceptions to policies stated in this College Catalog and Student Handbook. Requests for exceptions must be made in writing to the Dean.

Consumer Disclosures

The federal Higher Education Act and its implementing regulations require Hazelden Betty Ford Graduate School of Addiction Studies to provide a number of consumer disclosures to students. For information regarding consumer disclosures, contact the Director of Enrollment and Student Services at 651-213-4092 or LTBrown@hazeldenbettyford.edu.

Equal Opportunity/Nondiscrimination Policy Statement

Please note that this policy may change at a later date. Questions about these policies may be directed to the Chief Academic Officer & Provost, who serves as the Title IX coordinator, at 651-213-4746 or vslaymaker@hazeldenbettyford.edu; to the Student Success Coordinator who coordinates disability services at 651-213-4425 or kgray@hazeldenbettyford.edu; or to The Office of Civil Rights at The U.S. Department of Education at www.ed.gov.

Employment

Hazelden Betty Ford Foundation practices a policy of non-discrimination in recruiting, hiring, and promoting of all its employees, both faculty and staff. It is committed to administering all personnel actions—demotion, transfer, use of facilities, treatment during employment, rates of pay or other forms of compensation, selection for training, layoff, or termination—without regard to race, creed, religion, age, color, sex, disability, sexual orientation, gender identity, gender expression, national origin, ancestry, marital status, veterans’ status, status with regard to public assistance, socioeconomic status, membership or activity in a local human rights commission, political belief or affiliation, or any other legally protected category or physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job. Hazelden Betty Ford Foundation actively supports an affirmative action program in order to provide equal employment and educational opportunity in all areas: academic, support, and instruction.

Educational Programs and Activities

It is the policy of Hazelden Betty Ford Foundation that no person in the United States shall be discriminated against because of race, creed, religion, age, color, sex, disability, sexual orientation, gender identity, gender expression, national origin, ancestry, marital status, veterans’ status, status with regard to public assistance, socioeconomic status, membership or activity in a local human rights commission, political belief or affiliation, or any other legally protected category, and that equal opportunity and access to facilities shall be available to all. The Graduate School is required not to discriminate in this manner under Title IX. This policy is particularly applicable in the admission of students in all colleges and in their academic pursuits. It also is applicable in Foundation-owned housing, in food services, extra-curricular activities, and all other student services. It is a guiding policy in the employment of students either by the Foundation or by non-Foundation employers through and in the employment of faculty and staff.

Minnesota State Policy Against Discrimination

The Hazelden Betty Ford Graduate School of Addiction Studies abides by the Minnesota Human Rights Act, which prohibits discrimination based on the following protected classes: race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity.

Statement of Institutional Diversity and Pluralism

Hazelden Betty Ford Foundation takes pride in its mission to meet the individual and group needs of a diverse and pluralistic society through education, research, and service. The people served by and associated with Hazelden Betty Ford Foundation vary widely; all must be valued for the richness their different cultures, histories, perspectives, and ideas bring to this community. Hazelden Betty Ford Foundation is, in part, a conduit through which individual perspectives and global interrelationships are enhanced by learning and teaching environment that is aware of and sensitive to the diversity of its constituents. Diversity in Hazelden Betty Ford Foundation is constituted by the full participation of persons of different racial and ethnic orientation; of persons with disabilities; and of people from other countries. Policies and procedures of Hazelden Betty
Ford Foundation oblige its students, faculty, staff, and alumni to foster the awareness and sensitivity necessary for acceptance and understanding of all people in society. Hazelden Betty Ford Foundation strongly disapproves and disavows acts of racism, sexism, bigotry, harassment, and violence in any form and actively uses its human and other resources to provide opportunities for its constituents and public to learn and appreciate the values of a diverse and multicultural world.

Student Conduct

Rules of Conduct

All students are expected to maintain a high standard of conduct, both on and off campus.

Appropriate conduct in a community of scholars includes obeying the law, showing respect for properly constituted authority, meeting contractual obligations, honestly communicating with the Graduate School, and maintaining integrity and individual honor in scholastic work.

A student is expected to be responsible for his or her actions whether acting individually or in a group.

The listing of types of misconduct to follow is not intended to be exhaustive. Students can be disciplined for other types of inappropriate behavior, even if not explicitly set out in the Rules of Conduct.

Disciplinary proceedings, including and up to expulsion from the Graduate School, may be brought against a student who engages or who is alleged to have engaged in the following misconduct:

1. Violations of Criminal or Civil Laws

Violation of conduct such as found in federal, state, or local laws or ordinances, committed singly or in concert with others or Hazelden Betty Ford Foundation Policies.

2. Violations of Patient Confidentiality

All students must abide by federal confidentiality standards pertaining to the alcohol and drug abuse patient record. Basic to the law is that a patient’s mere presence in a Hazelden Betty Ford Foundation program is a confidential matter. What happens to a patient during his or her time of residence in a program is protected as well. Also protected by law is information about a patient’s participation even after discharge from a Hazelden Betty Ford Foundation program. Hazelden Betty Ford Foundation’s privacy policies and procedures are available on the Intranet or from the Office of the Dean.

3. Acts of Dishonesty

Examples include, but are not limited to:

- Scholastic dishonesty. Cheating, plagiarism, or other forms of academic dishonesty.
- False information. Furnishing false information to or withholding required information from any Hazelden Betty Ford Foundation official, faculty member, or other official.
- Forgery. Forgery, alteration, or misuse of any official document, record, or instrument of identification, including Hazelden Betty Ford Foundation documents, records, or instrument of identification, or presenting such forged, altered, or falsified records to a Hazelden Betty Ford Foundation official.
- Document misuse. Misusing, falsely representing, defacing, mutilating, or stealing a Hazelden Betty Ford Foundation document.
- ID misuse. The lending or giving to another person or the use by a person to whom the document was not issued, of a Hazelden Betty Ford Foundation ID card or any document that is intended for use solely by the individual to whom the document was issued.
- Election tampering. Tampering with the election of any Hazelden Betty Ford Foundation-recognized student organization.
- Mediation violation. Failure to comply with a mediated agreement.

4. Acts Against Self or Other Persons

Examples include, but are not limited to:

- Assault. Causing, willfully or negligently, bodily injury to another human being.
- Endangerment. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any persons.
- Hazing. Hazing by individuals or groups is prohibited on and off campus. Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; or involves the consumption of alcohol, other drugs, or other substances. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Interference. Conducting himself or herself in a manner that significantly interferes with the operations of Hazelden Betty Ford Foundation or
endangers the health or safety of patients, members of the Hazelden Betty Ford Foundation community, and/or visitors on campus, including actions that:

a. substantially interfere with another’s educational opportunities, peaceful enjoyment of residence, physical security, or terms/conditions of employment; and/or

b. are taken with a general intent to engage in the actions and with the knowledge that the actions are likely to substantially interfere with educational opportunities, peaceful enjoyment of residence, physical security, or terms/conditions of employment.

• Harassment. Verbal or physical conduct directed against members of the Hazelden Betty Ford Foundation community that is discriminatory, in that it is severe, persistent, or pervasive and has the effect of limiting or denying a student’s ability to participate in or benefit from an educational program is prohibited.

• Menacing. Menacing is knowingly frightening or attempting to frighten another person through threats of imminent and serious harm.

• Terrorizing. Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person’s life.

• Contact with current or former patients, on or off duty, that could adversely affect the patient or reflect discredit to the Hazelden Betty Ford Foundation and/or Hazelden Betty Ford Graduate School of Addiction Studies. See the Ethics policy for details.

5. Disruptive Activity or Disorderly Conduct

Examples include, but are not limited to:

• Classroom disruption. Disrupting classroom activity.

• Campus disruption. Participating in a demonstration, riot, or activity that disrupts the normal operations of Hazelden Betty Ford Foundation and/or infringes on the rights of other members of the Hazelden Betty Ford Foundation community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentionally obstructing or unreasonably interfering with freedom of movement, either pedestrian or vehicular, on campus.

• Failure to comply with Hazelden Betty Ford Foundation officials. Failing to comply with the directions of Hazelden Betty Ford Foundation officials or law enforcement officers acting in performance of their duties; failure to identify oneself to these persons when requested to do so; and/or failure to comply with the sanction(s) imposed under the Rules of Conduct.

• Abuse of Hazelden Betty Ford Foundation’s disciplinary proceedings, including but not limited to:

a. disruption or interference with the orderly conduct of a hearing or a meeting;

b. falsification, distortion, or misrepresentation of information;

c. influencing or attempting to influence another person to commit an abuse of Hazelden Betty Ford Foundation’s disciplinary proceedings;

d. attempting to discourage an individual’s proper participation in, or use of, Hazelden Betty Ford Foundation’s disciplinary proceedings;

e. initiating, in bad faith, an action under the Rules of Conduct;

f. failing to comply in a timely manner when contacted to meet regarding a student conduct violation; or

g. prohibited retaliation

6. Possession of Prohibited Items

Examples include, but are not limited to:

• Weapons/fireworks. Possessing or using unauthorized weapons or fireworks on Hazelden Betty Ford Foundation property or in conjunction with a school-related activity off campus.

• Alcohol. Violations of federal, state, or city law or ordinances, including professional conduct and school policies. A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid.

• Drugs/paraphernalia. Illegally using, possessing, and/or selling a drug or narcotic, manufacturing drugs or narcotics, possessing drug paraphernalia, setting up or possessing laboratory equipment for the purpose of making drugs or narcotics. Students are expected to abide by local ordinances and state and federal laws regarding the consumption or possession of drugs. A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid.

7. Acts Involving Property

Examples include, but are not limited to:
• Theft/property damage. Attempted or actual theft of and/or damage to property within the premises or jurisdiction of Hazelden Betty Ford Foundation, including Hazelden Betty Ford Foundation property or any property of a member of the Hazelden Betty Ford Foundation community and/or contractor(s), vendor(s), or guest(s) of Hazelden Betty Ford Foundation.

• Trespassing/unauthorized entry. Unauthorized presence on or use of Graduate School premises, facilities, or property.

• Fire equipment misuse. Maliciously and/or negligently tampering with fire alarms or fire equipment.

• Computer and network misuse. Theft or other abuse of computer facilities and resources.

• Unauthorized distribution of copyrighted material, including copying, distributing, downloading, and/or uploading information as well as peer-to-peer file sharing.

8. Consensual Relationships

Hazelden Betty Ford Foundation discourages consensual relationships, i.e., amorous, romantic, or sexual relationships, between faculty and students, staff and students, supervisors and subordinates, and students who have an authority relationship over other students. This policy is in effect when one individual has a control, power, authority, or responsibility position over another. Hazelden Betty Ford Foundation expressly prohibits any form of sexual harassment of employees and students when a previous consensual relationship ceases to exist or such a relationship is rejected by one of the parties. If the parties do engage in a consensual relationship as defined above, the person in the authority position is obligated to report the relationship to his or her department head or supervisor immediately. Failure to report the relationship or any significant delay in reporting may be cause for disciplinary action. Documentation of the reporting and any subsequent actions taken by the department head or supervisor, such as advising the parties of the potential for sexual harassment charges if the relationship ends, is required.

9. Sexual Misconduct

Hazelden Betty Ford Graduate School of Addiction Studies is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The Graduate School considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment.

Please see Appendix for the complete Sexual Misconduct Policy & Complaint Resolution Procedures document.

10. Violation of the Alcohol and Drug Policy

It is the policy of Hazelden Betty Ford Foundation that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in any Hazelden Betty Ford Foundation facility, office, or vehicle, or on any Hazelden Betty Ford Foundation property. These include all mood altering substances, whether legal or illegal, such as stimulants, depressants (including alcohol), cannabis, narcotics, and hallucinogens. Alcoholic beverages, controlled substances, or (abuse of) prescription medication cannot be consumed any time during the workday, including rest breaks, lunches, or other meals if the student is to return to work thereafter.

Prescription drugs are allowed if prescribed by a physician for medical purposes and used only as prescribed.

The use of alcohol or drugs is not permitted during working hours. The use of alcohol is discouraged where specific Hazelden Betty Ford Foundation business is being conducted.

Alcohol- and drug-dependent students whose primary function involves direct therapeutic work with Hazelden Betty Ford Foundation patients may be required to verify compliance with specific chemical use policies prior to participation in clinical processes. Maintaining freedom from alcohol and/or drug use is required throughout their tenure as a student.

Students, subcontractors, and volunteers who are directly responsible for patients or clients of recovery services programs are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol in any manner that impairs or could impair their ability to provide care or services.

An individual judged to be in violation of this policy will be immediately removed from patient or client care responsibilities and be subject to disciplinary action in accordance with the Hazelden Betty Ford Foundation and the Hazelden Betty Ford Graduate School of Addiction Studies disciplinary policies.

Disciplinary action may include expulsion or termination from academic programs. In addition, violation may result in local, state, and/or federal criminal charges. Legal sanctions under local, state, and federal laws may include but are not limited to:

• Suspension,revocation, or denial of a driver’s license
• Loss of eligibility for federal financial aid or other federal benefits
• Property seizure
• Mandated community service
• Felony conviction that may result in imprisonment
• Monetary fines

A federal or state drug conviction for the possession or sale of illegal drugs during a period of enrollment during which a student received federal aid may result in the loss of aid eligibility.

Students must notify the Dean, in writing, within five days of being convicted under a criminal drug or alcohol statute. Disciplinary action will occur within 30 days of receipt of the written notification and may result in termination from enrollment at the Graduate School.

A student in need of assistance to overcome an alcohol and/or drug problem must contact the Dean immediately. The student will be encouraged to seek assessment, information, and referral through the Graduate School Student Assistance Program. The Student Assistance Program is designed to help students experiencing alcohol- or drug-related difficulties assess the extent and severity of the problem and identify appropriate services. Referrals may include but are not limited to outpatient counseling, outpatient or residential treatment for alcohol and drug dependence, and post-treatment continuing care. The cost of treatment and rehabilitation is the responsibility of the student.

Parents of students under the age of 21 will be notified of any alcohol and drug use.

11. Use of Tobacco Products on Hazelden Betty Ford Foundation Property

The use of tobacco is prohibited within Hazelden Betty Ford Foundation buildings, parking structures, walkways, arenas, and in Hazelden Betty Ford Foundation vehicles.

12. Violation of the Wireless Internet Use Policy

Examples include but are not limited to:

• Connecting student-owned devices to any wired Internet port or connection on the Hazelden Betty Ford Foundation campus
• Connecting student-owned devices to any other wireless network at Hazelden Betty Ford Foundation other than the HGSAS wireless network. If Internet connectivity is needed from a student owned device, the only method of access that is allowed is through the approved HGSAS wireless network
• Illegal file sharing (see Copyright and Intellectual Property section for details)

13. Violation of Copyright Law

Examples include but are not limited to:

• Illegal reproduction of materials registered as copyrighted material. This includes copyrighted theses and other student work
• Use of illegal software on any Hazelden Betty Ford Foundation equipment
• Unauthorized distribution of copyrighted material, including copying, distributing, downloading, and/or uploading information as well as peer-to-peer file sharing
• Exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement

Students are required to abide by all policies related to copyrighted and intellectual property. See Copyright and Intellectual Property section for details.

14. Violation of the Information Technology Business Use Policy

Examples include but are not limited to:

• Use of Hazelden Betty Ford Foundation’s information technology (IT) for business or commercial purposes unrelated to the Foundation
• Use of the Hazelden Betty Ford Foundation email system as a personal mailing address
• Installation of personally owned software, including screensavers or game software, on Hazelden Betty Ford Foundation computers
• Sending jokes, chain letters, and other such communications
• Accessing or attempting to access email or voice mail systems of other users without specific permission of those individuals
• Copying Hazelden Betty Ford Foundation-owned or Hazelden Betty Ford Foundation-licensed software programs to another computer without prior approval
• Using email and the Internet to solicit others for commercial ventures or religious or political causes; contacting outside organizations and/or other non-job-related solicitations except through the use of
electronic bulletin boards and in conformance with Hazelden Betty Ford Foundation’s solicitation policy.

- Using IT in a manner that is wasteful of any technology resource or intentionally distributing a computer virus or other deceptive procedure
- Accessing, downloading, or transmitting pornographic, obscene, or sexually explicit or offensive materials
- Unauthorized distribution of copyrighted material, including copying, distributing, downloading, and/or uploading information as well as peer-to-peer file sharing
- Violating the social media policy

**Discipline and Sanction**

The primary purpose for the imposition of discipline in Hazelden Betty Ford Foundation's setting is to protect the campus community. Consistent with that purpose, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of Hazelden Betty Ford Foundation regulations.

Students are not only members of the academic community; they are members of the larger society. They neither lose their rights nor escape the responsibilities of citizenship. Students are expected to conduct themselves in accordance with Hazelden Betty Ford Foundation regulations, the State Board of Higher Education (Board) policies, and federal and state laws and local ordinances. Students may be disciplined by Hazelden Betty Ford Foundation for violating Hazelden Betty Ford Foundation and Board standards of conduct even though the students may also be punished by local, state, or federal authorities for the same act. Institutional disciplinary action is not used to duplicate penalties by civil authorities.

In all conduct proceedings it is recognized that Hazelden Betty Ford Graduate School of Addiction Studies is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the philosophy of discipline shall be educational in nature. Individuals should discuss their questions and concerns at the lowest level possible for effective resolution of the situation.

Disciplinary incidents may be settled through a discipline meeting with the following goals in mind: (1) assisting the student in confronting the value questions surrounding the behavior; (2) assisting the student in understanding the causes for the behavior; and (3) encouraging the student in understanding the importance of considering in advance the consequences of the undesirable behavior as to make more acceptable decisions in the future.

All reports made under the sexual misconduct policy shall be resolved pursuant to the Sexual Misconduct Policy & Complaint Resolution Procedures in Appendix.

**Disciplinary Action for Violations of Student Conduct**

- Any member of the Hazelden Betty Ford Foundation community may file a complaint against a student for violations of the Code and/or Sexual Misconduct Policy (found in Appendix).
- In the case of sexual misconduct, the policy set forth in Appendix will apply and individuals should submit a complaint to the Title IX coordinator (see Appendix).
- For all other complaints, a complaint shall be prepared and directed to the Dean of the Graduate School. Any complaint should be submitted as soon as possible after the event takes place. The Dean or his or her designee may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by agreement. Such disposition shall be final and there shall be no subsequent proceedings or right to appeal. If the issue is not resolved through consensual agreement, then the Dean shall make a determination of disciplinary actions. The student subject to the discipline has fourteen days to request reconsideration by the Provost of the actions taken. Thereafter the decision of the Provost is final.

**Sanctions**

The disciplinary sanctions that may be imposed on a student found to be in violation of the rules of conduct include, but are not limited to:

- Verbal warning: A formal verbal warning is given to the student regarding the violation. An account of the warning is placed in the student’s academic file.
- Written warning: A formal written warning is given to the student regarding the violation. A copy of the warning is placed in the student’s academic file.
- Suspension: Temporary removal of the student from the academic community for a specific period of time, to be determined on a case-by-case basis.
- Expulsion: Permanent removal of the student from the academic community.

The above sanctions may be administered in any order decided and approved by the Graduate School.

**Professional Disposition**

Students in the MAAC-AP program will be formally evaluated on professional disposition by faculty while enrolled in CPC-500 Introduction to Theory and Practice, CPC-804 Practicum, CPC-805 Internship 1, and CPC-806 Internship 2. Professional disposition is defined in
the CACREP Standards (2016) as: “The commitments, characteristics, values, beliefs, interpersonal functioning, and behaviors that influence the counselor’s professional growth and interactions with clients and colleagues” (p.43).

At the Graduate School, faculty assess student disposition by utilizing the Professional Disposition Competence Assessment-Revised (PDCA-R). The PDCA-R assesses behaviors associated with the dispositions of: Conscientiousness, Emotional Stability, Self-Awareness, Interpersonal Skills, Cooperativeness, Coping and Self-Care, Honesty, Openness, Cultural Sensitivity, and Ethical Behavior.

If a student is rated as below expectations for any disposition, the student will be placed on clinical probation. Resolving clinical probation procedures will be followed to provide evidence of meeting professional disposition expectations (see Clinical Probation Policy). This will include an individualized behavioral plan developed by the student’s academic advisor in collaboration with the student and the individual who assessed the student. This plan will include a specific written and measurable behavioral plan to improve the identified dispositional concerns. In some cases, the plan may include postponement or suspension from Practicum and Internship courses. This policy does not preclude adjudication under the Rules of Conduct or other policies in the Student Handbook.

**Support Services for Persons with Disabilities**

Hazelden Betty Ford Foundation complies with all applicable laws relating to persons with disabilities. Pursuant to these laws, no qualified individual with a disability will unlawfully be denied access to our participation in the Graduate School of Addiction Studies on that basis. The Hazelden Betty Ford Graduate School of Addiction Studies will provide reasonable accommodations to students in accordance with the Americans with Disabilities Act (ADA) and Minnesota’s Human Rights Act.

In carrying out this policy, we recognize that there are many different types of disabilities and, therefore, wish to work with students to provide reasonable accommodations to qualified students with disabilities when there is no undue hardship to the Foundation. Students who believe accommodations would help the student perform any aspect of the educational experience, should do the following:

- Contact the school’s Student Success Coordinator at 651-213-4425 or KGray@hazeldenbettyford.edu.
- Complete the Accommodation Request form, available in Populi Files.

The student has an obligation to self-identify as a person with a disability seeking an accommodation. Timely requests for accommodations are encouraged, but will be accepted at any time. Granted accommodations are not effective retroactively. A student can request additional accommodations and/or modifications to their already-granted accommodations at any time.

Students may be asked to provide medical documentation to substantiate the medical need for accommodation and the existence of a disability. This medical information will be reviewed for the purpose of evaluating the student’s request for an accommodation. The extent of documentation required may vary depending on the claimed disability and requested accommodations, and the Graduate School may request additional documentation even when some supporting documentation has already been provided. To maintain privacy, Graduate School faculty will not have access to or review the medical information. The Foundation will retain such medical documentation as confidential medical information.

Hazelden Betty Ford Foundation will consider types of changes or adjustments that permit a qualified student with a disability to participate fully in their education and to perform the essential functions equal to those students without disabilities. These accommodations may include but are not limited to:

- Providing or modifying equipment or devices
- Adjusting or modifying examinations, training materials, or policies
- Arranging for readers and interpreters or providing video transcripts
- On a space-available basis, providing a distraction-reduced environment with minimal visual, aural (sound), and social distractions
- Making the school campus accessible to and usable by people with disabilities

The Student Success Coordinator will consult with students to discuss requests regarding appropriate accommodations. This is a give-and-take process that may take one or more consultations to reach a resolution. During this process, the Student Success Coordinator will consider the accommodations requested by the student and may suggest alternatives. Temporary accommodation may be available while the Graduate School engages in an interactive process to determine whether ongoing accommodation is appropriate and, if so, which reasonable accommodations are needed. Any temporary accommodations provided do not reflect a determination that ongoing accommodation is appropriate and, if so, which reasonable accommodations are needed. The Student Success Coordinator must follow the ongoing determination process to fulfill the requirements of the Americans with Disabilities Act (ADA) and Minnesota’s Human Rights Act.
open to considering various alternative types of accommodations. The Student Success Coordinator will provide recommendations for reasonable accommodations and will consult with the Dean when necessary to determine the feasibility of accommodations. When a reasonable accommodation has been granted, it is the student’s responsibility to present the letter of accommodations to appropriate faculty.

Students with concerns about an accommodation are asked to raise it with a faculty member or the school’s Student Success Coordinator.

While the Graduate School will engage in an interactive process regarding a student’s request, there are certain requests that the ADA does not consider to be a reasonable accommodation. Therefore, the Graduate School will not consider the following accommodations:

- It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others.
- It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint) or a substantial alteration in the manner in which we provide our services.
- It is not a reasonable accommodation if it poses an undue financial or administrative burden.
- The provision of personal devices or services (e.g., wheelchairs, hearing aids, personal transportation).

Students with questions about this process are advised to contact the Student Success Coordinator.

Students who are dissatisfied with the decision(s) pertaining to an accommodation request may file an appeal, in writing, with the Provost within 10 working days for a final decision.

Program and Degree Information

Time Limits

The program time limit for full-time and part-time master’s degree students is seven years after the first date of enrollment. In extenuating circumstances (e.g., military service, severe medical illness), the Dean and faculty will consider a request for readmission or short-term extension of the time limit.

Class, Group Supervision, Residency, and Clinical Placement Attendance

Academic faculty, faculty group supervisors, and field supervisors expect consistent attendance from all students. Students assume the responsibility to attend all academic classes, group supervision, residency, and clinical placements, maintaining punctuality and proactively informing faculty, group supervisors, and clinical supervisors of absences. Nonattendance may affect financial aid. If a student fails to meet the attendance requirements identified below, he or she will be marked absent for that week.

Class Attendance

A student is expected to notify instructors of a pending absence. Failure to contact the instructor may impact the student’s final course grade as indicated in the course syllabus. Students are required to maintain attendance of at least 80% in a course. If a student is unable to meet the attendance requirements, he or she must consult with the course instructor and his or her academic advisor to discuss available options which may include a written corrective plan or recommendation for course withdrawal. Failure to complete the corrective plan or withdraw from a course may result in a grade of F. Special consideration may be given for illness, required religious observance, or other instances deemed justifiable by the instructor. Students will follow stated syllabus policies regarding late or missing work associated with an absence.

- On-campus class attendance is defined as presence in the classroom for the duration of the scheduled class period.
- Online class attendance is defined as active participation in academically related activities within the online classroom, such as:
  - Completion of tests/quizzes
  - Participation in discussion boards
  - Submission/completion of assignments
- Students will follow stated syllabus policies regarding tardiness.

Faculty members will log attendance each Monday by noon based on the student’s attendance during the previous week (Sunday through Saturday). Faculty members will notify the Dean immediately if a student has dropped below 80% attendance.

Group Supervision Attendance

Students enrolled in clinical courses and clinical placements have the responsibility to maintain regular and punctual attendance in group supervision. Students are expected to notify group supervisors of a pending absence prior to group supervision. If a student is absent during one or two group supervision meetings, the student must complete one or two additional clinical placement hours, respectively. If a student is absent for more than two group supervision meetings during a given semester, the student must attend other group supervision sessions to make-up for the missed sessions.
beyond the acceptable two absences. Students who wish to attend a group supervision time other than their own, must ask and be granted permission in advance from the faculty group supervisor of the group they wish to attend. Failure to attend the required number of group supervision sessions in any given semester will result in an incomplete in one of the courses for which clinical placement hours are required.

Residency Attendance (Online Program Students)
Residency attendance will be defined as present for all mandatory activities scheduled during a residency period. Students who have unexcused absences for more than two hours of the classroom portions of a residency may risk failing the course. Missed components of the residency may need to be made up by the student.

Clinical Placement Attendance
Students are required to complete all clinical hours to receive credit for clinical placements. When a student knows in advance that clinical hours will be missed, the student must email the clinical supervisor and copy the academic advisor. When missing clinical hours, regardless of the reason, the student must complete all missed hours, working with the supervisor to find alternative times at the placement. There is no minimum threshold of hours to be missed at clinical placements. All clinical hours must be completed for each semester.

Failure to complete all clinical hours will result in an incomplete, no credit, or fail for the clinical course.

Use of Employment Toward Clinical Hours
Employment positions may be used for clinical practicum and/or internship experiences if they meet these guidelines:

- On-site clinical supervision meets program standards
- Work-related clinical practice correlates with specific coursework
- Scope and depth of employment provides clinical practice consistent with the roles and responsibilities of primary therapists, alcohol and drug counselors, and/or case managers, etc.

Students who are interested in using an employment position as clinical placement experience are required to provide their advisor and the clinical placement coordinator with a brief written explanation of how the above guidelines will be met. If a student is employed for fewer hours than are required for a clinical placement, the student is asked to include information about how he/she will obtain the remaining number of hours. The faculty reviews relevant materials regarding the use of an employment site for a practicum or internship.

Graduate Credit
The Graduate School follows a 15-week semester system. For on-campus classes, one credit hour involves one hour of classroom instruction plus an additional three hours of study for each week of the semester. In online courses, one academic credit involves four hours of faculty-directed instruction and study for each week of the semester.

Practicums are 60 hours per credit. The internship is 100 hours per credit. The Master of Arts in Addiction Counseling program requires 44 credits. The Master of Arts in Addiction Counseling: Advanced Practice requires 60 credits. The Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders program requires 60 credits.

Degree Conferral and Graduation
Degree conferral (graduation) occurs when a student has successfully completed all credit hours and degree requirements prior to program graduation deadlines. Students must have a cumulative grade point average of 3.0 or higher. A degree becomes official when it is posted to a student’s transcript, not by their participation in commencement exercises. Prior to graduation, students must pay all financial obligations to the Graduate School. The Registrar’s Office will hold transcripts and diplomas for students with outstanding balances. Holds will remain until all financial obligations are met.

Participation in Commencement Exercises
The commencement ceremony provides special recognition for graduates through a formal hooding tradition signifying completion of a master’s degree. Students are eligible to participate in the annual April commencement ceremony if they graduated in August or December of the previous calendar year or if they will be finishing their degree requirements in the Winter term of the current calendar year. Participation in commencement is not a guarantee of degree completion. If a student would like to delay participation in commencement to a later time, he or she may do so with the permission of the Dean.

Textbooks
Students are responsible for purchasing their textbooks prior to the first day of class each semester. Prior to course registration each semester, students receive a list of required textbooks.

New Student Orientation
Students in on-campus degree programs are required to participate in new student orientation the week prior to the semester start. Students in the online degree program are required to successfully complete the online
orientation course as a prerequisite for any course during their first semester of enrollment.

**Online Orientation**

The online orientation is a non-credit course that lasts four weeks. Students who are admitted to the IRCOD program must successfully complete this course prior to enrolling in first semester IRCOD program courses. Students have two attempts during one twelve-month period to successfully pass online orientation. The first day of each course is a Monday. Students enrolled in the course have through Wednesday of week 1 to drop the course. Beginning Thursday of week 1 through Sunday of week 3, a student may withdraw from the course and receive a grade of “W.” Beginning Monday of week 4, students who do not complete or do not pass the course will receive an “NP.” Receiving either a W or an NP in the course constitutes an unsuccessful attempt to complete the course. Nonattendance does not constitute dropping the class. Credit earned in this course does not count toward graduation. The grade earned in this course is not calculated in cumulative grade point average (GPA).

**Grade Transcripts**

In matters of transcripts and other student records, Hazelden adheres to the Family Educational Rights and Privacy Act of 1974, as amended.

All coursework, grades, and internships will be documented on the individual’s transcript and updated each semester by the Registrar. Students can access their unofficial transcripts on Populi at no charge.

Requests for official transcripts must be submitted in writing to the Registrar’s Office with a $5 fee for each request. Requests should include student signature, full name, address, phone number, student ID number or last four digits of social security number, and dates of attendance, along with the name and address of the receiving institution.

- A transcript will not be issued if there are holds on a student record or overdue financial obligations to the school.
- Transcripts are issued only at the written request of the student.
- Transcripts are sent directly by the Graduate School to the school or employer indicated on the student’s request. If a student wishes to deliver a transcript personally, it will be given to the student in a sealed envelope and stamped and recorded as an official transcript issued to student.
- If a student requests an official transcript for personal use, it will be recorded as official and indicated that the transcript is issued to the student.

- Transcripts are always issued in their entirety. Send request and fee to:
  Hazelden Betty Ford Graduate School of Addiction Studies
  ATTN: Registrar, CO9
  PO Box 11
  Center City, MN 55012-0011

**Submission of Coursework and Course Extensions**

Course work must be submitted on the due date set by the instructor.

The grade of I (Incomplete) is exceptional and is given only to students whose completed coursework has been qualitatively satisfactory, but who have been unable to complete all course requirements because of illness or other extenuating circumstances beyond their control.

To be eligible for an I, students must have completed 80 percent or more of the course requirements with a grade of B or better. The student must request an I before the last day of the course from their faculty member. Faculty members, however, are not required to grant the request.

Students with a grade of I must arrange to fulfill course responsibilities with their faculty member in order to receive credit.

To change a grade of incomplete (“I”) to a passing grade, all course requirements must be completed within 90 days of the last class meeting. If an “I” is not completed within 90 days, the student may receive a grade of “F” or “NC” (no credit) from the instructor of that course. If the faculty member is unavailable to change the “I,” the Registrar will make the change to an “NC.”

**Online Orientation Submission of Coursework and Course Extensions**

Students who are admitted to the Master of Arts in Addiction Studies: Integrated Recovery of Co-Occurring Disorders program must successfully complete online orientation prior to enrolling in first semester IRCOD program courses. Course work must be submitted on the due date set by the instructor.

The grade of “I” (Incomplete) is exceptional and is given only to students whose completed coursework has been qualitatively satisfactory, but who have been unable to complete all course requirements because of illness or other extenuating circumstances beyond their control.

An incomplete may be used only if the student’s prior performance and class attendance in the course have been satisfactory. The student must request an “I” before the last day of the course from their instructor. Instructors, however, are not required to grant the request.
IRCOD students are required to complete an online orientation marked incomplete at least one week prior to the beginning of their first semester, or date decided by instructor.

To change a grade of incomplete to a passing grade, all course requirements must be completed within 45 days of the last class meeting. If an “I” is not completed within 45 days, the student may receive a grade of “NP” (no pass) from the instructor of that course. If the instructor is unavailable to change the “I,” the Registrar will make the change to an “NP.”

Course Withdrawal

Students are allowed to withdraw from a course through approximately 80% of the term. Courses that are shorter than the full term will have an adjusted withdrawal schedule.

If a student wishes to withdraw from a course once class has begun or an independent study contract has been signed, he or she must complete a “Withdrawal from Course” form. Withdrawal paperwork must be submitted to the Registrar. Tuition will be refunded as noted (see Tuition Refund Policy). Anyone who receives financial aid for the period for which they withdraw or take a leave of absence must be aware that they may be required to return a portion of the financial aid funds that they received. The student can contact the financial aid administrator to determine if a return to Title IV is required and the amount.

Withdrawal after the class has begun or an independent study contract signed is recorded on the student’s transcript as a “WP” (withdraw passing) or “WF” (withdraw failing), which has no credit value in grade point calculations. Nonattendance at classes or noncompliance with an independent study contract does not constitute official withdrawal. According to the tuition refund policy, no tuition will be refunded, and a grade of “F” will be entered on the transcript.

Administrative Withdrawal

All master’s requirements must be completed within the completion time limit. Students who exceed this time limit will be administratively withdrawn. Students who have taken interim activity for three consecutive semesters will be administratively withdrawn on the first week of the following semester. Students who have been administratively withdrawn must reapply and be accepted before resuming their studies.

Administrative Withdrawal from Courses

The following action(s) will be taken by the Graduate School in the event that a student ceases to participate in a course:

a. If no attendance was recorded in the course during the first 14 consecutive calendar days of a term, the student will be administratively withdrawn. A full refund will be made of all tuition paid within 40 days of the termination date.

b. If a student has attended a course, but has no recorded attendance for 14 consecutive calendar days in the term, the Graduate School will attempt to contact the student to determine their intentions. If after a period of 21 consecutive calendar days no attendance has been recorded, the Graduate School will administratively withdraw the student from the course. The student will be notified of this action via e-mail to their Hazeldenbettford.edu e-mail account. Tuition refunds for administrative withdrawals will be based on the tuition refund schedule. Financial Aid refund calculations will follow Federal Financial Aid regulations.

c. Students whose last date of attendance is the 12th week of the term will not be administratively withdrawn for lack of participation.

Appeal for Reinstatement

A student dismissed for academic probation or clinical probation may appeal once within 10 days of being notified of the adverse action in writing for academic reinstatement. The procedure is as follows:

• The student shall submit a written appeal, including supporting documentation.

• A committee composed of the student’s advisor and two additional faculty members convene to review the student’s written appeal within 30 days.

• The committee, chaired by the student’s advisor, may request additional information or may write a report to the Graduate School’s Dean recommending or not recommending reinstatement based on review of the appeal within 15 days.

• If made, a recommendation for reinstatement will include specific provisions for making up the academic deficit (e.g., retaking a course and a date for reinstatement (e.g., immediately or the following semester) within 20 days.

• The Graduate School’s Dean will make the decision regarding reinstatement and will communicate the decision in writing to the student.

• The student has the right to appeal the Dean’s determination to the Provost. The request for appeal of the Dean’s determination regarding reinstatement must be made in writing within 14 days.

• The Provost’s decision upon appeal is final.

• If a student is reinstated,
a. The student’s advisor will monitor the student’s progress and report to the Dean whether the student has satisfied the stipulated provisions for reinstatement.

b. The student’s advisor will provide a written report to the student stating whether all provisions for reinstatement have been met. If provisions have not been satisfied, the student will be dismissed. There shall be no right to appeal the determination for dismissal.

Leave of Absence
A student may request a leave of absence (LOA) due to illness or other extenuating circumstances by submitting the “Leave of Absence” form to the Registrar for the purpose of holding his or her place in the program. Upon review of the request, a leave may be granted for up to three consecutive semesters. An approved leave of absence does not extend the deadlines for completion of coursework already in process. If a student does not return by the agreed-upon deadline and wishes to enroll at a later time, he or she must reapply for admission and follow the regulations in place at that time. If financial aid funds were received for the period of the LOA, the student may be required to return a portion of the unearned funds. Contact the financial aid office to determine if a return of funds is required and the amount that should be returned.

Advisement and Registration

Advisement
To help ensure the best education for every student, every time, faculty members partner with students as academic advisors to help identify and understand career aspirations, clarify learning needs, and address individual strengths and limitations. Every effort is made to ensure a one faculty, one student model of advising from the very first semester through program completion.

Faculty members routinely provide program advising, coaching, and mentoring necessary to facilitate successful adjustment. The faculty, in partnership with each student, develops a plan reflecting the student’s individual learning needs that may include clinical placement considerations, study strategies, referral to community and/or school services, and internship consideration.

A faculty advisor is designated for students to facilitate continuous communication and clarification of emerging issues or concerns.

Course Planning
Students may obtain course planning guidance from the Registrar. The Graduate School has defined a recommended full-time course sequence for each program. Part-time students are encouraged to consult with their advisor to determine their course sequence.

Course Overload Policy
Each academic program has a preferred sequence of classes which is intended to optimize learning first, and time to degree second. The maximum credit load for any semester is 16 credits. Students wishing to enroll beyond that number must get approval from their academic advisor, up to 18 credits, and from their academic advisor and the dean, if they wish to take 19 or more credits. Students wishing to take an overload of classes should submit a petition form to their academic advisor. The student’s current GPA and academic standing should be reviewed by the advisor. Only students with a minimum GPA of 3.8 and no previous or current academic or clinical probations will be considered for academic overload. Students are not eligible during any semester with an internship. The academic advisor may consult with the student’s current and previous instructors in making a decision. If the overload is approved, the academic advisor will sign the petition form, which is then submitted by the student to the Registrar. If the student is petitioning to take 19 or more credits, the dean must also give approval.

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.

Registrations for course overloads are made on a space-available basis, and course overload students may be dropped if there is insufficient room in the course for students taking courses according to the preferred sequence.

Registration
Registration materials, including class schedules, are provided to students approximately eight weeks before the semester starts. The Registrar will work with students in course registration. Students are required to register for courses in Populi during open registration.

Registrations from students with delinquent accounts or who have three or more grades of incomplete (“I”) on their transcript will not be accepted until these problems are resolved. A student who has failed to register for one calendar year or more must file for readmission. Once online registration has closed, students can change their registration (see “Drop/Add Procedure”). Students may not attend classes for which they have not registered. Each student is responsible for knowledge of and adherence to all regulations and program requirements.
published in this student handbook and other posted, emailed, or mailed notices. Students may consider consultation with their academic advisors for clarification and guidance in registering for coursework; however, students are ultimately responsible for knowing course requirements and for enrolling in appropriate courses.

Drop/Add Procedure
Students who choose to drop or add classes, after open registration closes, must do so by completing a Drop/Add Form and returning it to the Registrar. Enrollment is not permitted after a course has begun. Nonattendance does not constitute dropping a class, and students are held financially and academically responsible. See “Class Attendance” policy for definitions pertinent to online and on-campus courses. Students cannot drop a course after the posted drop date on the Populi calendar.

Class Schedules
Class schedules are posted in Populi approximately eight weeks before the new semester begins. Changes or additions to the schedules will be posted, and students will be notified by postings and/or email.

Class Meeting Times for On-Campus Courses
Classes are scheduled to allow sufficient time for students to complete the clinical requirements of the program. Classes are scheduled throughout the day and early evenings.

Cancellation of Courses
The Graduate School reserves the right to cancel any course due to low student enrollment, unavailability of an instructor, or other factors. If this occurs, students will be notified as soon as possible and receive a full tuition refund or credit.

Auditing a Course
Students are not allowed to audit or take courses for no credit. Learning theories demonstrate that the most complete learning comes from incorporation of a variety of teaching strategies such as lecture, reading assignments, discussion, written work, and exams. It is to the student’s benefit that he or she be required to participate fully in a course.

Graduates are allowed to audit courses that they have successfully completed during their enrollment for the purpose of review and professional development. They will be charged one-half of the full tuition at the time of the audit. These students must obtain advance permission from the instructor to audit the course. Further, they must participate fully in classroom activities, but they are not required to complete written assignments or examinations. No grade or credit is assigned for an audit.

Withdrawal from the Graduate School
Students who wish to withdraw from the Graduate School need to complete the “Withdrawal from School” form and submit it to the Registrar. The transcript will be noted “Inactive” with the effective date. Students who have not registered for a course within three consecutive semesters or requested in writing to be withdrawn from their program will be automatically withdrawn. Withdrawn students may reapply at any time. Students who have received federal financial aid through Unsubsidized or Grad PLUS loans are required to complete Exit Counseling when withdrawing from the graduate school. Students withdrawing during a semester may be required to return a portion of the federal loan disbursements they received for the semester. Students must contact the financial aid office to determine if a return of funds is required and the amount to be immediately returned to the graduate school.

Grades

Grade Values and Points
The Graduate School uses a grade point system to evaluate the overall quality of coursework. The number of grade points earned in a given course is the number of credits for that course multiplied by the grade point, as indicated in the following chart.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade points (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior performance</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above average performance</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average performance</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below average performance</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Passing</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td></td>
</tr>
</tbody>
</table>
Grading
Upon completion of a course, the instructor assigns a letter grade. Grades provide academic evaluation and are the basis for establishing academic standing and satisfaction of the program components.

Grade Point Average
The student’s grade point average (GPA) is calculated by dividing the total number of grade points by the total number of credit hours attempted. The cumulative grade point average is computed by dividing the total number of grade points that a student has earned in all courses by the total number of semester hours represented by those courses. “P,” “NC,” or “I” are not used in these calculations.

Failing Grades
Students who receive a failing grade, “D” or “F,” for any course must retake and successfully complete that course to receive credit. A grade of “D or F” will become a permanent part of the student transcript and is computed into the cumulative grade point average. When that course has been repeated, only the passing grade will be computed into the cumulative grade point average, although the “D or F” remains on the transcript.

Repeated Courses
Credit toward completion of any Graduate School program will not be given more than once for the same course. If you choose to repeat a course for which you have already received credit, both courses will appear on your transcript and the best grade will be used in the calculation of your GPA. However, one of the two courses will be disallowed in calculating completion of program requirements.

Change of Grade Limitations
An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work.

Student Grade Reports
Grades are posted approximately one week following the end of each semester. Students are able to access grade reports in Populii. The grade report is a cumulative record of credit hours earned and grade point average for the coursework completed. Student grades will be withheld for uncompleted forms and documents.

Academic Course Grade Appeals
Once a class grade has been assigned, corrections may be made as a result of an error, as described in Change of Grade Limitations (above). Appeals will be handled in the following manner:
• If the grade cannot be resolved between the student and faculty member or clinical supervisor, the student should consult with his or her academic advisor.
• If the matter cannot be resolved with the assistance of the academic adviser, a student may appeal to the Dean or his or her designee for a grade correction within 30 days of receiving the grade. The Dean or his or her designee will have 15 days to evaluate the appeal of the grade, and the Dean’s decision will be final.
• The Graduate School will not accept, in any form, retaliation of a student for a complaint brought forth in good faith.

Tuition, Fees, and Payment

Tuition
Tuition for the Master of Arts programs is calculated on a per credit basis. Total cost for a semester’s tuition is based on the per credit fee, multiplied by the total number of credits taken for the semester.
• 2019 tuition rates are $776/credit
• 2020 tuition rates are $799/credit

An administrative fee of $200 is charged to all students when registered for course CPC-813 or IR-815 to cover degree-granting costs.

Tuition for Customized Training is calculated on a per credit basis.

Tuition Payment
The Graduate School reserves the right to revise tuition payment policies at any time. Should this occur, students will be notified prior to the effective date of the change.

Registration for classes at the Graduate School indicates acceptance of this tuition payment policy.

Tuition is billed at the beginning of each semester and is due by the 7th day of the semester start. If payment in full is not received by that date, a $100 late fee is assessed to the student’s account.

In cases of hardship, a student can set up a payment schedule, whereby the student will pay 50 percent of the total tuition for the semester on the tuition due date. The remaining 50 percent of the semester’s tuition is due in two equal installments: the first within 30 days after the start of the semester, and the second 30 days later. All tuition must be paid in full within 60 days of the beginning of the semester. If tuition isn’t paid by scheduled dates, the late fee is assessed to the student’s account. The school may alter this payment plan at the discretion of the Provost and Dean.
A $20 service charge will be assessed against the student’s account for each check returned due to insufficient funds. The Graduate School reserves the right to assess other fees, as necessary.

**Method of Payment**

Tuition bills may be paid by federal loan funds directly applied to a student’s account, personal check, money order, or charging on Visa, MasterCard, American Express, or Discover cards. Bank wire service is also available. Tuition payments can be made to the Registrar or credit card payments may be made online through Populi.

No student will be allowed to register for the next semester with an account balance from the previous semester. Students who are not registered due to a financial hold on their account may not attend classes. At time of registration, students are able to view pending tuition/fee charges for the upcoming semester in Populi, as well as any credits due, such as grant awards, tuition credits, and payments made. The only exceptions are for students with a company tuition reimbursement policy on file and with an account balance no older than the current semester, or students with federal loans in process through the Federal Financial Aid Office. Special arrangements may be considered.

**Tuition Refund Policy**

Students need to complete the Withdrawal from Course form (found in Populi Files) and return it to the Registrar. If the Registrar’s office is closed, students are required to email the form to the Registrar. For withdrawal forms submitted by email, the timestamp generated by the email will be deemed as the time of receipt. All times indicated below are in Central Standard Time/Central Daylight Time.

**On campus courses**

Students will receive tuition refunds according to the following schedule:

- 100 percent before the third class meeting
- 75 percent before the fourth class meeting
- 50 percent before the fifth class meeting
- No refund after the fifth class meeting or nonattendance

**Online courses**

Students will receive tuition refunds according to the following schedule:

- 100 percent before 11:59 p.m. Saturday of the third week of class
- 75 percent before 11:59 p.m. Saturday of the fourth week of class
- 50 percent before 11:59 p.m. Saturday of the fifth week of class
- No refund after the fifth week of class or nonattendance

**Weekend on-campus courses**

Students will receive tuition refunds according to the following schedule:

- 100 percent before 8:59 a.m. of the first Saturday of class
- 75 percent before 11:59 a.m. of the first Saturday of class
- 50 percent before 2:59 p.m. of the first Saturday of class
- No refund after 3:00 p.m. of the first Saturday of class

Refunds will be sent to students within 40 days of registration change, including dismissal or withdrawal from the program.

Students with federal financial aid loans and grants may be required to return some of the funds upon total withdrawal from the program. Funding may also be reduced if dropping or withdrawing from a class. Federal loan money will be repaid and deducted before any refund will be issued. See Financial Aid section for further details.

**Refund Policy for Students who are Residents of Wisconsin**

In compliance with the Wisconsin Educational Approval Board regulations, the following refund policies will be utilized for students who are residents of Wisconsin:

1. A full refund of all money paid will be made if the student
   a. Cancels within three-business days of admission (EAB 6.04),
   b. That was accepted was unqualified and the school did not secure a disclaimer under EAB 9.04; or
   c. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

   This refund will be made within ten business days of cancellation.

2. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period is entitled to a pro rata refund (less a $100 administrative fee) as follows:

   a. 100 percent before the third class meeting
   b. 75 percent before the fourth class meeting
   c. 50 percent before the fifth class meeting
   d. No refund after the fifth class meeting or nonattendance

   These are the same as online courses except for those that are pro-rated.

   a. 100 percent before 11:59 p.m. Saturday of the third week of class
   b. 75 percent before 11:59 p.m. Saturday of the fourth week of class
   c. 50 percent before 11:59 p.m. Saturday of the fifth week of class
   d. No refund after the fifth week of class or nonattendance

   These are the same as on-campus courses except for those that are pro-rated.

   Students who participated in an academic program after the first three weeks are charged a pro-rated tuition refund of 75 percent of the total tuition cost.
### Professional Membership Fees

Students enrolled in the Master of Arts in Addiction Counseling: Advanced Practice program are required to demonstrate annual membership and active participation in at least one professional counseling organization. Students are responsible for all fees associated with memberships. Students will be required to provide verification of membership. Examples of acceptable memberships include: American Counseling Association (ACA) and its divisions and/or branches such as Minnesota Counseling Association (MnCA), other major counseling organizations such as Chi Sigma Iota (CSI), and the National Board for Certified Counselors (NBCC). For additional information, consult with the Student Success Coordinator. Please note ACA membership includes individual professional counseling liability insurance. See the Liability Insurance Fees section for additional information.

### Liability Insurance Fees

Students enrolled in the Master of Arts in Addiction Counseling: Advanced Practice program must demonstrate they are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Students are required to maintain annual student membership in the American Counseling Association (ACA) during all practicum and internship experiences. Student membership in ACA includes liability coverage. Students are responsible for all fees associated with memberships. For additional information, consult with the on-campus Clinical Placement Coordinator.

### Residency Fees

Active participation in an on-site residency (four days) is required for the successful completion of the following courses in the online degree program:

- IR-606 Introduction to Professional Co-Occurring Disorders Counseling
- IR-708 Group Counseling for Co-Occurring Disorders

A $100 residency fee will be charged to students for each of these courses. Additionally, students are responsible to cover expenses associated with attendance at the residency, including, but not limited to, travel, transportation, housing, and meals.

### Optional Practical Training (OPT)

International students have the option to apply for authorization to seek employment related to their field of study. Application information is available with the Student Success Coordinator. Applications can be initiated no more than 90 days prior to completion of their program. Students continue to be in F-1 (master’s) status while

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<tr>
<th>At Least</th>
<th>But Less Than</th>
<th>Refund of Tuition</th>
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<tr>
<td>1 class</td>
<td>2 weeks</td>
<td>90%</td>
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<td>2 weeks</td>
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Each week in the term ends Sunday night at 11:59 p.m. Central Time.

A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student’s control, the school may refund a pro rata amount.

If written notification of withdrawal is not received by the Graduate School, the student’s withdrawal date will be determined by last date of attendance in class. Attendance in online classes is demonstrated through participation in academically related activities within the online classroom, including completion of tests/ quizzes, participation in discussion boards or the submission/completion of assignments.

### Delinquent Account Policy

Students are obliged to pay all tuition and fees by the 7th day of the semester start.

The Graduate School reserves the right to modify the terms and conditions of this policy prior to registration for any semester by sending a written notice to students at their last known billing addresses. Students are responsible for providing the Registrar’s Office with their current billing addresses and telephone numbers.

### Miscellaneous Fees

Students in Graduate School programs are responsible for the costs associated with all required textbooks, course fees, proctoring fees, as well as the fees associated with any compilation of articles and/or research materials used for that course. A technology and student services fee is charged to all students each semester. Students who choose to join specific courses from Hazelden Betty Ford site in St. Paul, Minnesota may need access to a laptop for the purpose of taking an exam. Supplying this laptop is the responsibility of the student.

### Course Fees

All students enrolled in practicum or internship will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.
working or seeking employment with optional practical training authorization.

A $100 student administration fee is charged to international students whose eligibility to remain in the United States is based on the Graduate School's supervision of their optional practical training. Regulations under SEVIS (Student & Exchange Visitor Information System) require the Graduate School to maintain the record of the student for the duration of the time that is authorized. Students are responsible for notifying the Student Success Coordinator of any changes in name, address, or interruption, change, or termination in employment and the Student Success Coordinator must update the SEVIS record. The fee is paid at the time of application.

**GI Bill Education Benefits for Veterans**

The Hazelden Betty Ford Graduate School of Addiction Studies has been approved by the Minnesota State Approving Agency for GI Education Bill benefits. For questions regarding GI Bill Education benefits payment or veteran eligibility, call toll-free (888) 442-4551 or visit www.gibill.va.gov.

**Veterans Benefits Transition Act of 2018 Policy**

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are allowed to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. The Graduate School will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the Department of Veterans Affairs (VA).

**Financial Aid**

The purpose of financial aid at the Hazelden Betty Ford Graduate School of Addiction Studies is to assist students in obtaining the financial resources necessary to cover their educational costs and funds for living expenses while enrolled in school. The Graduate School has chosen to participate, and has been certified to participate, in the Federal Title IV funding program. Eligible students will have access to funding through an unsubsidized loan, and a Grad PLUS loan. For questions on federal financial aid loans contact the financial aid office.

Hazelden Betty Ford Foundation offers grants and scholarships. Interested students are encouraged to review the Graduate School’s website for more detailed information regarding grants and scholarships contact Student Services by calling 651-213-4175.

**Enrollment Status Definition**

**Master of Arts Programs**

To qualify for Federal Student Aid, you must be enrolled as at least a half-time student. Graduate students may qualify for federal unsubsidized loans and Grad PLUS loans.

- Full-time enrollment = 9 or more credits per semester
- Three quarter enrollment = 7 or 8 credits per semester
- Half-time enrollment = 5 or 6 credits per semester

**Federal Student Aid Eligibility**

Students federal loan eligibility will be verified by the financial aid office using the student's Free Application for Federal Student Aid (FAFSA). If any discrepancies are found through the verification process, the student is responsible to make the corrections on their Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will make the corrections on the student’s FAFSA only with signed authorization from the student.

**Student Financial Aid Records**

The Hazelden Betty Ford Graduate School of Addiction Studies shall respect the privacy of student financial records. Student financial records shall be disclosed only to the student, to persons within the school with a legitimate interest, to persons authorized by the student to receive the student's financial aid records, and to persons authorized to receive financial records without the student’s consent. A student has the right to review his or her records, to challenge the contents of these records, and to file a complaint with the U.S. Department of Education.

Procedure:

A student may send a request via email to the Financial Aid Office to request access to his or her records. A time will be scheduled for the student to stop in the Financial Aid Office to review his or her file.

If the student wishes to authorize access to or discussions with another individual regarding his or her financial aid, the student must sign a Student Information Release form and provide the original signed copy to the Financial Aid Office.

**Default Management Plan—Title IV Funds**

In order to manage the default rate of student loans, the Graduate School's Financial Aid Office takes the following actions to educate the student regarding finances and obligations.

Prior to taking loans, the following is offered to educate and assist the student:
1. Entrance counseling is required of all students who are accepting Title IV funds. The Graduate School uses the online entrance counseling provided by the Department of Education at studentloans.gov. Once the counseling is completed, the student will be required to take an exam on the counseling received.

2. Students are encouraged to use the FAFSA4caster found at www.fafsa.ed.gov. FAFSA4caster will help students understand their options for paying for college.


The Financial Aid Office participates in student orientation. A presentation offers repayment information and useful websites for the student to access in order to manage their student debt.

Exit counseling is required when completing or leaving the Graduate School or anytime that enrollment drops to less than 5 required credits. This counseling is completed online at studentloans.gov. The counseling meets all federal regulations for Exit Counseling. It includes an overview of the student’s repayment obligations and the options available the student in the event they have trouble making payments.

The Financial Aid Office receives a Delinquent Borrower Report through the Department of Education and various servicers for past due and delinquent Direct Loans. The Financial Aid Office will attempt to contact the student to discuss the delinquency of his or her payment and remind the student to contact the servicer of his or her loan/s, as they will work with the student to resolve the delinquency.

Contact information from students who have completed the program is updated whenever the student contacts the Graduate School. The Alumni Association maintains a web page that allows students to keep in contact and has a form that requests updated contact information.

The above is a condensed version of the Default Management Plan. A complete copy of the plan is kept in the Financial Aid Office and can be viewed at any time upon request.

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

In accordance 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
- complete a minimum of 50% cumulative credits they attempt
- complete the program within 84 months

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.

Incompletes, Withdrawals, Repeated Courses, and Transfer Credits

- A grade of “I”, incomplete, is assigned as a temporary mark for pending course completion and counts against the completion rate
- 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
- Grades associated with transfer credits will not be used in calculating cumulative GPA

Students not on pace to complete the program within the maximum timeframe allowed will be ineligible to receive federal financial aid.

Attendance Policy for Financial Aid Students

Hazelden Betty Ford Graduate School requires that attendance be taken. Student’s attendance is monitored by the financial aid office. If a student has not attended any class for a period of 14 consecutive days, the student may be withdrawn regarding financial aid purposes. A return to Title IV calculation will be done to determine if the student must immediately return federal loan funds disbursed to them. The student will be reported to the Dept. of Ed as withdrawn and their 6-month grace period to pay back their student loan/s will begin as of the last date of their attendance. (See Administrative Withdrawal policy for the school withdrawal policy.)

Leave of Absence Policy/Program Withdrawal Policy (for students receiving Federal Student Aid)

If a student who has received Federal Student Aid takes a leave of absence (for any reason) during a semester in which financial aid has been distributed this is considered a withdrawal and a Return to Title IV (R2T4) calculation must be completed to determine if the student has received unearned funds or is entitled to a post-withdrawal disbursement. If the student has completed 60% of the semester-payment period-then the student will not be required to return any unearned funds.

Students taking a leave of absence during a semester are considered withdrawn for financial aid purposes and
will be reported as withdrawn to the Department of Education. This will start the 6-month grace period to pay back their loan/s.

Exit Counseling is also required at the time of the LOA. Any overpayment must be re-paid by the student before any future Federal Student Aid can be disbursed. If a student withdraws from the program, the earlier of:

1) The date the school is notified of the withdrawal, or
2) The last date the student attended class in the case of an unofficial withdrawal will be used as the program withdrawal date and return to Title IV calculations.

An over-award occurs when funds meant to cover tuition and/or living expenses for a certain period of time have been disbursed in full to the student, but the student does not attend classes for the full period of time. Therefore, the funds are unearned and a calculation will be done by the financial aid office to determine the amount that the student must return.

See sections on Course Withdrawal, Administrative Withdrawal, and Withdrawal from the Graduate School in Section 5 of this handbook for more information.

Academic Probation and Suspension

Master of Arts Programs

Satisfactory academic progress in the course of study being pursued includes the successful completion of semester courses with a cumulative 3.0 grade point average (GPA) or higher and attendance of 80% or higher in all courses at the end of each semester. Students whose cumulative GPA falls between 2.50 and 2.99 are placed on academic probation. A student will also be placed on academic probation if: (a) attendance in any course is below 80% at the end of a semester (or one third of the course) and/or (b) the student receives three incompletes in any single semester. Students will be informed in writing by the Dean when they are placed on academic probation and the Dean will inform the Provost. There is no right to appeal academic probation.

Students whose cumulative GPA falls below 2.50 in any semester will be subject to dismissal or suspended for one year. After the suspension period, students may be eligible for reinstatement on a case by case basis.

Timelines for academic probation may differ for part-time students based on the number of credits attempted in a given semester.

No grade of “I,” “D,” “F,” or “NC” will be counted as fulfilling program requirements. No student will graduate with less than a 3.0 GPA. Students have the option to retake courses to improve their GPA. Change of a grade can be made only by following the Academic Course Grade Appeals policy.

Resolving Academic Probation

Once a student is placed on academic probation, a specific written and measurable behavioral plan must be implemented to bring the student’s academic performance to the standard. Students who have been placed on academic probation due to a GPA between 2.50 and 2.99 must be able to raise their GPA to 3.0 or above by the completion of the following semester. Students who are on probation due to low attendance must demonstrate 80% attendance in all classes at the end of the semester to be removed from academic probation. If 80% attendance has not been achieved by the end of the semester, academic probation may be continued for one additional semester. Students who are on probation due to three incompletes must follow the procedure for resolving incompletes and must not receive any incompletes the following semester. The following procedure will be followed:

- To continue in the program, a student who has been placed on academic probation must attend a required meeting with the academic advisor. It is the responsibility of the student to initiate this meeting with the academic advisor. This meeting must occur within two weeks of the dean’s notification of probation. If this procedure is not followed or the student does not arrive for the scheduled appointment, the student may be suspended temporarily from the Graduate School.
- At the probation meeting, the student and the academic advisor collaboratively create a written and measurable behavioral plan for improving academic performance. This plan, which must be finalized at the probation meeting, will indicate specific behavioral objectives and a timeline for completion of the objectives. If the student is on probation due to low GPA, the plan will clearly indicate specific course grades in the upcoming term that are required to raise 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. Failure to achieve a GPA of 3.0 or higher in two consecutive semesters may also result in loss of eligibility for federal financial aid funding. Both student and advisor must sign the plan, which is submitted to the Dean for approval. Refusal to sign the plan does not nullify academic probation or the behavioral plan.
- To be removed from academic probation, students must successfully complete the behavioral plan within the timeline. The academic advisor monitors the completion of the plan and informs the Dean of progress toward the stated objectives.
• The Dean determines whether or not the plan is successfully completed. If the plan is successfully completed within the timeline, the Dean notifies the Provost in writing that probation is no longer in effect.

• If the plan is not successfully completed as determined at the sole discretion of the Dean, the Dean may recommend academic sanctions (e.g., extension of probation, suspension or dismissal from the program). The Dean will submit any sanctions to the Provost for final approval.

Timelines for academic probation may differ for part-time students based on the number of credits attempted in a given semester.

Clinical Probation

Satisfactory clinical progress is determined by: (a) successful completion of the practicum and/or internship objectives delineated in the clinical course syllabi; (b) attendance of 80% or higher in supervision group; (c) reviews with clinical staff and faculty, and (d) demonstration of appropriate behavior in the clinical setting. A student will be placed on clinical probation if the student is not making sufficient progress on practicum objectives, the student’s attendance at supervision group falls below 80%, the student’s midterm or semester-end clinical evaluations indicate a need for improvement, and/or the student is not demonstrating appropriate behavior in the clinical setting. This process can occur at any time during a student’s clinical experience.

Students will be informed in writing by the Dean when they are placed on clinical probation, and the Dean will inform the Provost of the student’s clinical probation. There is no right to appeal clinical probation.

Resolving Clinical Probation

Once a student is placed on clinical probation, a specific written and measurable behavioral plan must be implemented to bring the student’s clinical skill to the standard. The following procedure will be followed:

• To continue in the program, a student who has been placed on clinical probation must attend a required meeting with the academic advisor. It is the responsibility of the student to initiate this meeting with the academic advisor. This meeting must occur within two weeks of the dean’s notification of probation. If this procedure is not followed or the student does not arrive for the scheduled appointment, the student may be suspended temporarily from the Graduate School.

• During the probation meeting, the student and the academic advisor collaboratively create a written and measurable behavioral plan for improving clinical performance. This plan, which must be finalized during the probation meeting, will indicate specific behavioral goals, timelines, and a next review date (at least six weeks after the creation of the behavioral plan). Both student and advisor must sign the plan, which is submitted to the Dean for approval. Refusal to sign the plan does not nullify clinical probation or the behavioral plan.

• To be removed from clinical probation, students must successfully complete the behavioral plan before the review date. The academic advisor monitors the completion of the plan and informs the Dean of progress toward the stated objectives. Within a week of the review date, the academic advisor will request feedback from the student’s clinical supervisors and report to the Dean.

• Within a week of the review date, the Dean evaluates the student’s progress. If the Dean determines that the plan has been successfully completed and no new concerns have arisen, the Dean notifies the Provost in writing that probation is no longer in effect. If the plan is not successfully followed, the Dean may recommend extension of probation or an academic sanction (e.g., suspension or dismissal from the program). The Dean will submit any sanctions to the Provost for final approval.

• If clinical probation is recommended for the same student by an advisor or supervisor after that student has resolved his/her previous clinical probation, the Dean reviews the case and recommends a second probationary period or an academic sanction (e.g., suspension or dismissal from the program). The Dean will submit any sanctions to the Provost for final approval.

Copyright and Intellectual Property

It is illegal to reproduce materials registered as copyrighted material. This includes copyrighted theses and other student work. The use of illegal software on any Hazelden Betty Ford Foundation equipment is prohibited. Unauthorized distribution of copyrighted material, including copying, distributing, downloading, and/or uploading information as well as peer-to-peer file sharing, is prohibited.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed.

For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Unauthorized distribution of copyrighted material is subject to disciplinary sanctions including a formal, written warning for first offenses. Repeat infringers will have their computer account and other access privileges terminated and may be subject to other disciplinary actions. The procedure for seeking copyright approval for student work may be obtained from the librarian. In addition, a detailed handout articulating the procedures for intellectual property and copyright practices is distributed during student orientation.

Ethics and Confidentiality

Ethical Code

Students are expected to adhere to the counseling profession’s ethical codes and standards of practice while enrolled at the Graduate School. At minimum, students will be held accountable to the current version of the American Counseling Association Code of Ethics.

Ethics

All students enrolled in the Hazelden Betty Ford Graduate School of Addiction Studies programs are responsible for protecting and following all Hazelden Betty Ford Foundation policies regarding ethical conduct. As students may have contact with Hazelden Betty Ford Foundation patients and clientele through clinical practicum and/or clinical internship experiences, maintaining ethical practices is paramount. All policies are made available to students during orientation. Students must protect the welfare of those who seek their services, use their skills only for purposes consistent with that responsibility, and not knowingly permit their misuse.

Students must be competent in clinical practicum and/or clinical internship assignments; be objective to the application of skills; and be concerned for the best interests of patients, colleagues, and society in general.

For this reason, we request that students do not have any business involvement or transactions with a former patient within the first year of completing the graduate program. We also request that students have no intimate or close personal relationships with former patients within the first two years after the patient leaves Hazelden Betty Ford Foundation. Hazelden Betty Ford Foundation policy prohibits any contact with current or former patients, on or off duty, that could adversely affect the patient or reflect discredit to the Hazelden Betty Ford Foundation and/or the Hazelden Betty Ford Graduate School of Addiction Studies. A violation of these Foundation policies constitutes unprofessional conduct and may be subject to disciplinary action as described in Section 5. Accepting financial gifts, monies, or securities from patients is prohibited. However, small tokens of appreciation from a patient may be accepted if such items can be shared with the program or department, such as a plant or a box of candy.

Confidentiality

Hazelden Betty Ford Foundation must abide by federal and state confidentiality standards pertaining to the alcohol and drug abuse patient record. These standards apply to all persons throughout the organization and within academic programs. Any information pertaining to a Hazelden Betty Ford Foundation patient is afforded protection under federal and state law. Basic to the law is that a patient’s mere presence in the program is a confidential matter, and what occurs while the patient is in residence is protected as well. The sharing of patient or employee information with other students or employees at Hazelden Betty Ford Foundation is limited to only those situations in which the employee has a business need to know. No member of the Hazelden Betty Ford Foundation staff or academic programs, current or past, is free to disclose a patient’s participation, even discharge from the program. While the patient is in treatment, his or her therapist may release information only with the written consent of the patient. After the patient has left treatment, the Health Information Department may release information on a specific patient to a third party, but only with the approval of the former patient via his or her signature on Consent to Release Confidential Information form. A violation of confidentiality may result in disciplinary action as described in Section 5. Hazelden Betty Ford Foundation safeguards the confidentiality and privacy of patients and other program participants against unauthorized filming and photographing. If a student observes someone with a camera, without an authorized staff member present, that student should approach the person with the camera and let him or her know taking a photograph of anyone without permission is not allowed.

Clinical Supervision Guidelines

Guidelines for clinical supervision will follow the current
best practices in clinical supervision as outlined by the Association for Counselor Education and Supervision and corresponding ethical codes.

**Internship Site Supervisor Credentials Policy**

Site supervisors for IRCOD student interns must hold at least a master’s degree in a related field. Related fields may include, but are not limited to counseling, psychology, psychiatry, social work, and/or addictions. Additionally, they must hold a clinical license for at least two years and actively maintain their clinical license in accordance with their respective state regulations while supervising the student intern.

Student interns are responsible for ensuring that their site supervisors hold the appropriate license(s) and certifications in accordance with their state regulations.

**HIPAA—De-identified Information**

Patient information needed to complete Graduate School requirements must be de-identified under the supervision of the health information supervisor in compliance with HIPAA, CFR42, and other regulations. Students may not print out or remove any patient information from the premises that has not been de-identified under the health information supervisor’s direct supervision. Protected health information will be maintained in separate, secure files. De-identification of patient data under the supervision of the health information supervisor, and restricting all other patient information to the Hazelden Betty Ford Foundation premises, helps to ensure patient privacy, provides additional clarity regarding student performance, and upholds the Foundation’s core values of treating patients with dignity and respect.

Procedure:

- The student identifies records for de-identification based solely on class assignments and “need to know.”
- The student confers with unit staff regarding the appropriateness of securing de-identified patient information.
- An appointment is made with the health information supervisor to de-identify information.
- Students confer with faculty, if questions arise, to ensure compliance.

**Research Involving Human Subjects**

All research at Hazelden Betty Ford Foundation involving human subjects must be reviewed and approved by the Foundation’s Research Action Team and Privacy Board. Prior to seeking this approval, research projects must first be approved by an external Institutional Review Board (IRB). The research proposal may emanate from either internal staff or from external researchers from other organizations or academic settings. Research projects may include:

- Collection of new information for research purposes from patients via questionnaire, surveys, interviews, or tests
- Studies that test new treatments, activities, or interventions. This includes psychosocial treatment interventions or medications
- Archival data collection from existing medical records

Students planning to undertake a research project who are uncertain about whether it meets the criteria for review should consult with the chair of the Research Action Team & Privacy Board.

**Conflict of Interest**

The Graduate School seeks to avoid conflicts of interest in teaching and advising. A conflict of interest occurs when a student or employee of Hazelden Betty Ford Foundation is engaged in both a professional teaching or advising relationship and a familial, co-habitation, supervisory, financial, or significant personal relationship with another student or employee of the organization. Examples of conflicts of interest include:

- A faculty member or student uses class lists to solicit business for purposes other than Hazelden Betty Ford Foundation business
- A student registers for a course taught by a spouse or therapist
- A student is assigned a family member or personal friend as an advisor
- Any present or past relationship that causes discomfort for either party

Conflicts of interest shall be resolved by the Dean, or if the Dean has a conflict, by the Provost.

**Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law affording students certain rights related to the release of and access to their education records. The Registrar’s Office ensures compliance with FERPA at the Graduate School, and this office should be contacted with any questions or concerns about this policy. Additionally, you may contact the following with any questions about your FERPA rights or to request clarification or further information: Roy Kammer, Dean at 651-213-4863 or rkammer@hazeldenbettyford.edu.
Definition of Education Records and Exclusions

The definition of “education records” is any record maintained by the Graduate School that is directly related to a student and includes, but is not limited to, grades, transcripts, and disciplinary files. Education records can exist in any medium, including hardcopy, typed, or electronic. However, there are some exclusions from the definition of education records, including:

1. Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records relating to an individual who is employed by the Graduate School (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, relate exclusively to the individual in that individual’s capacity as an employee and are not available for any other purpose;
3. Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
4. Records created or received by this Graduate School after the student is no longer in attendance and are not directly related to the individual’s attendance as a student.

Student Rights Under FERPA

Beginning with the first day of the student’s first term at the Graduate School, students have the following rights under FERPA:

1. The right to inspect and review the student's education records within 45 days of the day the Graduate School receives a request for access. A student should submit to the Registrar or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The Graduate School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Graduate School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

   a. The Graduate School reserves the right to have a school official present during a student's review of his or her education records.
   b. The right of inspection and review includes the right to access and an explanation of the record. It does not include the right to a copy of the education record except in limited circumstances when failure to provide a copy would effectively prevent the student from inspecting and reviewing the record (e.g., the student lives outside of a reasonable commuting distance from the Graduate School).
   c. Students have the right to inspect their education records regardless of their financial status with the Graduate School. However, the Graduate School is not required to release an official transcript if the student has a past due account.
   d. At the postsecondary level, parents have no inherent rights to inspect or review their son or daughter's education records. This right is limited solely to the student. A student’s education records may be released to parents only if they have been given a written release by the student or if an exception to FERPA’s general rule against disclosure without prior consent applies (such as in the case of a health and safety emergency).
   e. This right of inspection and access does not extend to the financial records of a student’s parents. Also, certain restrictions apply to a student’s access to confidential letters and confidential statements of recommendation placed in a student’s education records.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Graduate School to amend a record should write the Graduate School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Graduate School decides not to amend the record as requested, the Graduate School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment.
   a. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing, but the following general procedures will be followed:
Section 5

Student Information – Academic Policies

i. A hearing officer or board will be appointed by the appropriate Graduate School official.

ii. A hearing will be held within a reasonable amount of time after the request for the hearing has been received.

iii. The hearing officer/board will notify the student, reasonably in advance, of the date, place, and time of the hearing.

iv. If the hearing officer/board supports the complaint, the education record will be amended accordingly and the student will be so informed.

v. If the hearing officer/board decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained.

b. Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a final course grade by using the Academic Course Grade Appeals policy located in the Student Handbook.

3. The right to provide written consent before the Graduate School discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Below is a non-exhaustive list of parties and conditions under which FERPA allows the Graduate School to disclose education records without prior written consent from the student (other exceptions can be found at 34 CFR § 99.31):

a. To school officials with a legitimate educational interest. A school official is defined at the Graduate School as a person employed by the Graduate School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Graduate School has contracted as its agent to provide a service instead of using Graduate School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Graduate School.

b. To officials at another college or postsecondary institution where the student seeks or intends to enroll or has enrolled.

c. In connection with the application for, or receipt of, financial aid.

d. To accrediting organizations.

e. To comply with a judicial order or lawfully issued subpoena. All subpoenas will first be reviewed by the Graduate School’s legal counsel to determine the appropriate course of action.

f. To parents of a dependent student under the Internal Revenue Code.

g. When there is an articulable and significant threat to the health or safety of a student or other individuals. Factors to be considered in making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; (4) the ability of the parties to whom the information is to be given to deal with the emergency.

h. When the information has been classified by the Graduate School as “directory information” (see below for more discussion about directory information).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Graduate School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory Information

Directory information is data about a student which can be released without prior consent because it would not generally be considered to be harmful or an invasion of privacy if disclosed. The Graduate School designates the following items as directory information:

- Student names
• Addresses
• Telephone numbers
• Emails
• Date and place of birth
• Dates of attendance
• Enrollment status
• Grade level
• Photographs
• Degrees, honors, and awards received
• Previous institutions attended by the student
• Participation in officially recognized activities
• Field(s) of study

Unless the Graduate School has been notified by the student that directory information about himself/herself is not to be released, the Graduate School may release such information at its discretion and without further permission. Note, however, that the Graduate School reserves the right to not disclose directory information in some situations or may choose to limit the scope of the release to specific parties, for specific purposes, or both, even if a student has not opted-out of such disclosures.

Students who do not wish to permit the distribution of directory information should notify the Registrar’s Office in writing by the 10th day of the semester. Students may request that all or part of their directory information not be released.

The Graduate School will honor all requests to withhold any of the categories of directory information, but will not assume any responsibility to contact the student for subsequent permission to release that information. Student should realize that requesting directory information be withheld could have negative consequences. For example, the names of students who have restricted their directory information will not appear in the commencement program or other Graduate School publications. Also, employers, potential employers, credit card companies, loan agencies, scholarship committees, and the like will be informed that the Graduate School has no information available about the student’s attendance at the Graduate School if these entities were to request directory information that has been restricted. Regardless of the effect on the student, the Graduate School assumes no liability for honoring a request of the student to restrict the disclosure of directory information.

Notwithstanding the above, a student may not opt-out of the disclosure of the student’s name, identification number or Graduate School email address in a class in which the student is enrolled.

Record Retention

The Graduate School will maintain a records and information management program that provides faculty, staff, and students with information and tools to help them with the systematic control of information from creation to final disposition.

A Records Retention Schedule is a document that sets out the periods of time for which the Graduate School’s records are to be retained. A Records Retention Schedule is an essential component of an effective records management program. This schedule ensures that all records are retained for only as long as they are needed, enabling efficient use of space, to enable it to operate effectively, to comply with federal and state laws, and to ensure the protection of vital records.

Most student records are retained for at least six years, with some documents such as transcripts and admissions documents being retained permanently. A copy of the Records Retention Schedule is available from the Dean upon request.
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Alumni Association

The Hazelden Betty Ford Graduate School of Addiction Studies Alumni Association (HBFGSASA) is committed to cultivating a lifelong relationship between the Graduate School and its alumni through fostering camaraderie among all certificate and master’s degree graduates. HBFGSASA supports the mission of Hazelden Betty Ford Graduate School and provides alumni with opportunities for continued professional development and scholarship. The Association sponsors quarterly continuing education events in the Twin Cities, promoting and sustaining alumni loyalty to the Graduate School.

For more information regarding the HBFGSASA, e-mail GradSchoolAlumni@hazeldenbettyford.edu or visit the school’s website for updates and news about the alumni association: https://www.hazeldenbettyford.org/education/graduate-school-addiction-studies

Faculty/Student Forum

Once each semester, faculty members participate in an open forum to discuss, to answer questions regarding, and to receive feedback about the school’s policies and procedures, curricula, activities, and other matters that bear on their experience. Students who are unable to attend in person will be provided alternative methods for participating.

Student Representatives

The Hazelden Betty Ford Graduate School of Addiction Studies values the input of students in continuing to improve the overall functioning of the school. Each new on-campus and online cohort will elect one student to serve as their representative. Student representatives will serve in an advisory capacity by regularly participating in events such as the Faculty/Student Forum, presentations to the Faculty and Student Affairs Committee, and occasional meetings with faculty, staff, and administration. Once students are elected, they will maintain their positions until they have resigned, graduated, or been removed under other circumstances deemed appropriate by the Dean. In the event of a vacancy, the Dean will consult with the affected cohort to determine a process for filling the vacancy.

Election procedures will be determined through consultation with currently elected student representatives. The Dean holds final discretion in changes or variances to the election process.

Professional Memberships

Students enrolled in the Master of Arts in Addiction Counseling: Advanced Practice program are required to demonstrate annual membership and active participation in at least one professional counseling organization. Students are responsible for all fees associated with memberships. Students will be required to provide verification of membership. Examples of acceptable memberships include: American Counseling Association (ACA) and its divisions and/or branches such as Minnesota Counseling Association (MnCA), other major counseling organizations such as Chi Sigma Iota (CSI), and the National Board for Certified Counselors (NBCC). For additional information, consult with the Student Success Coordinator. Please note ACA membership includes individual professional counseling liability insurance. See the Liability Insurance Fees section for additional information.

Liability Insurance

Students enrolled in the Master of Arts in Addiction Counseling: Advanced Practice program must demonstrate they are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. Students are required to maintain annual student membership in the American Counseling Association (ACA) during all practicum and internship experiences. Student membership in ACA includes liability coverage. Students are responsible for all fees associated with memberships. For additional information, consult with the on-campus Clinical Placement Coordinator.

Holidays

All students are given time off for the following holidays: New Year’s Day, Martin Luther King Day (observed odd years), Presidents’ Day (observed even years), Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If a normal clinical placement falls on one of the holidays, the student is not required to be at the placement but must make up the hours missed if he or she chooses not to be there that day. The student also must inform the placement supervisor prior to the holiday.

Incident Reports

When involved in any unusual events, activities, or injuries regarding themselves, patients, staff, or Hazelden Betty Ford Foundation property, students must complete an incident report. The Registrar of Administrative Services assists students in accessing and completing incident reports and provides related data to the Dean who reports findings to the Faculty and Student Affairs Committee.
Technology Requirements

In order to provide and support a consistent educational experience for our students, the Graduate School has established a baseline set of technology skills and system requirements for students. These requirements are reviewed and updated regularly by the Information and Technology Committee and the Faculty and Student Affairs Committee. Updated versions of these requirements are available online at Hazeldenbettyford.edu.

Information Technology Business Use

Students are not permitted to use Hazelden Betty Ford Foundation’s information technology (IT) for business or commercial purposes unrelated to the Foundation. Personal correspondence should be completed on a student’s own time, and the Hazelden Betty Ford Foundation may not be used as a personal mailing address. Students are not permitted to install personally owned software, including screensavers or game software, on Hazelden Betty Ford Foundation computers.

Prohibited IT use includes, but is not limited to:

- Sending jokes, chain letters, and other such communications
- Accessing or attempting to access email or voice mail systems of other users without specific permission of those individuals
- Copying Hazelden Betty Ford-owned or licensed software programs to another computer without prior approval
- Using email and the Internet to solicit others for commercial ventures or religious or political causes; contacting outside organizations and/or other non-job-related solicitations except through the use of electronic bulletin boards and in conformance with Hazelden Betty Ford’s solicitation policy
- Using IT in a manner that is wasteful of any technology resource or intentionally distributing a computer virus or other deceptive procedure
- Accessing, downloading, or transmitting pornographic, obscene, or sexually explicit or offensive materials
- Unauthorized distribution of copyrighted material, including copying, distributing, downloading, and/or uploading information as well as peer-to-peer file sharing

Students are expected to immediately report any suspected violations to their field supervisor or faculty advisor.

Prohibited use of IT is subject to disciplinary sanctions as described in Section 5.

Wireless Internet Access

The Graduate School recognizes the role Internet connectivity plays in modern scholastic endeavors while at the same time recognizing the need for Hazelden Betty Ford Foundation to effectively secure and manage its network. To this end, this policy outlines expectations and guidelines for student wireless Internet access and usage.

The objectives are twofold:

- To provide students of the Hazelden Betty Ford Graduate School of Addiction Studies adequate connectivity for research and other course-related Internet activity
- To protect the privacy of Hazelden Betty Ford Foundation’s electronic patient information and other corporate information assets

This policy governs all student connectivity, access, and usage of the Graduate School’s wireless network regardless of the device being used (e.g., personal laptop, smart phone, tablet, or other handheld device).

The Graduate School provides connectivity via Hazelden Betty Ford Foundation-owned devices such as those found in the computer labs in the Cork building. The Graduate School provides wireless connectivity for student-owned devices through the “HGSAS” wireless network (only Hazelden Betty Ford devices may be connected directly to the local area network using LAN cables). Students are permitted to access the “HGSAS” wireless network using student-owned devices provided the following conditions are met:

Students are prohibited from connecting student-owned devices to any wired Internet port or connection on a Hazelden Betty Ford Foundation campus.

- **Proper Network Selection** – Students may connect to the HGSAS wireless network.
- **Proper Network Activity** – Students may use the wireless network for educational purposes. Inappropriate content will be blocked.
- **Proper Network Behavior** – Students must adhere to the Copyright & Intellectual Property policy and the Rules of Conduct sections of the College Catalog and Student Handbook while on the network. Student wireless access is limited to the HGSAS wireless network. Students are prohibited from connecting student owned devices to any other
wireless network at Hazelden Betty Ford Foundation besides the HGSAS wireless network.

Be aware that several categories of devices use the same radio frequencies as wireless networking; other devices such as cordless phones, microwave ovens, and personal network devices using the Bluetooth technology may interfere with wireless communications. These interferences can be intermittent and very difficult to diagnose. Hazelden Betty Ford Foundation IT will make every effort to resolve frequency conflicts between wireless access points; however, IT will not be responsible for resolving problems resulting from non-network wireless devices, or non-Hazelden Betty Ford Foundation-owned devices.

Unauthorized use of the Graduate School’s wireless network or any part of Hazelden Betty Ford Foundation’s corporate network, whether intentional or unintentional, is subject to disciplinary sanctions including dismissal from the Graduate School.

Information Technology Guidelines

Hazelden Betty Ford Foundation’s information technology (IT) includes, but is not limited to, computer hardware and software, facsimiles, printers, email, voice mail, access to and use of Internet services, and all other associated computers, communications, network facilities, pagers, telephones, copiers, equipment, and related services.

Students do not have a personal privacy right in any matter created, received, or sent via Hazelden Betty Ford Foundation’s IT. Any IT is subject to monitoring at any time, with or without notice, to verify that the Foundation’s property is being used in a manner consistent with this policy. A student’s use of email, voice mail, and other IT is considered consent to monitoring.

Reference and Recommendation Letters for Graduate Students and Alumni Policy

Faculty, staff, and others serving in education roles (i.e. clinical placement supervisors) are permitted to provide verbal and written references or recommendations related to current and past students’ participation in academic and related activities at the Hazelden Betty Ford Graduate School of Addiction Studies. References and recommendations shall only be provided if a request is initiated by the student.

References and recommendations may include general directory information, unless the student has filed to have this information withheld, and general observation of knowledge and skills related to the student’s participation in academic and related activities.

References and recommendations must be in compliance with the School Records policy and may not include protected educational records. Requests for references and recommendations not related to academic activities are subject to the Hazelden Betty Ford Foundation’s Employment Verification and Recommendations policy.

Social Media Policy

The Graduate School social media policy specifies guidelines for students related to school-authorized and personal use of social media. This policy is designed to protect the Graduate School and the Hazelden Betty Ford Foundation from unauthorized disclosure of information.

Forms of social media include, but are not limited to, video or wiki postings, chat rooms, blogging, personal blogs or micro blogs, or other similar forms of online journals, diaries, or personal newsletters not affiliated with Hazelden Betty Ford Foundation. Examples of social media also include, but are not limited to, MySpace, Facebook, Twitter, YouTube, Flickr, and blogging platforms such as Blogger and Wordpress.

Students are expected to protect the privacy of the Graduate School, its students, faculty, staff, Hazelden Betty Ford Foundation employees, patients, clients, donors, and all of Hazelden Betty Ford Foundation’s internal and external constituents. Students are prohibited from disclosing proprietary and nonpublic information to which they have access as a result of their enrollment in the Graduate School and their participation in clinical placements. Such information includes, but is not limited to, patient and customer information, trade secrets, financial information, and strategic business plans.

Unless specifically instructed, students are not authorized to speak on behalf of the Graduate School and the Hazelden Betty Ford Foundation. Students may not publicly discuss patients, products, employees, or any work-related matters when confidential or proprietary outside the Foundation or Graduate School-authorized communications.

When attending and participating in the Graduate School or Hazelden Betty Ford Foundation events and activities, students must follow the Foundation’s Photography/Film Policy found on PolicyManager in Fusion.

Guidelines

Authorized Use of Social Media

The goal of authorized use of social media, such as blogging, is to become a part of industry conversation and promote web-based sharing of ideas and exchange of information regarding the Graduate School or the Hazelden Betty Ford Foundation. When granted authority from the Graduate School administration or its
designated employees, students may utilize social media to convey information about school and Hazelden Betty Ford Foundation products and services, to promote and raise awareness of the Graduate School and Hazelden Betty Ford Foundation’s brand, to pursue academic collaboration within the guidelines of the school’s policies and procedures, to communicate with fellow students and Hazelden Betty Ford Foundation employees for academic purposes, and to discuss school-specific activities and events.

When using social media, students must seek the approval of the Graduate School administration and designated employees. In those cases, students must ensure that use of these communications maintains the school’s identity, integrity, and reputation, while minimizing actual or potential legal risks, whether used inside or outside the workplace.

1. Only authorized Graduate School employees can prepare and modify content for social media postings located on any social media site or any link within hazeldenbettyford.org or hazeldenbettyford.edu.

2. Content must be relevant, add value, and meet at least one of the specified goals or purposes listed in Authorized Use of Social Media. If uncertain with any information, material, or conversation, the student should discuss the content with Graduate School administration or designated employees.

3. All students must identify themselves as students of the Hazelden Betty Ford Graduate School of Addiction Studies when posting comments or responses on the school’s social media sites or blogs.

4. Any copyrighted information, where written reprint information has not been obtained in advance, cannot be posted on the Graduate School blog or social media sites.

5. The Graduate School and its students are responsible for ensuring all posted information complies with Hazelden Betty Ford Foundation’s guidelines for social media use and those set forth in this policy. Graduate School administration and its designated employees are authorized to remove any content that does not meet the rules and guidelines of the social media policy or may be illegal or offensive. Removal of such information will be done without permission of the author or advance warning.

6. The Graduate School expects all guest bloggers or posters to abide by all rules and guidelines of the school’s social media policy and reserves the right to remove, without advance notice or permission, all guest content considered inaccurate or offensive. The Graduate School also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

7. Blogging software, whether installed as a separate application or as an add-on to a web browser, is subject to the same policies and guidelines as other software and must be approved by the Graduate School administration, its designated employees, and Hazelden Betty Ford Foundation IT management. Authorization for blogging does not guarantee IT approval of any blogging software or other software tools.

8. Blogging websites, or sites where blog content may appear, may be blocked by Internet filtering used by the Graduate School administration, its designated employees, and Hazelden Betty Ford Foundation. Requests to unblock such sites will be considered on a case-by-case basis and may remain blocked after assessment by the Graduate School administration, its designated employees, and Hazelden Betty Ford IT staff.

9. As Hazelden Betty Ford Foundation engages in conversations online, the following code of ethics applies to the Foundation and the Graduate School sponsored sites and in comments on other sites:

   • Graduate School posts and comments will be accurate and factual.

   • The Graduate School will acknowledge and correct mistakes promptly.

   • When corrections are made, the Graduate School will preserve the original post, showing by strike through what corrections have been made, to maintain integrity.

   • The Graduate School will link directly to online references and original source materials.

   • Graduate School staff will disclose conflicts of interest and will not attempt to conceal their identity or that they work for Graduate School and Hazelden Betty Ford Foundation.

**Personal Social Media Use**

The Graduate School respects the right of students to use social media and does not want to discourage students from self-publishing and self-expression. Students are expected to follow these guidelines and policies, the purpose of which is to provide a clear line between the student as an individual and the student as a representative of the Graduate School.

Hazelden Betty Ford Foundation respects the right of students to use social media as a medium of self-expression and public conversation and does not discriminate against students who use these mediums for personal interests and affiliations or other lawful
purposes. Students are personally responsible for their commentary. Students can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, including commentary that is incompatible with the mission of the Graduate School and Hazelden Betty Ford Foundation.

1. Graduate School students cannot use Hazelden Betty Ford Foundation-owned equipment, including computers, networks, company-licensed software, or other electronic equipment, nor facilities or company time, to conduct personal social media use.

2. Students cannot use blogs or other forms of social media to harass, threaten, discriminate against, or disparage fellow students, Graduate School administration or its employees, or anyone associated with or doing business with Hazelden Betty Ford Foundation.

3. Students can be held responsible if their comments are considered defamatory, obscene, insulting, or proprietary by any offended party, not just the Graduate School and Hazelden Betty Ford Foundation.

4. Students should write in the first person. When a connection to the Graduate School and Hazelden Betty Ford Foundation is apparent, the student must state that he or she is speaking for himself or herself and not on behalf of the Graduate School and Hazelden Betty Ford Foundation. In those circumstances, students using social media should include this disclaimer: “The views expressed on this [blog, website, account] are my own and do not reflect the views of the Graduate School and Hazelden Betty Ford Foundation.”

5. Students cannot post the name, trademark, or logo of the company or any business with a connection to the Graduate School and Hazelden Betty Ford Foundation. Students cannot post Hazelden Betty Ford Foundation and Graduate School-privileged information, including copyrighted information or Foundation-issued documents.

6. The Graduate School recognizes that students engage in activities outside of the Graduate School with other students and Hazelden Betty Ford Foundation employees. If photographs are taken, students should seek the consent of those photographed before posting to any social media website or Internet website.

7. Students cannot post any advertisements of the Graduate School and Hazelden Betty Ford Foundation products nor sell Graduate School and Hazelden Betty Ford Foundation products and services.

8. Students should use a personal email address (not hazeldenbettyford.org or Hazeldenbettyford.edu addresses) as primary means of identification when posting.

9. If contacted by the media or press about posts that relate to the Graduate School or Hazelden Betty Ford Foundation business, students are required to speak with Graduate School administration or its designated employees before responding.

10. Downloading software used for personal blogging purposes is prohibited on Graduate School- or Hazelden Betty Ford Foundation–owned equipment.

11. If students identify themselves as a student at the Graduate School and/or have connected themselves with others affiliated with Hazelden Betty Ford Foundation (including fellow students, Graduate School and Foundation employees, managers and patients), students are responsible for making sure that content is professional and appropriate.

12. The same basic policies that apply to confidentiality, harassment, ethics, etc., and the school’s Rules of Conduct apply to the use of social media.

13. If a student has any questions about this policy or personal blogs or posts, the student should consult with Graduate School administration, its designated employees, and Hazelden Betty Ford Foundation IT staff.

14. Students are encouraged to be respectful and professional to fellow students, Hazelden Betty Ford Foundation employees, Graduate School administration and employees, Foundation and Graduate School business partners, competitors, and patients. Students should avoid using unprofessional online personas.

**Student Monitoring**

The Hazelden Betty Ford Graduate School of Addiction Studies and Hazelden Betty Ford Foundation reserve the right to monitor comments or discussions about the Graduate School and the Foundation, and its employees, products, patients, and competitors posted by anyone on the Internet.

**Reporting Violations**

The Graduate School requests and strongly urges students to report any violations or possible or perceived violations to Graduate School administration, its designated employees, or Human Resources. Violations may include inappropriate and disrespectful discussions of the Graduate School, Hazelden Betty Ford Foundation, its employees and patients, and fellow students.

Violations may also encompass unauthorized discussion of proprietary information and any unlawful activity.
related to blogging or posting.

**Discipline for Violations**

The Graduate School and Hazelden Betty Ford Foundation investigate and respond to all reports of violations of the social media guidelines and other related policies. Violation of the Graduate School and Hazelden Betty Ford Foundation policy will result in disciplinary action including possible dismissal from the Graduate School.

**Lockers**

Lockers are available for student use and the Graduate School will assign lockers, as available, to students upon request. Students are required to secure their own lock. Hazelden Betty Ford Graduate School of Addiction Studies and its affiliates are not responsible for the personal items stored in the locker.

Lockers are the property of the Hazelden Betty Ford Foundation and students are specifically advised that they do not have a personal privacy right to a specific locker; lockers will be subject to opening if a school/business issue arises.

**Overdue Library Items Policy**

Students borrowing items from the Hazelden Betty Ford Foundation Library are responsible for returning these items in good condition and by the due date. If items become overdue, the librarian will send each student a reminder. If items remain overdue, subsequent reminders will be sent and copied to Graduate School staff. If items are ultimately lost or not returned, the librarian will ask the borrower to purchase a new copy for the library or bill the borrower for the replacement amount. Prior to leaving the school or receiving their degree, students must return all borrowed items to the library. If items are not returned, replaced or paid for, grades, transcripts, and class registration will be locked.

**Proctored Examination Policy**

Students enrolled in online courses must find a proctor to supervise course exams whenever examinations are required by the online course or needed for Comprehensive Exams. Students must provide a proctor with a valid form of identification with a photograph (e.g., driver’s license, passport, or other government issued identification).

The Graduate School works with SmarterProctoring to provide students with either in-person or virtual proctoring services by approved proctors. Student living in a less populated area may have limited access to in-person proctors. More information about SmarterProctoring is available online.

The student must follow policies and procedures regarding the scholastic honor code. Evidence of dishonesty is subject to disciplinary penalties as described in Section 5, including the possibility of failure in the course and dismissal from the Graduate School.

The student will follow these procedures:

- The student will select a proctor in advance of examinations as stipulated by the exam instructions.
- The student will provide the proctor with a valid form of identification with a photograph (e.g., driver’s license, passport, or other government issued identification).
- The student will work with the proctor to establish an appointment for the exam(s).
- Exams should be submitted electronically in the presence of the proctor. The proctor will provide verification through SmarterProctoring that the exam was taken in compliance with stated rules of the exam.
- The student will arrange for fee payment for the proctoring services, if any. Fees for proctored exams are the student’s responsibility.
- If there are any questions regarding permitted exam aids, students or proctors should seek verification from the course instructor.
- Any questions or clarifications about the proctored exam should be directed to the course instructor or school registrar (if the instructor cannot be immediately contacted).

**Verification of Student Identity Policy**

In compliance with the Higher Education Opportunity Act, the Graduate School has processes in place through which the school establishes the identity of the student who registers in an online course is the same student who participates in, and completes the course or program and receives the academic credit. A variety of approaches are used which may include, in any combination:

- Mandatory and secure login and pass codes
- Encrypted data transmission of login information
- 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 Hazeldenbettyford.edu
e-mail 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.

- Proctored examinations
- A log of questions and answers that may be used for authentication purposes at the school’s discretion. Newly admitted students must supply answers to a list of authentication questions prior the start of the online course(s). At the discretion of a school official, students may be required to answer these questions to verify their identity.
- Copies of photo IDs maintained in student files
- Personally identifiable information (e.g. date of birth, social security number) collected by the Graduate School may be used, at the school’s discretion, as a method of verifying student identity
- New or emerging technologies or practices that are effective in verifying student identity

### Student Assistance Program — Counseling Services

The Student Assistance Program is a confidential and voluntary program that allows students to seek assistance with problems that affect their personal lives or work-related issues. Up to five assessment sessions per year are available at no cost to the student. If more counseling is needed, referrals are made to community resources. Students are financially responsible for further treatment, personally or through medical insurance coverage. To access services, please call 1-800-383-1908. To access web-based information, please see the log-in and password information within the Student Assistance Program pdf document available in Populi shared files.

### Tobacco-Free Environment

Students, employees, patients, and visitors have the right to conduct their affairs in a clean and healthful environment. This means the adverse effects of passive smoke do not interfere with the provision of services to adult patients or with the work environment of employees, students, and volunteers. To this end, Hazelden Betty Ford Foundation has implemented a tobacco-free campus. Students are prohibited from smoking or using other tobacco products on any Hazelden Betty Ford Foundation campus or grounds, in any Foundation-owned or Foundation-leased building, or in any Foundation vehicle. Adult residential treatment programs where effective service to patients would be jeopardized may have designated patient smoking areas. These areas are not available for tobacco use by Hazelden Betty Ford Foundation employees or Graduate School students.

### Violence Policy

Students have a responsibility to maintain the safety and security of their environment. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests, or other individuals by anyone on school property will not be tolerated. Any person who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on school property may be removed from the property, at the Graduate School’s discretion, and will remain off company property pending the outcome of an investigation. If the school determines that violations of this policy may have occurred, Hazelden Betty Ford Foundation may take appropriate disciplinary action that may include, but is not limited to, reassignment of job duties, suspension or termination of student status, or legal action as appropriate.

Carrying or possessing handguns or other weapons in the workplace, while on Foundation business, in Foundation-owned vehicles, or while on a Foundation-sponsored activity, whether or not business-related, will not be tolerated.

Violations of this policy are subject to disciplinary action as described in Section 5.

### Appeals, Complaints, and Dispute Resolution

All Students have the right to have their complaints and appeals heard in an objective manner, without predisposed thought or discrimination. Students have the right to be treated with respect and dignity throughout the complaints or appeals process. In kind, students bringing a complaint to the appeals level will treat the appeals process and Graduate School faculty and staff members with the same dignity and respect that they are accorded.

The Graduate School views the complaint and appeals process as an educational opportunity for students that can help to prepare them to address issues as professionals. At any point in the process, students are encouraged to consult with their academic advisor or another Graduate School staff member to provide advisement, guidance, and support regarding the process.

All students have the right to have the complaints or appeals process held in confidence to the extent possible from other students, faculty, or staff not determined to have a need to know. Students are encouraged to make their complaints as soon as possible.
The following procedure applies when making a complaint:

- The Graduate School strongly recommends that a student first consult with the faculty member, clinical supervisor, or other staff member with whom the student has a complaint. No written record will be kept if a satisfactory resolution can be met at this step in the process. This step does not apply to cases of discrimination, harassment, sexual misconduct, violence, or other matters that would result in undue hardship on the student.
- If the complaint cannot be resolved between the student and faculty member, clinical supervisor, or staff member, the student should contact the Dean.
- In the event that the Dean and student cannot resolve the complaint, the student shall submit a signed written complaint to the Provost. All decisions made by the Provost will be final. A record of the appeal is kept on file.

Students who are residents in the state of Wisconsin may contact the Wisconsin Educational Approval Board in the event that the complaint is not resolved satisfactorily.

Wisconsin Educational Approval Board  
431 Charmany Drive, Suite 102  
Madison, WI 53719  
Phone: 608-266-1996  
Email: eabmail@eab.wisconsin.gov  
Website: http://eab.state.wi.us

The Graduate School is registered with the Minnesota Office of Higher Education. A student who wishes to file a complaint with the Office of Higher Education may contact:

Registration & Licensing  
Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
Phone: 651-259-3975 or 800-657-3866  
Fax: 651-797-1664  
Email: betsy.talbot@state.mn.us  
Minnesota Office of Higher Education (link to https://www.ohe.state.mn.us/mPg.cfm?pageID=1078)

All complaints will be resolved as expeditiously as possible. The Graduate School will not accept, in any form, retaliation of a student for a complaint brought forth in good faith.

See the specific sections in this handbook for procedures related to:

- Harassment complaints
- Complaint against a student for violating the Rules of Conduct
- Grievance against a disciplinary action (see the Rules of Conduct section)

- Grade appeals
- Appeal for academic reinstatement
- Amending the educational records
- Appealing an accommodation decision

Campus Security

The Hazelden Betty Ford Graduate School of Addiction Studies, in conjunction with the Hazelden Betty Ford Foundation, is committed to providing an environment that provides security for person and property without unduly burdensome policies and practices. With the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable and effective. The Hazelden Betty Ford Graduate School of Addiction Studies Annual Security Report sets forth the guidelines for facility security, crime(s), and crime alerts. It can be found at https://www.hazeldenbettyford.org/education/graduate-school-addiction-studies/current-students/campus-services/safety.

Under the Campus Security Act of 1990, also known as the Jeanne Clery Act, and the Crime Statistics Act, which was effective October 1, 1998, Hazelden Betty Ford Foundation is responsible for reporting crime statistics and providing safety information to the campus community.

The annual security report for the Hazelden Betty Ford Graduate School includes statistics for the previous three years and includes crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Hazelden Betty Ford Foundation, and on public property within or immediately adjacent to and accessible from the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged at off-campus locations and/or within student organizations that are officially recognized by the Graduate School, are gathered from local police agencies. These agencies include any city, county, state, or federal agencies that may have relevant information. The statistics are to be published annually and provided within all incoming student packets. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

It is the policy of the Hazelden Betty Ford Graduate School to immediately notify the campus community of any reported crime(s), emergencies, or dangerous situations that are determined to pose an imminent threat to the health or safety of the campus community. Means of notification may include campus-wide email and/or postings. Reports of a lesser nature (e.g., personal property thefts) may be posted as notices within the
campus facility.

The following procedures set forth guidelines for facility security, crime(s), and crime alerts:

Facility security and management:

- Hazelden Betty Ford Graduate School, in cooperation with the Hazelden Betty Ford Foundation, provides protection of buildings, property, and parking lots. Hazelden Betty Ford Foundation investigates crimes, alarms, suspicious incidents and persons and provides responses to medical and fire incidents on premises.

- Campus facilities and buildings are generally open to the campus community; guests visiting the campus are required to sign in at designated areas and wear a nametag. Students and employees on the Center City campus are required to wear official name tags.

- All prospective patients are screened pre-admission for risk to self or others. Those with current risk factors for violent acting out, inappropriate to a non-hospital setting, are referred to a more intensive level of care. Assessment and reassessment of patients is routinely addressed through the on-campus mental health center to safeguard patient, staff, and student safety.

- Campus shrubbery, trees, and other vegetation are routinely trimmed and artificial lighting maintained with safety issues in mind. The campus community is encouraged to report unsafe conditions, safety concerns, exterior lighting issues, or telephone malfunctions to Environment of Care personnel at extension x4192 or x4859.

- Prevention services include education for students during new student orientation three times each year, which includes information concerning personal safety, weather hazards, fire prevention, crime, and reporting processes for criminal acts. Faculty are required to successfully complete training each year that addresses personal safety and emergency procedures involving risk to self or others, fire hazard, and protective procedures.

Annual disclosure of campus crime statistics:

- Annual disclosure of campus crime statistics is managed through the Foundation’s Human Resource Department.

- A centrally managed phone number, ext. 3600, is a voluntary, confidential reporting system available to report criminal acts, all emergencies, or suspected risk factors. Reports are screened through the Medical Unit and referred to the appropriate resource for immediate intervention and/or referral to the appropriate resource. The phone reports are recorded as part of the Annual Crime Statistics Report through Hazelden Betty Ford Foundation’s Human Resources.

- The following individuals are informed for the purpose of making timely warnings and the annual statistical disclosure:
  -- The Foundation President and CEO
  -- The Graduate School Provost
  -- The Dean

- The annual disclosure includes a statement disclosing the voluntary, confidential reporting system for annual crime statistics.

- Publically-available crime statistics exclude identifying information about the victim to the extent permissible by law.

Sexual assault, domestic violence, dating violence, and stalking:

- The Graduate School prohibits offenses of sexual misconduct. See the Sexual Misconduct Policy and Complaint Resolution Procedures in Appendix.

- Safety and sexual assault prevention are topics addressed during the new student orientation program that takes place three times each year. Crime prevention pamphlets are available in the Admissions Office of the Graduate School. The intranet is an additional resource used by the Graduate School for the dissemination of crime bulletins, department presentations, crime prevention tips, and newsworthy information.

Reporting sexual assaults, domestic violence, dating violence and/or stalking:

- Please see the Complaints/Report Section VI of the Sexual Misconduct Policy and Complaint Resolution Procedures in the Appendix for detailed information.

- Every effort is made to ensure that our campus environment promotes and assists in prompt reporting of sexual assaults, domestic violence, dating violence, and/or stalking and provides compassionate support services for survivors. Prompt reporting of sexual assaults, domestic violence, dating violence, and/or stalking is encouraged either by the victim or a third party who can assist him or her. Sexual assault includes, but is not necessarily limited to, acts or attempted acts or rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, and acquaintance/date rape.

- Victims are encouraged to preserve evidence necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking.

- Sexual assaults, domestic violence, dating violence,
and stalking may be reported to any of the following agencies, which provide a variety of support options and resources:

-- In the event of an emergency: 911
-- Human Resources x4900
-- Hazelden Betty Ford’s Center City security number x3600
-- Academic Advisor or Dean
-- Chisago County Sheriff Office
  313 N Main St., Ste. 100
  Center City, MN 55012
  o First, call Dispatch at (651) 257-4100
  o Second, call Chisago County Sheriff at (651) 213-6301
-- Fairview Lakes Regional Medical Center
  Emergency Room
  5200 Fairview Blvd.
  Wyoming, MN 55092
-- School referral to expedite clinic appointment at
  (651) 982-7300

- Legal options:
  Any person who has been sexually assaulted has several legal options:

-- Criminal prosecution against the assailant
-- Civil prosecution against the assailant
-- The Graduate School’s disciplinary procedure if the assailant is an employee or student

- Victims are provided with assistance in changing academic situations if requested of the Dean and if options are reasonably available, regardless of whether the victim reports the crime to the local law enforcement. Assistance may include, among other options, moving a student into a different section of a course. See the Sexual Misconduct Policy and Complaint Resolution Procedures in the Appendix for more information.

- Graduate School Disciplinary Procedures:
  The Hazelden Betty Ford Graduate School is committed to providing proceedings that are supportive, sensitive, expedient, and respectful to each individual’s rights. Prompt, fair, and impartial investigations will be completed. For complaints involving allegations of sexual misconduct, please see the Sexual Misconduct Policy and Complaints Resolution Procedures in the Appendix for details.

Criminal report:

- To report an EMERGENCY, DIAL 911 immediately (for a crime in progress, bomb threat, medical emergency, suspicious persons or unusual behavior, etc.) or the campus security number at extension x3600. The Hazelden Betty Ford Graduate School is committed to providing proceedings that are supportive, sensitive, expedient, and respectful to each individual’s rights. Prompt, fair, and impartial investigations will be completed. For complaints involving allegations of sexual misconduct, please see the Sexual Misconduct Policy and Complaints Resolution Procedures in the Appendix for details.

Crime and emergency alert notices:

- The Hazelden Betty Ford Graduate School is committed to maintaining a safe campus and believes that a well-informed community is an integral component in achieving this goal. It is the policy of the Foundation to immediately issue alerts for the campus community when a crime of a serious nature, significant emergency, or dangerous situation that is considered to represent a threat to students or employees occurs. Alerts shall include, but are not limited to, those crimes that are listed in the Clery Act.

- The following individuals are informed of crime(s), significant emergencies, and dangerous situations for the purpose of making timely warnings:
  -- The Foundation President and CEO
  -- The Graduate School Provost
  -- The Dean

- Upon notice, this group of individuals will, without delay, and taking into account the safety of the community, determine the content of the crime and emergency notification and initiate a notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- Notices are made to the entire campus community that is comprised of students, faculty, and school staff.

- Crime alerts shall be made electronically via email to the campus community.

- Severe weather, fire, or other facility-based emergency alerts are made via the Hazelden Betty Ford Foundation’s automated auditory and visual alarm system. In the event of a sustained emergency situation, email alerts will be issued to the entire campus community.

National Registry of Sex Offenders:

Information about registered sex offenders may be obtained at the National Sex Offender Public Website (NSOPW) at [www.nsopw.gov](http://www.nsopw.gov). The NSOPW is a public
safety resource that provides the public with access to sex offender data nationwide.

Safety and Emergency Procedures

It is the intention of the Graduate School to maintain a safe environment for all students. It is the expectation that all students will ensure their safety by being familiar with the following procedures as well as those described under the Campus Security Policy above.

To report an emergency, dial 911 immediately (crime in progress, bomb threat, medical emergency, suspicious persons or unusual behavior, etc.) or the Foundation’s Center City security number at extension x3600.

To report a crime that is not an emergency, contact Hazelden’s security number at x3600 or the Chisago County Sheriff’s Office at (651) 257-4100 (Dispatch) or (651) 213-6301.

In the event that the Foundation’s emergency alarm system is activated, students should follow directions or other alerts to evacuate the building or seek shelter. Always follow procedures as directed and remember that personal safety is paramount and takes precedent.

The following procedures set forth student guidelines when safety/emergency plans are imminent:

- In the event of a fire, fire drill or related emergency (Code Red), students will follow the Fire and Emergency Evacuation Procedures Guide communicated to them during new student orientation while being observant to emergency signs and auditory alarms. Emergency signs are posted in common areas within the school. Exits and fire extinguishers are located one each floor. Students are also expected to report any fire immediately to extension 3600.

Fire and Emergency Evacuation Procedures Guide

When in Cork Building – Area 12

Fire or fire drill in Area 12

Evacuation is mandatory. If present on the upper level of Cork Building, evacuate to Nelson Bradley Dining Center. If present on the lower level of Cork Building, evacuate to the 1st floor of Betty Ford Women’s Recovery Center.

Fire or fire drill elsewhere on campus

No evacuation required. Reporting to a designated area in the Cork Building during a fire or fire drill elsewhere on campus is followed by Hazelden Betty Ford professionals responsible for patients in their presence or currently meeting with patients in the Cork Building.

When in other areas on campus

Fire or fire drill in the presence of patients

Applies whether in your area or elsewhere on campus

Evacuation is mandatory. Please follow evacuation directions unique to the area you are in on the Center City campus and evacuate to designated location.

- In the event of a bomb threat, students are expected to follow the same evacuation plan as above.
- In the event of a tornado or other severe weather, students are expected to seek shelter as directed by any official announcement.

Closure and Delay Procedures

While the school will make every effort to remain open for scheduled classes, there may be instances where conditions make it impossible to do so. These may include, but are not limited to: severe weather, declared state of emergency, utility disruptions, natural disasters, and contagious diseases. In all cases, student safety will be the primary consideration.

The following procedure will set forth student guidelines when circumstances impact the school’s ability to remain open for classes:

- The Graduate School will issue an email notifying students of the closing. The school will report any closures or opening delays to local news stations. Students should follow the information provided by the local news stations.
  - Channel 4 (CBS) wcco.com
  - Channel 5 (ABC) kstp.com
  - Channel 11 (NBC) kare11.com
  - WCCO Radio (830 AM)

Canceled classes will be rescheduled for a later date. School closures will apply to all on-campus classes, activities, and services. Online students may also experience interruptions in classes, activities, and services due to school closures and will be notified accordingly.

- Should classes be in session and a student does not attend class, class attendance policy will be followed.
- Interns who miss hours due to facility closure will be required to fulfill all required hours of the practicum or internship. Hours will be made up at a later date.
- Should classes be canceled an extended period of time due to a catastrophic reason, the school will make every effort to resume classes within a reasonable amount of time.
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Course Descriptions ....................................................................................... page 70
Master of Arts in Addiction Counseling: Advanced Practice

The following graduate courses are based on semester hour credits. Counseling Foundations Courses, (CF)-500-508 and (CF)-809-812, are in-depth survey courses that provide the basis for effective advanced counseling practice, including differential diagnosis, evidence-based treatment, treatment planning, and treatment evaluation methods for provision of services for patients with co-occurring addictions and mental health disorders.

Counseling Process Courses, (CPC)-600–604, integrate classroom learning with corresponding practicum course. Counseling Process Courses (CPC) are limited to students with a faculty-approved educational plan based on intent to complete all program requirements. Synthesis Courses, (CPC)-701–702 and (CF)-813, integrate learning from diverse sources to advance effective case management, treatment planning, therapeutic engagement, and professional conduct and ethical behavior across the spectrum of clinical services. Internship (CPC)-801, advances clearly defined outcome competencies as a culmination of applied learning.

Required Courses

- CF-500 Introduction to Theory and Practice – 2 credits
- CF-501 Biological Perspectives – 2 credits
- CF-502 Assessment, Diagnosis, and Treatment for Co-Occurring Disorders – 3 credits
- CF-503 Research & Clinical Practice (online course) – 3 credits
- CF-505 Lifespan Development (online course) – 3 credits
- CF-506 Families and Systems – 3 credits
- CF-508 Lifestyle and Vocational Development (online course) – 3 credits
- CF-809 Advanced Assessment and Diagnosis for Co-occurring Disorders (online course as well as on-campus Fall semesters) – 3 credits
- CF-810 Evidence-Based Practice for Co-Occurring Disorders (online course as well as on-campus Winter semesters) – 3 credits
- CF-811 Treatment and Recovery Planning for Co-Occurring Disorders (online course as well as on-campus Fall semesters) – 3 credits
- CF-812 Evaluation Methodologies for the Clinician and Treatment Administrator (online course as well as on-campus Winter semesters) – 4 credits
- CPC-600 Assessment and Diagnosis for Substance Use Disorders – 3 credits

- CPC-601 Individual Approaches – 3 credits
- CPC-602 Group Theory & Process - 3 credits
- CPC-604 Multicultural Approaches - 3 credits
- CPC-701 Ethics and Professionalism – 3 credits
- CPC-702 Case Management – 2 credits
- CPC-804 Practicum (180 hours) – 3 credits
- CPC-805 Internship 1 (300 hours) – 3 credits
- CPC-806 Internship 2 (400 hours) – 4 credits
- CPC-813 Advanced Professional Practice (online course) – 1 credit

Elective Courses

Elective courses are not a requirement for this Master of Arts degree.

- CF-605 Independent Study 1-3 credits
- CF-520 Foundations of Addiction and Alcohol and Drug Counseling – 3 credits
- CPC-807 Internship 3 (1 credit = 100 hours, 2 credits = 200 hours, 3 credits = 300 hours, 4 credits = 400 hours)
- IR-509 Behavioral Addictions (online course) – 3 credits
- IR-510 Clinical Supervision – 3 credits
- IR-511 Human Sexuality – 3 credits
- IR-513 Advanced Motivational Interviewing – 3 credits
- IR-514 Advanced Cognitive–Behavioral Therapy – 3 credits
- IR-515 Advanced Twelve Step Facilitation – 3 credits
- IR-517 Eating Disorders – 3 credits
- IR-519 Grief, Loss, and Death – 3 credits

Requirements for Program Completion

To graduate with the Master of Arts in Addiction Counseling: Advanced Practice, students must meet these requirements:

1. Thirty-two semester credits in counseling Foundation courses.
2. Twenty-eight semester credits in counseling process courses, including 180 hours of practicum and 700 hours of internship.
3. Complete a Master’s Applied Project, with a minimum score of 20 on the rubric rating.
4. From the time of enrollment, students (regardless of credit load) will complete all courses and the Master's
Applied Project within a seven-year period. within a seven-year period.

5. Good academic standing with a minimum cumulative GPA of 3.0 or higher, in addition to absence of outstanding sanctions associated with the rules of conduct and requirements for academic honesty.

6. All financial obligations to the Graduate School must be met.

Sample Course Sequence

<table>
<thead>
<tr>
<th>Master of Arts in Addiction Counseling: Advanced Practice</th>
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<tbody>
<tr>
<td><strong>Semester I</strong></td>
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Master of Arts in Addiction Counseling

The following graduate courses are based on semester hour credits. Counseling Foundations Courses, (CF)-500-506, are in-depth survey courses that provide the basis for effective counseling practice. Counseling Process Courses, (CPC)-600–604, integrate classroom learning with clinical practice and require clinical practicum hours. Counseling Process Courses (CPC) are limited to students with a faculty-approved educational plan based on intent to complete all program requirements. Synthesis Courses, (CPC)-701–703, integrate learning from diverse sources to advance effective case management, treatment planning, therapeutic engagement, and professional conduct and ethical behavior across the spectrum of clinical services. Internship, (CPC) 801, advances clearly defined outcome competencies as a culmination of applied learning.

**Required Courses**

- CF-500 Introduction to Theory and Practice – 2 credits
- CF-501 Biological Perspectives – 2 credits
- CF-502 Assessment, Diagnosis, and Treatment for Co-Occurring Disorders – 3 credits
- CF-503 Research & Clinical Practice (online course) – 3 credits
- CF-505 Lifespan Development (online course) – 3 credits
- CF-506 Families and Systems – 3 credits
- CPC-600 Assessment and Diagnosis for Substance Use Disorders – 3 credits
- CPC-600P Practicum – 2 credits
- CPC-601 Individual Approaches – 3 credits
- CPC-601P Practicum – 2 credits
- CPC-602 Group Theory & Process – 3 credits
- CPC-602P Practicum – 2 credits
- CPC-604 Multicultural Approaches – 3 credits
- CPC-604P Practicum – 2 credits
- CPC-701 Ethics and Professionalism – 3 credits
- CPC-702 Case Management – 2 credits
- CPC-703 Synthesis: Professional Practice – 1 credit
- CF-801 Internship (400-hour internship) – 4 credits
Elective Courses

Elective courses are not a requirement for this Master of Arts degree.

- CF-508 Lifestyle and Vocational Development (online course) – 3 credits
- CF-605 Independent Study – 1-3 credits
- CPC-802 Internship II (1 credit = 100 hours, 2 credits = 200 hours, 3 credits = 300 hours)
- IR-509 Behavioral Addictions (online course) – 3 credits
- IR-510 Clinical Supervision – 3 credits
- IR-511 Human Sexuality – 3 credits
- IR-513 Advanced Motivational Interviewing
- IR-514 Advanced Cognitive-Behavioral Therapy
- IR-515 Advanced Twelve Step Facilitation
- IR-516 Co-Occurring Disorders in Children and Adolescents
- IR-517 Eating Disorders – 3 credits
- IR-519 Grief, Loss, and Death – 3 credits

Requirements for Program Completion

To graduate with the Master of Arts degree in Addiction Counseling, students must meet these requirements:

1. Fifteen semester credits in counseling foundation courses.
2. Twenty-nine semester credits in counseling process courses, including 480 hours of practicum and 400 hours of internship.
3. From the time of enrollment, full-time graduate students will complete all courses within a seven-year period. For students beginning the program before September 5, 2016, internship and the comprehensive examination must be completed within seven years. For students beginning the program after September 5, 2016, internship and the Master’s Applied Project must be completed within seven years.
4. For students beginning the program before September 5, 2016, complete a comprehensive written examination, with a minimum score of 2.5 for each of the rubric ratings. For students beginning the program after September 5, 2016, complete a Master’s Applied Project, with a minimum score of 20 on the rubric rating.
5. From the time of enrollment, part-time students (regardless of credit load), will complete all coursework within seven years. For students beginning the program before September 5, 2016, internship and the comprehensive examination must be completed within seven years. For students beginning the program after September 5, 2016, internship and the Master's Applied Project must be completed within seven years.

Sample Course Sequence

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<tr>
<th>Master of Arts in Addiction Counseling</th>
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<tr>
<td><strong>Semester I</strong></td>
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Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders

The following graduate courses are based on semester hour credits. The core requirements for this degree incorporate 48 credits in required courses. Counseling Foundations courses, (CF) 503, 505, 508, 809, 810, 811, and 812 are survey courses that provide the basis for effective counseling practice, including differential diagnosis, evidence-based treatment, treatment planning and treatment evaluation methods for provision of services for patients with co-occurring addictions and mental health disorders. As a Counseling Process synthesis course, (CPC) 701 integrates learning from
diverse sources to advance professional conduct and ethical behavior across the spectrum of clinical services. Integrated Recovery courses, (IR) 606, 607, 609, 705, 706, 707, 708, and 815, are in-depth courses that examine the intricacies of differentiating chemical use, addiction, mental health symptomatology and disorder, and medical issues.

**Required Courses**

- CF-503 Research & Clinical Practice – 3 credits
- CF-505 Lifespan Development – 3 credits
- CF-508 Lifestyle and Vocational Development – 3 credits
- CF-809 Advanced Assessment and Diagnosis for Co-occurring Disorders – 3 credits
- CF-810 Evidence-Based Practice for Co-Occurring Disorders – 3 credits
- CF-811 Treatment and Recovery Planning for Co-Occurring Disorders – 3 credits
- CF-812 Evaluation Methodologies for the Clinician and Treatment Administrator – 4 credits
- CPC-701 Ethics and Professionalism – 3 credits
- IR-606 Introduction to Professional Co-Occurring Disorders Counseling – 3 credits
- IR-607 Medical Issues, Psychopharmacology, and Medication Management – 4 Credits
- IR-609 Etiology, Screening and Assessment of Co-Occurring Disorders – 3 credits
- IR-705 Culturally-Responsive Co-Occurring Disorders Counseling – 3 credits
- IR-706 Crisis and Trauma – 3 credits
- IR-707 Family Psychoeducation and Counseling for Co-Occurring Disorders – 3 credits
- IR-708 Group Counseling for Co-Occurring Disorders – 3 credits
- IR-815 Synthesis: Integrated Recovery – 1 credit

**Elective Courses**

In addition to the required core courses, students take an additional twelve credits of electives. Two types of electives are offered – clinical and academic. Clinical electives (internships) are intended for students who intend to pursue licensure following graduation. It is the student’s responsibility to check specific licensing requirements in the state he or she intends to practice to determine the number of clinical hours needed.

Academic electives allow students to think more deeply about topics related to addiction treatment and integrated recovery. Academic electives will be offered on a rotating basis.

- CF-605 Independent Study – 1-3 credits
- CF-520 Foundations of Addiction and Alcohol and Drug Counseling - 3 credits
- IR-509 Behavioral Addictions – 3 credits
- IR-510 Clinical Supervision – 3 credits
- IR-511 Human Sexuality – 3 credits
- IR-513 Advanced Motivational Interviewing – 3 credits
- IR-514 Advanced Cognitive-Behavioral Therapy – 3 credits
- IR-515 Advanced Twelve Step Facilitation – 3 credits
- IR-516 Co-Occurring Disorders in Children and Adolescents – 3 credits
- IR-517 Eating Disorders – 3 credits
- IR-519 Grief, Loss, and Death – 3 credits
- IR-825 Clinical Internship – 3-12 credits

**Requirements for Program Completion**

To graduate with the Master of Arts in Addiction Studies: Integrated Recovery for Co-Occurring Disorders, students must meet these requirements:

1. Complete 48 credits in the core curriculum
2. Complete 12 credits of electives
3. For students beginning the program before September 5, 2016, complete a comprehensive written examination, with a minimum score of 3.0 for each of the rubric ratings. For students beginning the program after September 5, 2016, complete a Master’s Applied Project, with a minimum score of 20 on the rubric rating.
4. For students beginning the program before September 5, 2016, complete program within a seven-year period of time, including comprehensive examination. For students beginning the program after September 5, 2016, complete program within a seven-year period of time, including the Master’s Applied Project.
5. Completion of two required on-campus residencies (4 days each) in Center City, Minnesota
6. Good academic standing with a minimum cumulative GPA of 3.0 or higher, in addition to absence of outstanding sanctions associate with the rules of conduct and requirements of academic honesty.
7. All financial obligations to the Graduate School must be met.
Sample Course Sequence

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<thead>
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<th>Semester I</th>
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### Course Offerings

Students may choose from a menu of course offerings and independent study. Contact the Admissions Office for a list of courses available each semester.

### Course Prerequisites

A prerequisite is a course (or qualifications) which must be taken before a student may register for a subsequent course. It is the student’s responsibility to comply with prerequisites of all courses for which he or she enrolls. Course prerequisites are listed in this catalog and in the Class Schedule each term. All prerequisite courses must be completed with a “C” or better grade.

### Course Co-requisites

A co-requisite is a course which must be taken prior to or at the same time as another course. If a co-requisite is listed for a course, it means that the student either must have met the co-requisite prior to enrollment in the course or must take the co-requisite course in the same term.

### Course Descriptions

#### CF-500 Introduction to Theory and Practice – 2 credits

This course examines the historical, current, and emerging models of therapeutic change concerning addiction and mental health conditions. Implications for prevention, treatment, and continuing care are considered along with exploration of clinical pathways to sustain change and evidence-based treatment. A bio-psychosocial approach is emphasized, which integrates clinical practice and therapeutic models in order to treat the whole person—physically, mentally, and spiritually. This course includes 60 hours of observation in a clinical setting.

Prerequisite(s): None

**Learning outcomes include:**

1. Understand the value of a helping relationship in promoting therapeutic change
2. Discuss the consultative processes in contrast to direct counseling service
3. Analyze trends in counselor practice concerning the interacting complexities of social, cultural, vocational, developmental, and family implications in therapeutic change
4. Understand the development of addiction counseling and the various theories and models of substance use disorders in relation to both etiologies and treatment approaches
5. Discuss the multiple pathways of recovery that exist alongside Twelve Step programs and other mutual self-help groups

### Customized Training

Customized training for professional development is an individualized learning opportunity designed for experienced professionals seeking greater depth or added skill in counseling practice. Prospective students choose from courses or independent study in order to reach anticipated learning outcomes. The student’s learning needs and individual objectives help guide the educational process aided by faculty advising. Students will receive a transcript that documents the academic credits earned.
6. Understand evidence-based counseling practices, as well as theoretical implications for designated clinical populations
7. Appreciate the value of teamwork and collaboration necessary for mobilizing resources and expertise for treating the whole person
8. Understand the importance of advocacy within the role of a counselor and its relationship to advancing the profession, eliminating stigma, and improving access to treatment
9. Analyze different approaches utilized by counselors through direct observation of their work with clients, which may include assessments, individual counseling, group counseling, family counseling, and consultation with other health professionals examines the historical, current, and emerging models of therapeutic change concerning addiction and mental health conditions. Implications for prevention, treatment, and continuing care are considered along with exploration of clinical pathways to sustain change and evidence-based treatment. A biopsychosocial approach is emphasized, which integrates clinical practice and therapeutic models in order to treat the whole person—physically, mentally, and spiritually.

**CF-501 Biological Perspectives – 2 credits**

The biology of addiction and mental disorders is explored through the study of brain chemistry and related causal factors and pathophysiological processes, including brain function and behavioral correlates, molecular adaptation, and the genetics of addiction and mental disorders. The role of psychopharmacology is addressed from a broad perspective, particularly in relationship to drugs of abuse, management of withdrawal, medication-assisted therapies, and medication management for mental disorders.

**Prerequisite(s): None**

*Learning outcomes include:*
1. Relate scientific concepts and facts to concrete clinical situations
2. Analyze diverse symptoms to conceptualize a clinical strategy
3. Analyze theories and research concerning the biology of human behavior, and the neurological, behavioral, and psychosocial effects of psychoactive substances
4. Appreciate the role of referral and consultation
5. Understand the scientific and practice implications of pharmacology
6. Integrate the use and practice of medication-assisted treatment for addiction and medication management for co-occurring disorders within the context of counseling practice

**7. Examine both the epidemiology of substance use disorders and other co-occurring disorders and the known risk factors for addiction and co-occurring disorders**

**8. Articulate the roles of culture and diversity in relation to the etiologies of psychopathology and physiologic responses to the drugs of abuse and psychotherapeutic medications**

**CF-502 Assessment, Diagnosis, and Treatment for Co-Occurring Disorders – 3 credits**

This course offers a comprehensive overview of an integrated model for mental health conditions and alcohol and drug dependence. Psychopathology and diagnostic symptoms are reviewed in relationship to adolescents, youth, and adults. Treatment is addressed with emphasis on the dynamics of psychotherapy and empirically based treatment strategies. The role of psychotherapy in treating mental disorders is explored, as are community resources. The American Psychiatric Association’s Diagnostic and Statistical Manual of Mental Disorders (DSM 5) is used as a key reference for assessment methods. Integrated models for sustaining behavior change, continuing care planning, and relapse prevention are discussed.

**Prerequisite(s) for On-campus Degree: CPC-600**

**Prerequisite(s) for Customized Program: Diagnostics course or equivalent**

*Learning outcomes include:*
1. Identify characteristics, symptoms, and diagnosis for mental disorders across the lifespan
2. Analyze concepts and models of psychopathology
3. Synthesize and apply an integrated treatment approach for co-occurring disorders
4. Identify trauma and appropriate interventions and report abuse as stipulated by legal standards
5. Define empirically based treatment interventions for individuals with co-occurring disorders
6. Identify relapse prevention strategies and implications for individuals with co-occurring disorders
7. Evaluate the cultural influences on the expression and interpretation of psychopathology, diagnosis, and treatment of co-occurring disorders
8. Utilize effective suicide prevention and intervention procedures

**CF-503 Research and Clinical Practice – 3 credits**

This course provides a comprehensive overview of clinical research processes and functions that encompass an array of clinically relevant practices.
These processes and functions include basic statistics; methods and design; review of research literature and application to treatment innovations; program evaluation procedures and outcomes; and understanding the application of research design and methodology.
Prerequisite(s): None

**Learning outcomes include:**

1. Critically evaluate cultural norms and patterns that are reflected among research participants and their impact on research findings
2. Apply scientific methods to investigate questions about, or problems with, treatment modalities and clinical outcomes
3. Conceptualize and formulate abstract hypotheses and using statistical procedures to test them
4. Use statistical principles to analyze data and interpret findings
5. Integrate results into a cohesive understanding of the phenomena of interest
6. Apply the components of effective quality measurement systems
7. Critically evaluate the research literature and use the literature to inform counseling practice

**CF-505 Lifespan Development – 3 credits**

This course is designed to foster knowledge and understanding concerning cognitive, social, physical, emotional and spiritual development across the lifespan. Issues specific to human adjustment difficulties, addiction and mental health problems are woven into a spectrum of theoretical models of development. Counseling implications are investigated for each milestone of life.
Prerequisite(s): None

**Learning outcomes include:**

1. Integrate and apply developmental theoretical approaches for professional counseling to individuals and groups through a lifespan
2. Analyze the needs and individual abilities of clients utilizing developmental approaches and theories of learning
3. Connect developmental, mental health and addictions counseling approaches based on current evidence-based practices for individuals and programs
4. Integrate ethical and legal principles and standards in developmental counseling
5. Apply developmental approaches to counseling diverse populations
6. Integrate developmental approaches in treatment planning
7. Integrate systemic and environmental factors that affect human development, functioning and behavior

**CF-506 Families and Systems – 3 credits**

This course is an introduction to systemic thought. A broad overview of current family therapy approaches is presented with an emphasis on application to family dysfunction associated with addiction and mental health conditions. Family dynamics are explored and discussed, and healthy family development is compared to patterns of dysfunction. Concepts of family lifecycle stages, styles of communication, boundary settings, family rules and roles, and cultural diversity are examined, as are strategies for clinical intervention.
Prerequisite(s) for On-campus Degree: CPC-601
Prerequisite(s) for Customized Program: Individual Approaches course or equivalent

**Learning outcomes include:**

1. Compare and contrast systemic process and individual approaches to family therapy
2. Demonstrate family therapy methods using specific approaches
3. Discuss the family life cycle stage model, emphasizing the impact of addiction on family members at various stages of life cycle development
4. Identify, compare and contrast basic models of family therapy
5. Integrate family systems approaches and an addiction recovery model by explaining and demonstrating application of the Twelve Step philosophy and family therapy models
6. Discuss the strengths and limitations of systemic thought and various models of family therapy to culturally diverse groups
7. Identify how the models of family therapy include the influence of cultural differences

**CF-508 Lifestyle and Vocational Development – 3 credits**

A survey of theories and models of career counseling are presented, including an in-depth review of special issues for people with addiction and mental health issues. Multicultural issues are explored for sexual, cultural, and ethnic minorities. Gender-specific skill enhancement is included. Tools utilized for testing and evaluation in career counseling are presented.
Prerequisite(s): None

**Learning outcomes include:**

1. Integrate and apply theoretical approaches to career development and counseling in working with individuals in mental health and addiction counseling practice
2. Assess needs of clients from a contextual perspective addressing inter-relationships among work, family,
and other life factors, including multicultural and
gender issues

3. Connect career, mental health and addiction
counseling approaches based on current evidence-
approved practices for individuals and programs

4. Integrate ethical and legal issues as well as principles
and standards in career counseling

5. Utilize basic assessment tools for career counseling,
including computer-based systems

6. Understand public policy issues related to the role of
work in psychological health and well-being

7. Identify and use career, avocational, educational,
occupational and labor market information resources
and technology in a counseling practice

CF-520 Foundations of Addiction and Alcohol and Drug
Counseling – 3 credits

This course provides a foundational overview of topics
related to addiction and the alcohol and drug counseling
profession ranging from historical perspectives to
current issues and practices. Topics of study include
etiology, models, and processes of addiction; basic
pharmacology; roles and functions of professionals,
approaches to prevention, treatment, and recovery; and
ethical, legal, and professional expectations. Students
will also examine concepts and impacts of addiction
from individual, familial, societal, cultural, and other
diverse frameworks.

1. Compare and contrast applicability of historical
perspectives to current issues and practices in the
alcohol and drug counseling field.

2. Examine etiology, models, and processes of
addiction.

3. Describe and define the basic pharmacology of
psychoactive drugs of abuse.

4. Review the functions of diagnosis, assessment, and
documentation as they relate to treatment and
recovery planning.

5. Identify and explain the roles and functions of
alcohol and drug counselors while differentiating
their roles from related professionals.

6. Evaluate approaches to prevention, treatment, and
recovery with special emphasis on the co-
ocurrence of substance use disorders, mental
health disorders, and primary health care issues.

7. Examine behavioral addictions in the context of
holistic approaches to the role of alcohol and drug
counselors.

8. Learn to access and apply resources related to
ethical, legal, and professional expectations of the
alcohol and drug counseling field.

9. Explore the interrelationship between addiction and
various social, cultural, and psychological factors.

CF-605 Independent Study – 1-3 credits

The independent study is a learning opportunity to
expand and integrate knowledge, skills, and/or attitudes
relative to the practice of counseling. The student
develops a learning contract that includes a clearly
articulated description, specific goals, learning
assignments, scheduled appointments with faculty, and
measurable learning outcomes. The student and the
faculty advisor determine requirements for completion.

Faculty approval is required before the study begins. The
learning contract clarifies what the student intends to
learn and the anticipated outcomes. The contract
therefore serves as a source of accountability for the
duration of the independent study.

Students are expected to concentrate their independent
study within the parameters of counseling competencies
closely aligned with the current curriculum.

Throughout the independent study, the student is
expected to communicate with faculty at regular intervals
as designated on the contract in order to receive
feedback and academic guidance. The study must be
completed by the end of the semester. Coursework not
completed will receive a grade of “I” (incomplete). If the
coursework is not completed 90 days after the end of the
semester, the student will receive an F grade.

Independent study demands are the equivalent of 15
contact hours per credit.

Students considering withdrawal, once an independent
study contract has been signed, need to comply with
school policy regarding course withdrawal.

Learning outcomes include:

1. Goals and outcomes that measure skills,
competence, and synthesis of learning from diverse
resources

2. Detail of learning strategies used, such as specific
projects, formal training, readings, professional
meetings, informational interviewing, etc.

3. A relationship to academic experience, including
areas of professional discipline, research, and
theories that are professionally relevant and
beneficial

4. A final product(s) with predetermined criteria used to
evaluate achievement of learning outcomes (theory
or topic paper, program evaluation, personal journal,
book report, manual, etc.)

CF-809 Advanced Assessment and Diagnosis for Co-
occurring Disorders – 3 credits

This course provides students with current, evidence-
based assessment and appraisal methods needed to
formulate a comprehensive DSM-5 differential diagnosis
of addiction and commonly co-occurring disorders for adults, adolescents, and children.

Using an integrated biopsychosocial approach to assessment, students will learn to examine the whole person, paying close attention to the intricacies of differentiating chemical use, addiction, mental health symptomatology and disorder, and medical issues, in order to establish an accurate diagnosis. Students will also develop skills in communicating diagnostic findings with the client, the support system, and other professionals in order to provide appropriate treatment plans and coordination of care.

Prerequisite(s) for Online Degree: IR-609
Prerequisite(s) or Corequisite(s): CPC-701
Prerequisite(s) for On-campus Degree: CPC-600
Prerequisite(s) for Customized Program: Diagnostics course or equivalent

Learning outcomes include:
1. Demonstrate familiarity with interactions among chemical use, mental health symptoms, medical conditions, and effects of prescription medications
2. Analyze clinical presentation to effectively practice differential diagnosis of addiction and co-occurring disorders, including anxiety and trauma, mood disorders, and personality disorders across the lifespan
3. Select, apply, and interpret screening and assessment instruments for mental status, risk/crisis situations, and co-occurring disorders
4. Apply concepts and models of developmental psychopathology to clinical practice
5. Differentiate between cultural norms and psychopathology, appreciate the variation in human expression of mental health symptoms

CF-810 Evidence-Based Practice for Co-Occurring Disorders – 3 credits

This course provides an examination of evidence-based practice for addiction and co-occurring disorders with an emphasis on empirically supported treatments (ESTs). Students will become familiar with the benefits and limitations of using ESTs, strategies for finding and implementing ESTs, and using knowledge of patient characteristics and clinical expertise to provide effective, integrated services. Evidence-based approaches to crisis prevention/management and continuing care will also be discussed.

Prerequisite(s) for Online Degree: IR-606
Prerequisite(s) or Co-requisite(s): CPC-701
Prerequisite(s) for On-campus Degree: CF-502, CPC-601
Prerequisite(s) for Customized Program: Mental Health, Diagnostics and individual Approaches courses or their equivalents

Learning outcomes include:
1. Apply an integrated treatment approach for addiction and co-occurring disorders, with a focus on collaboration with the patient, the support system, community resources, and other treatment providers
2. Identify and critically examine evidence-based practices found to be effective in counseling according to diagnosis, individual, and cultural factors
3. Apply evidence-based strategies and techniques for prevention and intervention
4. Apply knowledge of the role of psychopharmacology in the treatment of co-occurring disorders to assist patients with the behavioral and self-advocacy aspects of medication management
5. Apply trauma-informed and community-based approaches for crisis intervention
6. Utilize a culturally competent approach in evaluating appropriateness of applying empirically supported treatments to diverse individuals

CF-811 Treatment and Recovery Planning for Co-Occurring Disorders – 3 credits

This course provides students with an opportunity to integrate clinical data into an effective service plan for individuals with addiction and co-occurring disorders. Individualized clinical treatment planning involves collaboration with the patient, the support system, and other professionals, agencies, and community resources. Treatment planning is a creative, dynamic process in which addiction and mental health counselors identify ongoing needs and adapt the plan to best serve the patient. Development of comprehensive, treatment and recovery plans for individuals with co-occurring substance use disorders, mental health complications, and other health concerns, is the focus of this course.

Prerequisite(s) for Online Degree: IR-609
Prerequisite(s) for On-campus Degree: CPC-600
Prerequisite(s) for Customized Program: Diagnostics course or equivalent

Learning outcomes include:
1. Analyze clinical data through a holistic and culturally sensitive perspective to develop comprehensive case conceptualizations and measurable treatment objectives for individuals with addiction and co-occurring disorders
2. Create individualized intervention plans according to stages of change and client preferences, and updating plans in response to changes in client motivation, circumstances, and progress
3. Utilize evidence-based, community-centered approaches such as assertive community treatment and supported housing and employment for clients with serious mental illness
4. Organize and summarize clinical impressions, treatment rationales, and integrated discharge and continuing care plans through clear, objective documentation

5. Manage service needs through the collaboration of clients, support networks, community resources, and other professionals and the utilization of supervision, consultation, and referral

6. Apply strategies for helping clients identify the effects of addiction on life problems and the effects of continued harmful use, and the benefits of recovery

CF-812 Evaluation Methodologies for the Clinician and Treatment Administrator – 4 credits

This course provides an in-depth examination of research and evaluation methodologies relevant to the clinician and treatment administrator. Students will learn to assess clinical progress with empirically-based behavioral observation and psychometric scales, the purpose of which is to determine the effectiveness of individualized counseling interventions. In addition to feedback informed treatment, students will learn about single-case design and its application to improve outcomes. Focused on a broader perspective, program evaluation will be presented as a method to enhance the performance of organized clinical services offered at various levels of care. In the process, students will learn about the determination and utilization of evidence-based methods, the research related to treatment outcomes, the necessity of empirical derived assessment, the statistics used to analyze client and program data, and the importance of consultation and collaboration with stakeholders to advance treatment effectiveness.

Prerequisite(s): CF-503
Prerequisite(s) for Customized Program: Research course or equivalent

Learning outcomes include:

1. Consult the literature, clients, colleagues, and clinical expertise to construct research questions to evaluate and monitor individual patient functioning as well as clinical and prevention programming

2. Operationalize outcomes to address research questions to evaluate and monitor individual patient functioning as well as clinical and prevention programming

3. Select and use different types of reliable and valid assessments to measure, evaluate, and monitor individual patient functioning as well as clinical and prevention programming

4. Select and apply research models to evaluate and monitor individual patient functioning as well as clinical and prevention programming

5. Analyze and use data to monitor and improve individual patient function as well as clinical and prevention programming

6. Disseminate findings to researchers, clinicians, clients, and administrators to improve the effectiveness of patient functioning as well as clinical and prevention programming

CPC-600 Assessment and Diagnosis for Substance Use Disorders – 3 credits

This course is a comprehensive overview of assessment and appraisal methods that emphasize comprehensive models and approaches. It also addresses diagnostic skills needed to evaluate addiction and mental disorders. Students take an in-depth look at target interviewing techniques, use of self-report questionnaires, the American Psychiatric Association's Diagnostic and Statistical Manual of the Mental Health Disorders (DSM 5), psychometric methods, application of database information, and structured interview techniques.

Standard methods for establishing a diagnosis are explored within the context of counselor practice. Viewed as a function of assessment and diagnosis, treatment planning is aligned with issues involving addiction and its mental health complications.

Prerequisite(s) or Co-requisite(s): CPC-701

Learning outcomes include:

1. Summarizing historical perspectives and critiquing appraisal models and diagnostic assessment tools

2. Selecting appraisal methods that assess the whole person

3. Relating assessment and appraisal findings to treatment methods

4. Preparing for and conducting assessments to establish diagnosis

5. Analyzing and interpreting patient data to establish diagnosis

6. Evaluating individual differences in perception, motivation, and capacity for change in relationship to diagnostic procedures and treatment response

7. Synthesizing data and clinical impressions to formulate, update, and revise treatment planning

8. Appreciation of the role of team collaboration, referral, and clinical consultation

9. Interpreting and applying patient information to create individualized treatment and continuing care plans

10. Utilizing ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results

CPC-601 Individual Approaches – 3 credits

This course is a comprehensive review of individual
counseling theories and therapeutic processes based on personality theory, research, psychotherapy, and the psychology of change. Topics include psychoanalytic, behavioral, existential, and humanistic perspectives, in addition to cognitive behavioral approaches, and incorporate Prochaska & DeClementi’s Change Theory and Twelve-Step Facilitation. Select theorists are highlighted based on relevance and application to evidence based practice. Upon successful completion of the course, students will be able to demonstrate a high degree of competence in application of theoretical approaches to individual counseling.

Prerequisite(s) or Co-requisite(s): CPC-600, CPC-701

Learning outcomes include:

1. Analyze and integrate personality theory with individual counseling approaches
2. Relate abstract counseling theories to concrete clinical situations
3. Integrate diverse counseling approaches to stages of change
4. Evaluate the effectiveness of counseling interventions
5. Define a hierarchy of interventions based upon clinical issues and individual differences
6. Understand the ethical considerations for counseling practice
7. Value personal style and implementation of counseling procedures
8. Recognize and plan for continued professional growth
9. Recognize and incorporate culturally competent practices when considering psychotherapeutic interventions

CPC-604 Multicultural Approaches – 3 credits

This course addresses individual differences in culture and ethnicity as key considerations in assessment, diagnosis, and treatment of substance use and mental health disorders. An examination of the constructs of worldview, bias, privilege, and social justice informs a study of help-seeking behaviors of diverse groups. Also examined is the use of identity development models to improve the therapeutic relationship and treatment planning. Implications for clinical intervention are addressed for people from a variety of cultural and ethnic backgrounds. An emphasis on self-examination of the clinician’s worldview and the impact this has on the client, along with the facilitation of knowledge of other cultural worldviews and experiences are key goals for this course.

Prerequisite(s): CPC-600, CPC-601, CPC-701

Learning outcomes include:

1. Appreciate multicultural and pluralistic characteristics within diverse populations and how worldviews of counselors, clients, and communities affect the recognition and treatment of co-occurring disorders
2. Analyze the interplay of culture, mental health, and substance use disorders
3. Appreciate the impact of racism, discrimination, sexism, privilege, spiritual beliefs, political climate, and oppression on counselors and clients
4. Develop awareness, knowledge, and skills in order to utilize culturally-appropriate, evidenced based approaches to counseling activities such as prevention, intervention, and assessment
5. Integrate theoretical constructs and empirical
findings into a strengths-based model of service for culturally diverse individuals, families, and communities

6. Promote the availability of and access to culturally-sensitive mental health and substance use disorder services through social justice and advocacy

7. Analyze effects of crisis, disasters, and trauma on diverse individuals across the lifespan

**CPC-701 Ethics and Professionalism – 3 credits**

This course addresses ethical, moral, legal, and professional behavior as key competencies interwoven throughout counseling practice. To this end, topics and conceptual underpinnings are explored in relationship to practice across the spectrum of therapeutic intervention. A counseling orientation is provided that reviews historical development, current professional challenges, licensure and certification, and future trends. The importance of active involvement in professional counseling organizations is covered as a means to develop identity as a professional counselor.

Prerequisite(s): None

**Learning outcomes include:**

1. Appreciate the historical development, professional challenges, and future trends for counseling and its specialty areas
2. Develop a professional counselor identity that helps inform ethical, moral, legal, and professional conduct
3. Integrate a variety of professional and ethical codes into appropriate practice behaviors
4. Synthesize ethical codes with legal mandates specific to addiction counseling
5. Conceptualize a model of ethical decision making and applying it to ethical conflicts
6. Develop awareness of and sensitivity to the roles of culture and diversity throughout personal and professional ethical conduct
7. Analyze the similarities and differences among a variety of ethical codes and construct a personal code of ethics for clinical practice
8. Analyze the influence of technology on the profession, process, and ethical and cultural considerations of counseling
9. Examine counseling and addiction counseling credentialing, including licensure, certification, and accreditation practices and standards, and the effects of public policy related to these issues and service delivery
10. Examine ethical standards of professional counseling organizations, and gain awareness of the benefits of membership and active participation in professional counseling and addiction organizations

**CPC-702 Case Management – 2 credits**

This course synthesizes diverse aspects of case management across practice domains to increase knowledge and skills in providing comprehensive services. Case management models, roles, responsibilities, and strategies are covered in this course, including: documentation and practice management considerations, working in an interdisciplinary team, interfacing with the legal system, emergency management, and engaging community systems.

Prerequisite(s): None

**Learning outcomes include:**

1. Appreciate the value of case management roles and responsibilities
2. Evaluate models of case management
3. Gain knowledge and skills related to record keeping, third party reimbursement, and other practice and management considerations in addiction counseling
4. Integrate case management principles into clinical practice, including recognition of the importance of vocation, family, social networks, and community systems in the addiction treatment and recovery process
5. Understand strategies for interfacing with the legal system and working with court referred clients
6. Incorporate multicultural competencies and cultural awareness into case management principles, including the role of wellness and spirituality in the addiction recovery process
7. Understand the interdisciplinary role of the counselor in interacting with community service and emergency management response teams

**CPC-703 Synthesis: Professional Practice – 1 credit**

This synthesis course integrates prior learning from clinical experiences and classroom instruction. Upon successful completion of the course, students are able to articulate, analyze, integrate, and appreciate the learning outcomes as described below.

Prerequisite(s): Course is taken in last semester.

**Learning outcomes include:**

1. Synthesize and apply phases of development applicable to the professional counselor
2. Assimilate requirements for licensure as an addiction counselor
3. Explicate the importance of clinical supervision and continuing education
4. Analyze the themes of professional judgment and expertise in counseling
5. Examine cultural and professional issues that bear on helping and counseling
6. Evaluate factors associated with exhaustion and disengagement and delineate strategies of self-care
7. Integrate knowledge in applying assessment and diagnostic strategies, evidence-based practices, and research and evaluation in the treatment of substance use disorders

Note: The Masters Applied Project final summary report and defense are graduation requirements that must be completed while enrolled in this course.

CPC-804 Practicum – 3 credits (Grading: Pass/Fail)
This 180-hour practicum (including a minimum of 40 hours of direct service with clients) builds on previously developed skills and knowledge in counseling. Students will advance their competence in implementing evidence-based practices under the supervision of a licensed practitioner in the behavioral health field. Clinical hours will take place at sites that provide professional counseling for the treatment of emotional, behavioral, and mental disorders including addiction. In addition to weekly onsite supervision, students will attend a 1½ hour weekly group supervision with a faculty member. Each student is required to maintain a log of clinical hours to be verified by the onsite supervisor. Each student is required to participate and review evaluations from both onsite and faculty supervisors designed to evaluate knowledge, skills, and dispositions. Students are responsible for communicating their individual licensing needs to the course instructor.
Prerequisite(s): CF-500, CPC-600, CPC-601, CPC-701. Prerequisite(s) or Co-requisite(s): CF-501, CPC-602, CPC-604

Learning outcomes include:
1. Begin to develop skills in screening and assessing substance use disorders, and/or other co-occurring conditions
2. Develop skills to address the prevention and management of patient crises
3. Develop skills in treatment and recovery planning that are designed to sustain long-term recovery from addiction and mental health disorders
4. Develop competence in implementing theory and evidence-based treatment approaches
5. Increase capacity to prioritize and coordinate complex clinical case services
6. Develop and maintain therapeutic relationships to enhance patients’ motivation to change
7. Facilitate a process of change by addressing critical factors such as familial, environmental, and systemic issues
8. Appreciate diversity as a clinical asset based on individual variability across the lifespan, including social, cultural, and psychological implications of therapeutic change
9. Maintain patient records and reports through application of effective documentation skills
10. Maintain, evaluate, and promote professional and ethical standards of behavior and practice
11. Begin to develop professional counselor identity, including participation in ongoing self-assessment of current skills and future developmental professional needs
12. Develop and utilize self-care to address stress-related issues relative to professional roles and responsibilities
13. Continually self-appraise and recognize professional practice limitations and effectively seek and utilize clinical supervision

Note: Students who register for CPC-804 Practicum will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.

Note: Students who register for CPC-804 Practicum will be required to purchase individual professional counseling liability insurance.

CPC-805 Internship 1 – 3 credits (Grading: Pass/Fail)
This 300-hour internship (including a minimum of 100 hours of direct service with clients) further builds and develops skills and knowledge in counseling as students advance their counselor identity. Students will advance their competence in implementing evidence-based practices under the supervision of a licensed practitioner in the behavioral health field. Clinical hours will take place at sites that provide professional counseling for the treatment of emotional, behavioral, and mental disorders including addiction. In addition to weekly onsite supervision, students will attend a 1½ hour weekly group supervision with a faculty member. Each student is required to maintain a log of clinical hours to be verified by the onsite supervisor. Each student is required to participate and review evaluations from both onsite and faculty supervisors designed to evaluate knowledge, skills, and dispositions. Students are responsible for communicating their individual licensing needs to the course instructor.
Prerequisite(s): CPC-804. Prerequisite(s) or Co-requisite(s): CF-502

Learning outcomes include:
1. Further develop skills in screening and assessing substance use disorders, and/or other co-occurring conditions
2. Further develop skills to address the prevention and...
3. Further develop skills in treatment and recovery planning that are designed to sustain long-term recovery from addiction and mental health disorders.


5. Continue to increase capacity to prioritize and coordinate complex clinical case services.

6. Advance skills in the development and maintenance of therapeutic relationships to enhance patients’ motivation to change.

7. Facilitate a process of change by addressing critical factors such as familial, environmental, and systemic issues.

8. Appreciate diversity as a clinical asset based on individual variability across the lifespan, including social, cultural, and psychological implications of therapeutic change.

9. Educate patients, support systems, and communities, as relevant, about topics critical to recovery from addiction and mental health disorders.

10. Maintain patient records and reports through application of effective documentation skills.

11. Maintain, evaluate, and promote professional and ethical standards of behavior and practice.

12. Further establish professional counselor identity, including participation in ongoing self-assessment of current skills and future developmental professional needs.

13. Further develop and utilize self-care to address stress-related issues relative to professional roles and responsibilities.

14. Continually self-appraise and recognize professional practice limitations and effectively seek and utilize clinical supervision.

Note: Students who register for CPC-805 Internship 1 will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.

Note: Students who register for CPC-805 Internship 1 will be required to purchase individual professional counseling liability insurance.

CPC-806 Internship 2 – 4 credits (Grading: Pass/Fail)

This 400-hour internship (including a minimum of 140 hours of direct service with clients) further builds and develops skills and knowledge in counseling as students advance their counselor identity. Students will advance their competence in implementing evidence-based practices under the supervision of a licensed practitioner in the behavioral health field. Clinical hours will take place at sites that provide professional counseling for the treatment of emotional, behavioral, and mental disorders including addiction. In addition to weekly onsite supervision, students will attend a 1 ½ hour weekly group supervision with a faculty member. Each student is required to maintain a log of clinical hours to be verified by the onsite supervisor. Each student is required to participate and review evaluations from both onsite and faculty supervisors designed to evaluate knowledge, skills, and dispositions. Students are responsible for communicating their individual licensing needs to the course instructor.

Prerequisite(s): CPC-805. Prerequisite(s) or Co-requisite(s): CF-506

Learning outcomes include:

1. Further develop skills in screening and assessing substance use disorders, and/or other co-occurring conditions.

2. Further develop skills to address the prevention and management of patient crises.

3. Further develop skills in treatment and recovery planning that are designed to sustain long-term recovery from addiction and mental health disorders.


5. Continue to increase capacity to prioritize and coordinate complex clinical case services.

6. Advance skills in the development and maintenance of therapeutic relationships to enhance patients’ motivation to change.

7. Facilitate a process of change by addressing critical factors such as familial, environmental, and systemic issues.

8. Appreciate diversity as a clinical asset based on individual variability across the lifespan, including social, cultural, and psychological implications of therapeutic change.

9. Educate patients, support systems, and communities, as relevant, about topics critical to recovery from addiction and mental health disorders.

10. Maintain patient records and reports through application of effective documentation skills.

11. Maintain, evaluate, and promote professional and ethical standards of behavior and practice.

12. Further establish professional counselor identity, including participation in ongoing self-assessment of current skills and future developmental professional needs.

13. Further develop and utilize self-care to address stress-related issues relative to professional roles and responsibilities.
14. Continually self-appraise and recognize professional practice limitations and effectively seek and utilize clinical supervision

Note: Students who register for CPC-806 Internship 2 will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.

Note: Students who register for CPC-806 Internship 2 will be required to purchase individual professional counseling liability insurance.

CPC-807 Internship 3 – 1–4 credits (Grading: Pass/Fail)

This course is for students who elect to pursue additional clinical hours based on their individualized educational goals and professional career plans. The internship builds on clinical skills and knowledge gained in Practicum, Internship 1, and Internship 2. Students will advance their competence in implementing evidence-based practices under the supervision of a licensed practitioner in the behavioral health field. Clinical hours will take place at sites that meet individualized student requirements in mental health and/or addiction counseling. In addition to weekly onsite supervision, students will attend a 1 ½ hour weekly group supervision with a faculty member. Each student is required to maintain a log of clinical hours to be verified by the onsite supervisor. Each student is required to participate and review evaluations from both onsite and faculty supervisors designed to evaluate knowledge, skills, and dispositions. Students are responsible for communicating their individual licensing needs to the course instructor.

Prerequisite(s): CPC-806

Learning outcomes include:

1. Further develop skills in screening and assessing substance use disorders, and/or other co-occurring conditions
2. Further develop skills to address the prevention and management of patient crises
3. Further develop skills in treatment and recovery planning that are designed to sustain long-term recovery from addiction and mental health disorders
4. Further develop competence in implementing theory and evidence-based treatment approaches
5. Continue to increase capacity to prioritize and coordinate complex clinical case services
6. Advance skills in the development and maintenance of therapeutic relationships to enhance patients’ motivation to change
7. Facilitate a process of change by addressing critical factors such as familial, environmental, and systemic issues
8. Appreciate diversity as a clinical asset based on individual variability across the lifespan, including social, cultural, and psychological implications of therapeutic change

9. Educate patients, support systems, and communities, as relevant, about topics critical to recovery from addiction and mental health disorders
10. Maintain patient records and reports through application of effective documentation skills
11. Maintain, evaluate, and promote professional and ethical standards of behavior and practice
12. Further establish professional counselor identity, including participation in ongoing self-assessment of current skills and future developmental professional needs
13. Further develop and utilize self-care to address stress-related issues relative to professional roles and responsibilities
14. Continually self-appraise and recognize professional practice limitations and effectively seek and utilize clinical supervision

Note: Students who register for CPC-807 Internship 3 will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.

Note: Students who register for CPC-807 Internship 3 will be required to purchase individual professional counseling liability insurance.

CPC-813 Advanced Professional Practice – 1 credit

This course examines the development of the professional counselor prepared for advanced practice in the treatment of co-occurring disorders. It elucidates phases of development from novice student to senior professional counselor and explores a number of related topics, such as clinical supervision, licensure, professional judgment and expertise, and cultural discourses on helping. It also focuses on the importance and necessity of counselor self-care, directed at obviating exhaustion and disengagement, thus promoting professional resiliency.

Prerequisite(s): Course is taken in last semester.

Learning outcomes include:

1. Synthesize and apply phases of development applicable to the professional counselor
2. Assimilate requirements for licensure as an addiction and mental health counselor
3. Explicate the importance of clinical supervision and continuing education
4. Analyze the themes of professional judgment and expertise in counseling through self-evaluation
5. Examine cultural and professional issues that bear on
that is able to respond to the complex needs of the patients they serve. In this course, students will evaluate and synthesize diverse models of clinical supervision. Students will learn tools for providing effective clinical supervision. Students will be required to apply knowledge and skills in clinical supervision while receiving academic supervision. Participation in this course will require the recording and transmission of the student's delivery of at least one clinical supervision session for evaluation purposes.
Prerequisite(s): None

Learning outcomes include:
1. Evaluate and synthesize diverse models of clinical supervision
2. Understand and utilize stages of counselor development to deliver individualized clinical supervision
3. Integrate various cultural factors that influence both counselors and patients into clinical supervision
4. Identify and evaluate supervisee's needs and issues that arise within the clinical relationship
5. Synthesize the application of clinical supervision with evidence-based practices used in the treatment of substance use and other mental health disorders
6. Apply critical thinking to effectively respond to legal and ethical concerns within the context of clinical supervision
7. Establish and apply a personal model of clinical supervision
8. Self-evaluate clinical supervision skills by applying established clinical supervision models

IR-511 Human Sexuality – 3 credits
This course provides an in-depth examination of the biological, psychological, developmental, social, and cultural aspects of human sexuality. Relationships among human sexuality, substance use, and co-occurring disorders are discussed with an emphasis on the implications for case conceptualization and treatment planning.
Prerequisite(s): None

Learning outcomes include:
1. Applying research and theoretical knowledge of human sexual anatomy, physiology, and processes to the development of case conceptualizations and treatment planning
2. Integrating concepts of sexual identity and the psychological, social, and cultural implications of a given sexual identity into a holistic understanding of the patient
3. Applying advanced assessment skills to distinguish
between developmentally appropriate, healthy sexual behavior and maladaptive, sexual behavior requiring intervention

4. Applying knowledge of the interactions among sexuality, substance use, and co-occurring disorders to develop a treatment plan to effectively treat sexual dysfunctions and promote sexual health

IR-513 Advanced Motivational Interviewing – 3 credits

Individuals with co-occurring disorders often present for services with different levels of motivation to address their substance use and mental health issues. These clients may not initially be motivated to abstain from chemical use or to effectively manage the symptoms and consequences of their co-occurring conditions. In this course, students will advance their skills in utilizing motivational interviewing theory and techniques, both in the assessment process and as a general counseling style, to help clients achieve and sustain ongoing recovery from co-occurring disorders. Students will apply motivational interviewing theory and skills to work with specific populations of individuals with co-occurring disorders, including adolescents, criminal justice populations, and culturally and economically diverse clients.

Prerequisite(s): None

Learning outcomes include:

1. Apply the theory and methods of motivational interviewing to the therapeutic relationship with clients with co-occurring disorders
2. Utilize motivational interviewing principles and techniques in assessment of co-occurring disorders
3. Apply motivational interviewing in phases of treatment to build and strengthen motivation for and commitment to change
4. Demonstrate specific motivational interviewing skills to respond to resistance and overcome obstacles to recovery
5. Utilize harm reduction and abstinence-based principles and techniques to support overall wellness and movement through recovery from co-occurring disorders
6. Apply the transtheoretical stages of change model to select appropriate interventions for clients with co-occurring disorders
7. Synthesize motivational interviewing techniques with other evidence-based approaches to improve patient outcomes

IR-514 Advanced Cognitive Behavioral Therapy – 3 credits

Cognitive Behavioral Therapy (CBT) has long been recognized as an effective evidence-based practice for both substance use disorders and many mental health disorders. This course provides students with advanced therapeutic skills to help clients with co-occurring disorders change maladaptive thoughts and behaviors. Students will advance their skills in psycho-education, self-monitoring, cognitive restructuring, behavioral activation, breathing and relaxation, guided imagery, problem solving, activity scheduling, and social skills training in both group and individual settings. Throughout the course, students will deepen their understanding of advanced CBT practice including providing the rationale for treatment, orienting the client to CBT, setting goals and creating a treatment plan with the client, creating session agendas, and utilizing homework to promote client progress between therapy sessions.

Prerequisite(s): None

Learning outcomes include:

1. Apply the cognitive behavioral model and approach to the therapeutic relationship with clients with co-occurring disorders
2. Conceptualize, plan, and structure group and individual interventions for clients with co-occurring disorders
3. Utilize a variety of CBT techniques to educate clients about co-occurring disorders and to help clients manage thoughts, beliefs, emotions, behaviors, and crises that contribute to symptoms
4. Utilize CBT applications designed for substance use disorders and co-occurring depression, bipolar, anxiety, psychotic, trauma-related, personality, and eating disorders
5. Apply cognitive behavioral relapse prevention methods to co-occurring disorders
6. Synthesize CBT techniques with other evidence-based approaches to improve patient outcomes

IR-515 Advanced Twelve Step Facilitation – 3 credits

Twelve Step Facilitation (TSF) is a brief, structured, evidence-based practice that was originally designed to actively engage clients with substance use disorders in abstinence-based Twelve Step groups such as Alcoholics Anonymous. Students will advance their skills in this approach and examine their application to clients with co-occurring disorders. Students will deepen their understanding of the history and traditions of Twelve Step programs, as well as the research supporting this model, to provide context to the TSF approach. Students will learn and practice interventions designed to help clients achieve and sustain recovery from both addiction and mental health issues that influence mind, body, and spirit.

Prerequisite(s): None

Learning outcomes include:

1. Implement the TSF approach through client education and active, supportive interventions such as therapeutic confrontation of denial and other
potential blocks to recovery

2. Evaluate the research on Twelve Step Facilitation as an evidence-based treatment

3. Utilize TSF techniques to monitor and facilitate client attendance at both single purpose and dual diagnosis self-help groups

4. Apply basic principles of Twelve Step groups such as acceptance, willingness, fellowship, and service to therapy for clients with co-occurring disorders

5. Utilize TSF techniques to help clients with co-occurring disorders work and conceptually understand the Steps and related principles

6. Address the concept of spirituality in clients with co-occurring disorders

7. Integrate Twelve Step literature and principles into clinical practice

IR-516 Co-Occurring Disorders in Children and Adolescents – 3 credits

In this course, students will learn to manage the needs of children and adolescents with co-occurring disorders, while involving their support system in all aspects of care. Students will apply ethical and legal standards in designing culturally- and developmentally-appropriate service delivery methods and treatment approaches. Prerequisite(s): None

Learning outcomes include:

1. Developing a safe, genuine, and effective therapeutic relationship with children, adolescents, and their support systems

2. Analyzing adolescent drug trends and epidemiology of co-occurring disorders in children and adolescents to inform prevention and intervention practices

3. Analyzing clinical presentation to practice assess, diagnose, and develop treatment plans to meet the unique biopsychosocial needs of children and adolescents

4. Integrating developmental models with treatment interventions

5. Implementing evidence-based, culturally-relevant treatment techniques and service plans for individuals and groups of children and adolescents with co-occurring disorders and their families

IR-517 Eating Disorders – 3 credits

Eating disorders frequently co-occur with substance use disorders and result in physical and psychological complications that require integrated assessment and intervention. Patients typically benefit from a positive therapeutic alliance, education, and support around nutrition and exercise. In this course, students will learn to utilize a patient-centered, strengths-based approach to integrated service provision for patients with substance use and co-occurring eating disorders. The biopsychosocial causes and consequences of eating and substance use disorders will be examined. Multicultural and developmental considerations are also addressed, as well as the impact on social systems and strategies to promote holistic wellness. Prerequisite(s): None

Learning outcomes include:

1. Analyzing the epidemiology, etiology, and course of eating disorders and their co-occurrence with substance use

2. Creating a supportive, empathic therapeutic alliance with individuals with disordered eating patterns and body image concerns

3. Utilizing validated assessment techniques to determine level of care and identify appropriate interventions for patients with substance use disorders and co-occurring eating disorders, including anorexia, bulimia, binge eating disorder, and symptom presentations that could be diagnosed as other-specified or unspecified eating disorders

4. Utilizing appropriate biopsychosocial treatment approaches for individuals with substance use disorders and co-occurring eating disorders

5. Providing psychoeducation around nutrition, exercise, and wellness practices that promote physical, mental, and chemical health

6. Utilizing collaboration and referral to promote management of medical complications of substance use and eating disorders

7. Integrating cultural perspectives and the special needs of women, men, adolescents, and families into service provision for patients with substance use disorders and co-occurring eating disorders

8. Integrating diverse care planning methods and interventions to address assessed problems.

IR-519 Grief, Loss, and Death – 3 credits

The process of grief, the effects of various losses, and the understanding of and fears related to death are experiences that can complicate both the onset and maintenance of recovery. This course addresses the skills counselors need in order to effectively and meaningfully address issues associated with the grief process, the experience of loss, as well as the concepts and realities of death as experienced across the lifespan. Students will examine how grief and loss are experienced in the context of co-occurring disorders. Students will explore how personal conceptualizations of death interact with counseling dynamics. Students will critique the development of grief counseling and the evolution of social constructs related to discussions of death.
Students will develop skills in assessing the role grief may play in the initiation of recovery and in the onset of relapse. Students will contrast the differences in how adults and children experience grief and will develop methods for appropriately adjusting counseling techniques to address those differences. Prerequisite(s): None

Learning outcomes include:

1. Analyze how grief interacts with addiction recovery and relapse
2. Analyze how grief interacts with common mental health issues
3. Distinguish how individuals experience grief, loss, bereavement and death across the lifespan
4. Explain the dynamics that contribute to unresolved grief
5. Delineate the roles of resolution and acceptance in the grieving process
6. Assess how perceptions of death aid or restrict the process of grief
7. Critique societal definitions of grief, loss, and death
8. Examine the interactions between the therapist’s personal definition of death and the process of grief counseling

IR-606 Introduction to Professional Co-Occurring Disorders Counseling – 3 credits

In this course, students are introduced to the helping relationship by examining methods of patient engagement, empathic response, personal boundaries, and professional standards. Students learn techniques in creating and maintaining a safe, welcoming therapeutic alliance with patients and collaborating with patients, families, and support systems. This course provides an orientation to evidence-based methods of mental health and addiction counseling, including a history of the counseling profession and counselor roles, functions, scope of practice, and ethical expectations. Students begin to conceptualize how counselors working from an integrated behavioral health model can best collaborate with patients, families, and other professionals to ensure appropriate services across the continuum of care and within communities. Part of this course is a residency experience on the Hazelden Betty Ford Foundation campus in Center City, Minnesota. During this experience, students will practice introductory counseling skills and basic motivational interviewing, cognitive-behavioral, and twelve-step facilitation techniques.

Active participation in a 4-day on-site residency is required for the successful completion of this course. Each student is responsible to cover expenses associated with attendance at the residency, including but not limited to travel, transportation, housing, and meals. Prerequisite(s): None

Learning outcomes include:

1. Creating and maintaining a quality therapeutic alliance to facilitate a collaborative and effective therapeutic environment
2. Articulating the history of and current trends in the counseling profession
3. Synthesizing and applying evidence-based prevention and intervention methods and common models of mental health and addiction counseling
4. Implementing professional practices that are consistent with ethical and legal guidelines related to issues such as personal and professional boundaries, scope of practice, consultation, referral, and supervision
5. Preparing for professional issues related to licensing, credentialing, reimbursement for services, and managed care
6. Demonstrating mastery of introductory counseling skills such as expressing empathy and active listening
7. Practicing evidence-based therapeutic techniques that match patients’ stage of change and emphasize individual strengths
8. Analyzing and differentiating ways that culture impacts the delivery of evidence-based practices, therapeutic alliances and clinical professionalism

IR-607 Medical Issues, Psychopharmacology, and Medication Management – 4 credits

This course explores the complex interactions among addiction, mental health, physical health, and psychopharmacology. Students will learn to conceptualize the nature of these interactions and to use these conceptualizations to inform treatment planning. Students will classify and understand the indications, contraindications, and side effects of commonly prescribed medications for addiction and mental health. Evidence-based approaches to medication management will also be discussed. This course will provide instruction on working effectively as a counselor on an integrated team of treatment providers that includes medical professionals. Prerequisite(s): CPC-701, IR-609

Learning outcomes include:

1. Analyzing interactions among substance use, addiction, mental health, physical health, and psychopharmacology
2. Integrating the uses, side effects, and classifications of commonly prescribed psychopharmacological medications
3. Assessing intoxication and withdrawal from psychoactive substances, as well as the potential
4. Synthesizing assessment data to develop a treatment plan that addresses addiction, mental health, and physical health

5. Demonstrating the capacity to function well as a member of an interdisciplinary team of treatment providers

6. Recognizing and incorporating culturally competent practices when considering psychopharmacological interventions

**IR-609 Etiology, Screening and Assessment of Co-Occurring Disorders – 3 credits**

Students in this course will learn evidence-based, culturally-sensitive methods of screening and diagnostic assessment of mental health and addictive disorders. The course examines signs and symptoms of these conditions and the complex relationships among mental, physical, behavioral, and substance use health issues. Students will take a biopsychosocial approach to assessment of individual and relationship functioning, differential diagnosis using the most current edition of the Diagnostic and Statistical Manual, and basic developmental psychopathology to clinically evaluate presenting problems, stages of change, and risk. The course involves an examination of a variety of screening and assessment tools in order to inform level of care considerations and treatment planning. Prerequisite(s) or Co-requisite(s): CPC-701

**Learning Outcomes:**

1. Gathering and synthesizing information regarding signs and symptoms of mental health and substance use disorders

2. Utilizing principles of developmental psychopathology to understand the etiology and projected course of mental health and substance use disorders

3. Analyzing interactions between substance-related and mental health symptoms to differentiate among diagnostic categories

4. Utilizing evidence-based screening and assessment tools to establish diagnosis, determine stage of spiritual issues

5. Documenting and communicating assessment results with a team of collaborating professionals to establish level of care and an appropriate service plan

**IR-705 Culturally-Responsive Co-Occurring Disorders Counseling – 3 credits**

This course addresses individual differences in culture and ethnicity as key considerations in planning and implementing treatment approaches for individuals with co-occurring disorders. Populations include aging adults, people with physical disabilities, sexual minorities, and people from a variety of cultural and ethnic backgrounds. This course increases students’ awareness, knowledge and skills needed to work with diverse populations in a competent manner. The course also addresses advocacy issues, historical trauma, resilience, spirituality, collaboration with family and community networks, and the effects of privilege and oppression by exploring the literature and theories regarding appropriate services for special populations. Prerequisite(s): CPC-701

**Learning outcomes include:**

1. Analyzing the interplay of culture, mental health, and chemical dependency

2. Utilizing culturally-appropriate, evidence based approaches to counseling activities such as prevention, intervention, and assessment

3. Integrating theoretical constructs and empirical findings into a strengths-based model of service for culturally diverse individuals, families, and communities

4. Appreciating the impact of racism, discrimination, sexism, privilege, political climate, and oppression on mental health and chemical dependency

5. Promoting the availability of and access to culturally-sensitive mental health and chemical dependency services through public advocacy

**IR-706 Crisis and Trauma – 3 credits**

This course provides a comprehensive overview of prevention and management of crisis and trauma. Students will acquire knowledge and skills needed to assess and assist individuals who have experienced trauma, as well as individuals involved in medical, environmental, psychological, and situational crises. The course addresses the complex relationships among chemical use, crisis, and trauma, as well as a variety of therapeutic interventions including individual and group counseling, medical services, and mobilization of community resources. Students will learn to apply empirically-supported theories and methods that foster healing, reduce harm, honor cultural diversity, and promote resilience. Ethical and legal issues related to crisis management and trauma-informed services will be highlighted throughout the course. Prerequisite(s): CF-809, IR-606, IR-609

**Learning outcomes include:**

1. Utilizing culturally-appropriate, evidence-based assessment tools to assess patient risk for suicide, self-harm, and violence, and to identify traumatic experiences and their physical, psychosocial, and behavioral effects

2. Synthesizing assessment data and principles of crisis
intervention to inform planning and implementation of crisis prevention and management techniques

3. Creating and implementing effective crisis prevention and intervention plans, as well as appropriate debriefing and follow-up procedures for individuals involved in crisis situations

4. Collecting, analyzing, and synthesizing assessment and diagnostic data to develop individualized treatment and continuing care plans

5. Implementing evidence-based counseling strategies to address immediate and long-term reactions to trauma experiences

6. Collaborating with emergency management systems, healthcare organizations, communities, and professionals in medicine, mental health, and addiction treatment services

IR-707 Family Psychoeducation and Counseling for Co-Occurring Disorders – 3 credits

This course provides a conceptualization of addiction and mental health issues from a systemic perspective. Family counseling approaches are discussed and analyzed with an emphasis on their application to treating addiction and mental health problems. The relevance of psycho-education in treating co-occurring disorders is highlighted. Research exploring the efficacy of using family counseling and psycho-education to treat a wide variety of clinical problems is synthesized alongside a discussion of theory and practice.

Prerequisite(s): IR-606

Learning outcomes include:

1. Integrating knowledge of systems theory, evidence-based practices, and effective therapeutic relationships to produce positive patient outcomes in couples and family counseling

2. Educating patients’ support systems about the symptoms of co-occurring disorders, the social effects of these disorders, and the recovery process

3. Developing awareness of the impact of co-occurring disorders and the recovery process for family members at various states of family lifecycle development

4. Collaborating with the individual’s support systems in the assessment, treatment planning, and recovery processes

5. Applying knowledge of family counseling and psychoeducation to public advocacy and resource development in support of quality, accessible, integrated services, while promoting self-advocacy and empowerment in patients and their support systems

6. Synthesizing an understanding of risk and resilience factors associated with co-occurring disorders to formulate prevention programs for families and communities

IR-708 Group Counseling for Co-Occurring Disorders – 3 credits

This course critically examines group counseling approaches as applied to addiction and mental health issues. Evaluative research exploring different group approaches to treating co-occurring disorders is synthesized within a discussion of theory and practice. Ethical considerations, multi-cultural understanding, assessment procedures, and therapist roles and responsibilities are analyzed and applied to clinical situations.

Active participation in a 4-day on-site residency is required for the successful completion of this course. Each student is responsible to cover expenses associated with attendance at the residency, including but not limited to travel, transportation, housing, and meals.

Prerequisite(s): CPC-701, IR-606, IR-609

Learning outcomes include:

1. Analyze and interpret group theory with psychological approaches to group process

2. Relate abstract group process theory to concrete clinical situations

3. Integrate diverse theories of group process to the stages of change

4. Evaluate the effectiveness of group counseling interventions

5. Define a hierarchy of interventions based upon clinical issues presented in group process

6. Value personal style and implementation of group counseling procedures

7. Recognize and plan for continued professional growth in approaches to group work

8. Adopt as personal, theoretical point of view about how to work with patients that is based on evidenced-based practice

9. Appreciate and value the significance of individual variability, including social, cultural, physical, and psychological variations on recovery

IR-815 Synthesis Integrated Recovery – 1 credit

This summative experience provides an opportunity for students to synthesize their learning from the Integrated Recovery for Co-Occurring Disorders program.

Learning outcomes include:

1. Describe the process of establishing and maintaining a hopeful, empowering, and collaborative therapeutic alliance with patients with co-occurring disorders
2. Apply appropriate assessment and evaluation methods with patients with co-occurring disorders

3. Create a plan for service provision that addresses the patient’s unique needs in a comprehensive, integrated fashion through care planning, collaboration, consultation, and referral

4. Integrate diversity in addressing the needs of patients with co-occurring disorders, including family and cultural factors, developmental factors, employment and housing, and medication management

5. Synthesize evidence-based, culturally-responsive group and individual counseling methods for patients with co-occurring disorders

6. Synthesize and apply phases of development for the professional counselor

7. Examine cultural and professional issues that bear on helping and counseling professions

8. Evaluate factors associated with exhaustion and disengagement and delineate strategies of self-care

9. Integrate knowledge in applying assessment and diagnostic strategies, evidence-based practices, as well as research and evaluation in the treatment of co-occurring disorders.

Prerequisite(s): Course is taken in last semester

Note: The Masters Applied Project final summary report and defense are graduation requirements for students who began their program in Fall semester 2016 and later that must be completed while enrolled in this course.

IR-825 Clinical Internship – 3 credits (Grading: Pass/Fail)

This 300-hour internship builds on clinical skills and knowledge in treating addiction, mental health, and other co-occurring conditions. Interns will advance their competence in implementing evidence-based practices under the supervision of a licensed practitioner in the behavioral health field. Clinical hours will take place at sites that provide professional counseling for the treatment of emotional, behavioral, and mental disorders including addiction. In addition to weekly onsite supervision, students will attend weekly synchronous online group supervision with a faculty member from the school. Each student is required to maintain a log of clinical hours. Students are responsible for communicating their individual credentialing needs to the course instructor. Students may complete up to a total of 12 credits of this course.

Prerequisite(s): CPC-701, IR-606, IR-609, CF-809, CF-810, Internship Information Session

Prerequisite(s) or Co-requisites: IR-708, CF-811

Learning outcomes include:

1. Strengthen skills in screening for and assessing the extent and severity of addiction, mental health, and/or other co-occurring conditions

2. Expand skills to address the prevention and management of patient crises

3. Develop greater skill in treatment and recovery planning that is designed to sustain long-term recovery from addiction and mental health disorders

4. Demonstrate competence in implementing theory and evidence-based treatment approaches found to be effective for the treatment of addiction, mental health, and/or other co-occurring disorders

5. Increase capacity to prioritize and coordinate complex clinical case services

6. Develop and maintain therapeutic relationships to enhance patients’ motivation to change

7. Facilitate a process of change, by addressing critical factors such as familial, environmental, and systemic issues

8. Strengthen effectiveness for treating family and systemic issues as key factors in therapeutic change and community adjustment

9. Appreciate diversity as a clinical asset based on individual variability across the lifespan, including social, cultural, and psychological implications of therapeutic change

10. Collaborate with families and other stakeholders to coordinate services that match the individualized needs of patients

11. Establish referral and collegial relationships with professionals across a multidisciplinary spectrum (psychiatry, primary care, psychology, social work, etc.)

12. Educate patients, support systems, and communities, as relevant, about topics critical to recovery from addiction and mental health disorders

13. Maintain patient records and reports through application of effective documentation skills

14. Maintain, evaluate, and promote professional and ethical standards of behavior and practice

15. Strengthen professional identity, including participation in ongoing self-assessment of current skills and future developmental professional needs

16. Apply patient feedback, research, and other data to improve clinical services and outcomes

17. Develop and utilize the strategy of self-care to address stress-related issues relative to professional roles and responsibilities
18. Continually self-appraise and recognize professional practice limitations and effectively seek and utilize clinical supervision

Note: Students who register for IR-825 Internship will be required to purchase an individual subscription to Time2Track, an online tracking system to track clinical hours.
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Administration and Core Faculty

Mark Mishek, JD
President
• JD, University of Minnesota Law School, 1977
• BA, University of Minnesota, English, 1974

Academic Contributions
President Mishek’s academic interests include the history and systems of addiction treatment, healthcare reform, and healthcare parity for alcohol and drug dependence. He is a Distinguished Lecturer in the Graduate School and has also served as an adjunct professor of law at the University of Minnesota Law School and the William Mitchell College of Law.

Leadership and Service
As President of the Graduate School, Mr. Mishek has lead faculty, students, and staff in far-reaching strategic initiatives that have expanded school facilities and resources, advanced technological innovations, and enhanced academic effectiveness. In addition to his role as the Graduate School’s President, Mr. Mishek is the Chief Executive Officer of the larger Hazelden Betty Ford Foundation. Prior to joining Hazelden Betty Ford, Mr. Mishek served as President of United Hospital and Senior Vice President of Allina Hospitals and Clinics in Minnesota.

Valerie Slaymaker, PhD, LP
Chief Academic Officer and Provost
• PhD, University of Nebraska–Lincoln, Clinical Psychology, 1999
• MA, Mankato State University, Clinical Psychology, 1993
• BA, University of Minnesota–Duluth, Psychology, 1991

Academic Contributions
Dr. Slaymaker is a scientist-practitioner who conducts scholaristic and clinical research on a variety of addiction-related topics. Her interests include treatment research, academic program evaluation, mechanisms of change, and the implementation of evidence-based practices into clinical and educational programming.

Leadership and Service
Dr. Slaymaker has served as the Chief Academic Officer and Provost of the Hazelden Betty Ford Graduate School of Addiction Studies since October of 2008. At the Graduate School, Dr. Slaymaker has concentrated her efforts on building academic capacity, diversifying the faculty and student body, and implementing advanced technology to improve the educational experience of students. Prior to her current position, Dr. Slaymaker served for eight years as the Executive Director of the Butler Center for Research at Hazelden Betty Ford Foundation. She began her career at Hazelden Betty Ford Foundation as a clinical psychologist providing direct clinical care for adults on the Center City, Minnesota, campus.

Roy Thomas Kammer, EdD, LADC, ADR-MN, CPPR, LPC (SD), NCC
Dean
• EdD, University of South Dakota, Educational Administration, Adult and Higher Education, 2008
• MA, Mount Marty College, Pastoral Ministries, 2002
• MA, University of South Dakota, Educational Psychology and Counseling, Student Affairs Practice in Higher Education, 2000
• BS, University of South Dakota, Allied Health, Alcohol and Drug Abuse Studies, 1998

Academic Contributions
Dr. Kammer is an academician with a true passion for integrating student and academic affairs in higher education. His scholarly activity has focused on mission-based provision of collegiate mental health services, outsourcing of collegiate mental health services, collegiate-specific co-occurring disorders, alcohol and other drug policy development and implementation, faculty and staff norms and perceptions of collegiate substance use, and college student behavioral consultation.

Leadership and Service
Dr. Kammer was named the Dean of the Hazelden Betty Ford Graduate School of Addiction Studies in July 2013. Prior to his role as Dean, Dr. Kammer served as the Program Director of the Alcohol and Drug Studies Program at Minnesota State University, Mankato. Dr. Kammer began his career at the University of South Dakota, coordinating prevention services, coordinating a crisis response team, providing collegiate mental health counseling, and providing collegiate and community-based substance abuse treatment. Dr. Kammer currently serves in various local and regions leadership and service roles including the Minnesota Certification Board, the Greater Minnesota Association of Addiction Professionals, the Minnesota Board of Behavioral Health and Therapy, and the Minnesota Evidence-based Practices Workgroup. He has also served on various advisory boards for treatment centers, drug courts, recovery community organizations, and other professional organizations.

La Keita Carter, PsyD
Associate Professor
• PsyD, Loyola University, Maryland, Clinical Psychology, 2009
• MS, Loyola University, Maryland, Clinical Psychology, 2005
• BA, Temple University, Philadelphia, Psychology, 2003
**Academic Contributions**
Trained as a clinical psychologist, Dr. Carter’s clinical interests include co-occurring disorders, diversity factors that present barriers to initiating and/or maintaining treatment, trauma (specifically female rape survivors), relationship difficulties, and women’s issues. Her research interests include supervision and training, cultural competence of mental health professionals and trainees, and trauma.

**Leadership and Service**
Dr. Carter is a licensed psychologist who joined the Hazelden Betty Ford Graduate School of Addiction Studies in September 2014. As an assistant professor, Dr. Carter serves as the clinical placement coordinator for online students at the Hazelden Betty Ford Graduate School of Addiction Studies in addition to her involvement in teaching, supervision, advising, and research.

**David Chastain, PhD**
*Assistant Professor*
- PhD, Capella University, Minneapolis, Counseling, 2014 Graduation with Distinction
- MA, Skidmore College, Saratoga Springs, Addiction Studies, 2005
- BA, Northeastern Illinois University, Chicago, IL, Social Services for Adolescents, 1984

**Academic Contributions**
Dr. Chastain has a PhD in counseling and an MA in addiction studies with academic and research interests in grief and in the variety of pathways that take people into recovery.

**Leadership and Service**
Dr. Chastain joined the Hazelden Betty Ford Graduate School of Addiction Studies in July of 2014. As an assistant professor, in addition to teaching, he is involved in supervision, advising, and research.

Dr. Chastain lectures both within the graduate school and at conferences on the role of grief as a barrier to recovery and as a relapse factor. In addition, he also provides lectures on the pathways of recovery.

**Amelia (Amy) Evans, PhD**
*Associate Professor*
- PhD, University of Wisconsin - Madison, Counseling Psychology, 2010
- MSE, University of Wisconsin – Platteville, Counselor Education, 2000
- BA, Northwestern College - St. Paul, MN, Psychology and Bible, 1996

**Academic Contributions**
A trained counselor, Dr. Evans’ clinical interests include evidence-based integrative treatment for co-occurring disorders, emotional growth and development from adolescence to adulthood, and application of multi-culturally-appropriate helping skills. Her research interests include online student engagement, helping skills training, training of counselors to understand and properly treat co-occurring disorders, and ethics in counseling.

**Leadership and Service**
Dr. Evans is licensed in Minnesota as a Professional Clinical Counselor and Wisconsin as a Professional Counselor. She joined the Hazelden Betty Ford Graduate School of Addiction Studies in August 2018 as an associate professor. Dr. Evans has served the Hazelden Betty Ford Foundation as a mental health provider in the past, completing her doctoral internship through Hazelden in 2006. As an associate professor, Dr. Evans is involved in teaching, supervision and advising for students as well as ongoing research.

**Daniel Frigo, PhD, LP, LICSW**
*Professor*
- PhD, Washington University in St. Louis, Social Work, 1982
- MSW, Washington University in St. Louis, Social Work, 1979

**Academic Contributions**
Dr. Frigo is an academician who trained and practiced as a clinical social worker. He has taught graduate students for 18 years and received three awards for excellence in teaching at Washington University in St. Louis, Missouri, where he taught for 12 years. Dr. Frigo’s academic and research interests include evidence-based practices in addiction and mental health treatment, post-traumatic stress disorder, and the therapeutic alliance. Dr. Frigo coordinates clinical practicum and internship placements for on-campus students at the Hazelden Betty Ford Graduate School of Addiction Studies.

**Leadership and Service**
Dr. Frigo served as Dean of the Hazelden Betty Ford Graduate School of Addiction Studies from June of 2010 to July 2013. As Dean, he took a student-centered approach, and worked to ensure a quality educational experience for students. Prior to his role as Dean, Dr. Frigo was an Associate Professor at the Hazelden Betty Ford Graduate School of Addiction Studies for five years.

Dr. Frigo practiced as a licensed clinical social worker for 19 years. He specialized in chemical dependence and mental health services for adolescents, adults, and physicians in recovery. He provided leadership on several state legislative efforts that affected the licensure of social workers and participated as an officer in the Missouri Society for Clinical Social Work.

**Zachary Hansen, EdD**
*Assistant Professor*
- EdD, Minnesota State University, Mankato (MSU), Mankato, MN, 2015
• MS, St. Cloud State, Minnesota, Mental Health Counseling, 2009
• BS, College of St. Scholastica, Minnesota, Psychology, 2007

**Academic Contributions**
Dr. Hanson has completed his Doctorate in Counselor Education and Supervision (EdD). Academic and research interests include clinical supervision, adolescent treatment, the use of intuition in counseling, and existential theory.

**Leadership and Service**
Dr. Hanson joined the Hazelden Betty Ford Graduate School of Addiction Studies in July 2015. Previously, he was the Coordinator of the Alcohol and Drug Studies Program and Assistant Professor at Minnesota State University, Mankato. In addition to teaching, he is involved in advising, supervision, and research.

**Jorja Jamison, PhD, LP**
**Associate Professor**
• PhD, University of Illinois - Urbana Champaign, Counseling Psychology, 2010
• MS, University of Illinois--Urbana Champaign, Educational Psychology, 2007
• BA, University of North Carolina - Chapel Hill, Latin Language and Literature, 1995

**Academic Contributions**
Dr. Jamison has a PhD in counseling psychology with academic and research interests in lesbian, gay, bisexual, and transgender (LGBT) issues, psychometric validation of a disclosure questionnaire, and Latina healthcare services.

**Leadership and Service**
Dr. Jamison joined the Hazelden Betty Ford Graduate School of Addiction Studies in August of 2012. As an assistant professor, she is involved in teaching, advising, supervision, and research.

Dr. Jamison specializes in adolescent addiction, vocational issues for recovering individuals, and addiction within the LGBT community.

**Emeritus Faculty**

**Eileen McCabe O’Mara, EdD**
**Professor Emeriti**
• EdD, Fairleigh Dickinson University, Counseling, Addiction, and Work, 1985
• MS, California State University at Los Angeles, Community College Counseling, 1967
• BS, New York University, Business and Education, 1964

**Academic Contributions**
Dr. O’Mara is a Licensed Alcohol and Drug Abuse Counselor in Minnesota. She is the former Assistant Dean of the Hazelden Betty Ford Graduate School of Addiction Studies. She has published in the addiction counseling field and presented nationally and internationally on supervision and addiction counseling issues.

**Leadership and Service**
Dr. O’Mara is core faculty at Capella Education Company and at the Hazelden Betty Ford Graduate School of Addiction Studies where she is Professor Emerita. Dr. O’Mara is an apprentice Healing Touch professional, integrating energy work into her counseling and supervision.

**Research Faculty**

**Kate Gliske, PhD**
**Assistant Professor**
• PhD, University of Minnesota, Family Social Science, Minor in Prevention Science, 2017
• MA, University of Minnesota, Counseling and Psychological Sciences, 2010
• BA, Hamline University, Psychology and History, 2007

**Academic Contributions**
Dr. Gliske is a Research Scientist at the Hazelden Betty Ford Foundation where she conducts research projects. She has worked as a researcher, writer, and program evaluator for the Department of Defense and United States Department of Agriculture. Her research also includes partnering with the MN National Guard Reserves to develop and test a parenting program for school-aged children who have experienced overseas deployment. Dr. Gliske has trained as an intervention facilitator to develop principle-based intervention in person and in a group format. She will be teaching the Research and Clinical Practice course in the Hazelden Betty Ford Graduate School of Addiction Studies.

**Leadership and Service**
Dr. Gliske has served as the Research Scientist for the Butler Center for Research at the Hazelden Betty Ford Foundation since 2019. She oversees research on addiction and recovery, assists with organizational outcomes, manages research projects, and assesses research outcomes.
Adjunct Faculty

Janelle Bettis, EdD
Adjunct Assistant Professor
- EdD, Argosy University, Northern Virginia, Counselor Education and Supervision, 2017
- MA, Argosy University, Northern Virginia, Community Counseling, 2012
- BA, University of Maryland, Baltimore County, Psychology, 2009

Dr. Bettis is a Clinical Care Manager for Beacon Health Option providing crisis assessments and counseling to individuals. She serves as an adjunct faculty member for the Chicago School of Professional Psychology in the Counselor Education and Supervision PhD program and CMHC master’s program.

Richard Choate, MA
Adjunct Instructor
- MA, St. Mary’s University of Minnesota, Minneapolis, MN, 2015
- BA, Drake University, Des Moines, IA, 1975

Mr. Choate is a former chemical dependency professional at Hazelden Betty Ford Foundation in Center City, MN.

Steve Delisi, MD, DABAM, FASAM
Adjunct Assistant Professor
- MD, Loyola University Medical Center – Chicago, Medicine, 1994
- BA, University of Illinois – Urbana Champaign, Biology & Psychology, 1990

Dr. Delisi is the Medical Director for Professional Education Solutions at the Hazelden Betty Ford Foundation. He served as the Assistant Dean of the Hazelden Betty Ford Graduate School of Addiction Studies from November 2016 to February 2019. Prior to his role as Assistant Dean, Dr. Delisi served as the Midwest Regional Medical Director for HBFF. His fields of interest include psychopharmacology, assessment and treatment of co-occurring SUD and MH disorders, neurobiology of addiction, mindfulness based cognitive therapy for depression and addiction, and adaptive leadership.

Lisa Doyle, MA
Adjunct Instructor
- MA, University of South Dakota, Vermillion, SD, Community, Agency, and School Counseling, 1996

Ms. Doyle is an adjunct instructor of psychology at the Western State University in St. Joseph, Missouri.

Ahmed Eid, MA, LADC
Adjunct Instructor
- MA, Hazelden Betty Ford Graduate School of Addiction Studies, 2012
- BS, City University of Seattle, Applied Psychology, 2010

Mr. Eid is a chemical dependency professional and Manager of the Addiction Program at Hazelden Betty Ford Foundation. His responsibilities include group and individual counseling to health care professionals. Mr. Eid also has experience working as a chemical dependency counselor in Cairo, Egypt and the Alwathba Central Prison in Abu Dhabi, UAE. His work in the prison also included the design and implementation of an 8-week therapy program for inmates.

Heather Gallivan, PsyD
Adjunct Assistant Professor
- PsyD, Minnesota School of Professional Psychology, Eagan, MN, 2002
- BA, University of Minnesota, Duluth, MN, 1994

Dr. Gallivan is the Clinical Director at Park Nicollet Melrose Center, an eating disorder specialty center that includes residential, day treatment, intensive outpatient and outpatient treatment programs.

Misty Grant, PhD
Adjunct Assistant Professor
- PhD, Walden University, MN, Counselor Education and Supervision Emphasis in Trauma and Crisis, 2018
- MA, Argosy University, UT, Clinical Mental Health Counseling, 2012

Dr. Grant is the Director of Clinical Services, Research, and Development at Phoenix Recovery Center where she oversees implementation and delivery of all clinical and case management services.

Thomas Hegblom, MA, LADC
Adjunct Instructor
- MA, Hazelden Betty Ford Graduate School of Addiction Studies, 2017
- BA, University of Minnesota, Youth Studies (Spanish), 2010

Mr. Hegblom is a chemical dependency professional at Hazelden Betty Ford Foundation. His responsibilities include counseling individuals in an outpatient program using evidence-based practices and proven theoretical approaches, assisting clients with treatment plans, case management, and leading counseling groups.

Kathrin Hohenstern, PhD
Adjunct Assistant Professor
- PhD, Walden University, Minneapolis, MN, Social Work, 2019
- MSW, University of Kansas, Lawrence, KS, 2001
- BA, Minnesota State University Moorhead, Psychology, 1998
Dr. Hohenstern is a social worker for the VA Health Care System. Her responsibilities include individual, group, and couples therapy, care coordination, and treatment planning. Her areas of specialty include PTSD, anxiety disorders, mood disorders, substance abuse, anger management, self-esteem, and personality disorders.

Courtney Kibble, PsyD
Adjunct Assistant Professor

- PsyD, The Chicago School of Professional Psychology, Chicago, IL, Clinical Psychology, 2017
- MA, The Chicago School of Professional Psychology, Chicago, IL, 2013
- BA, Aurora University, Aurora, IL, 2011

Dr. Kibble is a clinical psychologist with a background in trauma and substance use concerns. Prior to accepting a faculty position at Governors State University, Dr. Kibble spent two years training at the Hazelden Betty Ford Foundation. Dr. Kibble is trained in conducting individual and group therapy, workshop outreach, crisis intervention, mental health assessments, and consultation within a multidisciplinary team.

Sonya Knudson, PsyD, LP
Adjunct Assistant Professor

- PsyD, The Chicago School of Professional Psychology, Chicago, IL, Clinical Psychology, 2016
- BA, University of Wisconsin-Madison, Psychology, 2011

Dr. Knudson is a senior clinician for Mental Health Services at the Hazelden Betty Ford Foundation providing individual and group psychotherapy, and diagnostic assessments.

Nita Kordonowy, MA, LADC, NCGCII
Adjunct Instructor

- MA, Hazelden Betty Ford Graduate School of Addiction Studies, 2006
- BA, University of Nevada–Las Vegas, Psychology, 2003

Ms. Kordonowy is the COR 12 Clinical Coordinator, with expertise in women’s issues and pathological gambling. She is a licensed alcohol and drug counselor and a nationally certified gambling counselor. She is an advisor on the State of Minnesota Problem Gambling Advisory Board, member of Northstar Problem Gambling Alliance, and Secretary of the International Gambling Counselor Certification Board. Ms. Kordonowy has an extensive background in the field of problem gambling, providing direct patient services to pathological gamblers and developing programming, curricula, and trainings for professionals on the issue of problem and pathological gambling.

Gerard Love, EdD
Adjunct Professor

- EdD, Vanderbilt University, Nashville, TN. Human Development Counseling, 1989
- MA University of Missouri, Columbia, MS. Counseling Psychology, 1985
- BA, Saint Norbert College, DePere, WI. Psychology, 1982

Dr. Love is the Director of the Master of Arts in Community Counseling Addiction at Slippery Rock University. He is the coordinator of the Collegiate Recovery Program. He developed and implemented a CACREP accredited graduate level addiction counseling program based on a professional practitioner model.

Wendy McMahon, MS
Adjunct Instructor

- MS, Walden University, MN, Psychology, 2012

Ms. McMahon is a mental health professional at the Hazelden Betty Ford Foundation providing individual and group psychotherapy, and diagnostic assessments.

Melanie Moonstone, MA, LADC
Adjunct Instructor

- MA, Hazelden Betty Ford Graduate School of Addiction Studies, 2010

Ms. Moonstone is a chemical dependency professional at Hazelden Betty Ford Foundation. Her responsibilities include substance use assessments, diagnostics, group facilitation, individual counseling, assisting clients with treatment plans, and continuing care plans.

Joseph Nowinski, PhD
Adjunct Assistant Professor

- PhD, University of Connecticut, 1977
- MA, Syracuse University, 1973
- BS, Hofstra University, 1967

Dr. Nowinski has an independent clinical and consulting practice. He has over 20 years of experience as an adjunct Associate Professor at the University of Connecticut and as the Supervising Psychologist at the University of Connecticut Health Center, Correctional Managed Health Care Division supervising multidisciplinary staff.

Mark Sanstead, PhD
Adjunct Assistant Professor

- PhD, University of Nebraska—Lincoln, Counseling Psychology, 1983
- MA, University of Nebraska–Lincoln, Counseling Psychology, 1979
- BA, Augustsburg College, Psychology, 1977

Dr. Sanstead is a licensed psychologist with extensive
experience in vocational assessment and career counseling.

**Ann Schissel, PhD**  
*Adjunct Assistant Professor*  
- PhD, University of Minnesota, Twin Cities, Minneapolis, MN, 2015  
- BA, Columbia University, New York, NY, 2004  

Dr. Schissel is a mental health practitioner for Mental Health Services at the Hazelden Betty Ford Foundation providing individual and group psychotherapy, and diagnostic assessments.

**Joshua Seez, MSW**  
*Adjunct Instructor*  
- MSW, George Warren Brown School of Social Work, Washington University in St. Louis, St. Louis, Missouri, 2007  
- BS, South Dakota State University, Psychology and Sociology, 2004  

Mr. Seez is a clinical social worker at the Minnesota VA Health Care System in St. Cloud, MN. He provides residential rehabilitation and treatment services for veterans with mental illness, addiction, homelessness and/or psychosocial deficits.

**Tessa Voss, MA**  
*Adjunct Instructor*  
- MA, Hazelden Betty Ford Graduate School of Addiction Studies, 2011  
- BA, University of Minnesota, Psychology and Spanish, 2010  

Ms. Voss is a chemical dependency professional at the Hazelden Betty Ford Foundation in Newberg, OR.

**Administrative Staff**

**Denell Belle Isle**  
*Executive Assistant to Chief Academic Officer & Provost*  
- Certified Professional Secretary, Professional Secretaries International (PSI), 1995  
- Administration Management Certification, University of Wisconsin – Eau Claire, 1995  

Ms. Belle Isle is responsible for providing high-level administrative support to the Chief Academic Officer and Provost, serving as liaison to the school’s Board of Governors, and coordinating activities related to the school’s accreditation, licensure and annual registrations.

**LeAnn Brown**  
*Director of Enrollment and Student Services*  
- MS, Minnesota State University, Mankato, Educational Leadership, 2001  
- BS, St. Cloud State University, English 1998  

Ms. Brown is responsible for managing the school’s enrollment process, partnering with marketing and school leadership to create recruitment and persistence strategies, and providing analysis and reporting on the school’s enrollment trends. She also manages all student services offered by the Graduate School and supervises student services staff members.

**Renae Ekstrand**  
*Online Student Success Coordinator*  
- EdD, Bethel University, Educational Leadership & Administration, 2014  
- MS, Winona State University, Broad Area Education, 2000  
- BS, Bemidji State University, Elementary Education, 1987  
- AS, Northcentral Technical College, Sign Language Interpreting, 1980  

Dr. Ekstrand is responsible for coordinating residencies and assisting students with state/jurisdiction licensing requirements. Additional responsibilities include online student orientation, helping students navigate student life, assisting with study skills and time management, etc. and any other issues related to being an online student.

**Katherine Gray**  
*Student Success Coordinator*  
- BA, College of St. Scholastica, Organizational Behavior, 2015  

Ms. Gray is responsible for helping students and alumni identify career opportunities and navigate the job search and licensure application process. Additional responsibilities include coordinating new student orientation, assisting international students with enrollment, supporting military connected students and facilitating the Alumni Association activities.

**Ginger Howell**  
*Instructional Designer/Educational Technologist*  
- PhD, Capella University, Instructional Design for Online Learning, 2014  
- MS, Harding University, Educational Technology, 2008  
- MA, Harding University, Teaching, 2007  
- BA, Harding University, Early Childhood Education, 2002  

Dr. Howell works with faculty to design interactive online courses and course components utilizing research-based techniques, learning theories, engaging activities, and appropriate instructional technologies. She works to ensure that the online courses are designed to increase student engagement with the content. In addition to
supporting faculty and improving line courses, Ms. Howell is available to assist students who experience technical difficulty.

**Tashina Martinson**  
*Admissions and Recruitment Specialist*

- MS, St. Cloud State University, Higher Education Administration, 2015
- BA, University of Wisconsin-Superior, English, 2013

Ms. Martinson is actively engaged in marketing and recruiting for the Graduate School. She represents the school at various outreach events and assists with the application process from inquiry to admission. Additional responsibilities include coordinating commencement.

**Debra Mattison**  
*Registrar for Student Services*

- BA, College of St. Scholastica, Sports and Recreation Management, 1989

Ms. Mattison is responsible for the administrative activities related to student enrollment, student financial aid, billing activities, immigration documentation, course scheduling, and maintenance of student records.

**Twyla Ramsdell**  
*Registrar Administrative Services*

- BS, College of St. Catherine, Accounting, 2002

Ms. Ramsdell is responsible for providing administrative support for the Graduate School’s Dean and other faculty members as well as bringing continuity to the administrative activities of the Graduate School’s main office.

**Pam Wood**  
*Continuing Education Coordinator*

- BA, Business Management, Augsburg College, 1991

Ms. Wood is responsible for coordinating continuing education offerings for Hazelden Betty Ford Foundation staff and community professionals.
Board of Governors

The Board of Governors is comprised of public members representing the school’s key constituent communities. These accomplished leaders provide not only expertise concerning policy development, academic effectiveness, and strategic planning, but also important opportunities for linkage to the larger higher education culture and constituency.

The principle responsibility of the Board of Governors is to ensure academic freedom, school autonomy, and shared governance. As an institution of higher learning within a large non-profit health care organization, governors seek to vision, create, and advance a sustainable future for the Graduate School through contributions to policy development, strategic planning, and representation of the Graduate School to the larger Foundation and community at large.

- William Cirone
- Carlton Erickson, PhD
- Hon. Susan Fox Gillis
- Suena Huang Massey, MD
- Ruth Mickelsen
- Mark Mishek
- Mary Turner Pattiz, PhD (Chair)
- Timothy Sheehan, PhD
- Thomas McClellan, PhD
- Michael (Mike) Sime
- Constance Weisner, DrPH
Section 9: Directory

Hazelden Betty Ford Foundation Locations

Hazelden Betty Ford Foundation Web Addresses
Hazelden Betty Ford Foundation Locations

Aurora, Colorado
14001 East Iliff Avenue, Suite 120
Aurora, Colorado 80014
303-745-2275

Beaverton, Oregon
6600 SW 105th Ave., Suite 120
Beaverton, Oregon 97008
971-245-1332

Bellevue, Washington
1231 116th Ave. NE, Suite 410
Bellevue, Washington 98004
888-967-3032

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Revised August 2019
Hazelden Betty Ford Graduate School of Addiction Studies

Sexual Misconduct Policy & Complaint Resolution Procedures
SEXUAL MISCONDUCT POLICY

I. POLICY STATEMENT

Hazelden Betty Ford Graduate School of Addiction Studies (the “Graduate School”) is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The Graduate School considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined in Section IV, below.

II. SCOPE

This policy applies to all Graduate School employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the Graduate School’s educational programs and activities, including third-party visitors on campus (the “Graduate School Community”). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The Graduate School’s prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, and student services.

The Graduate School has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official Graduate School program or activity (regardless of location), or off campus when the conduct has or reasonably may have the effect of creating a hostile environment for a member of the Graduate School Community. The Graduate School will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the Graduate School to comply with Title IX of the Education Amendments of 1972 and its implementing regulations which prohibit discrimination based on sex in the Graduate School’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The Graduate School has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:
A person may also file a complaint of sex discrimination with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. SEXUAL MISCONDUCT

A. Sexual Misconduct

“Sexual misconduct” is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

B. Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any Graduate School program or activity because of their sex. Sex discrimination can include adverse treatment based on one’s sex, as well as the other prohibited conduct outlined below. Sex discrimination includes discrimination on the basis of pregnancy and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).

C. Sexual Harassment

1. Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;

- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what
a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

- In determining whether a hostile environment exists, the Graduate School will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the victim’s participation in the Graduate School’s programs and activities, the nature and severity of the conduct at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected.

2. **Examples of Sexual Harassment**

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship, or for sexual activity
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person’s dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person’s body, gender, sexual relationships, or sexual activities
- Harassing a male because he “isn’t manly enough” or a female because she “is too manly”
- Sexual violence (as defined below)

D. **Sexual Violence**

1. **Definition of Sexual Violence**

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or
physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

2. **Examples of Sexual Violence**

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person’s vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism
  - Use of the “date rape drug” to effect sexual intercourse or some other form of sexual contact with a person
  - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
  - Secretly videotaping or photographing sexual activity where the other party has not consented
  - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
  - Prostituting another person

3. **Consent**

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
  - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
• If a person is asleep or unconscious, there is no consent
• If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity
• Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent
• Being in a romantic relationship with someone does not imply consent to any form of sexual activity
• Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

E. Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person’s sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the Complaint Resolution Procedures below.

1. Domestic Violence

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
• Stalking can include conduct that occurs via electronic communications, including social media (i.e., cyberstalking)

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to: (1) ensure the Graduate School’s compliance with Title IX; (2) identify and address any patterns or systemic problems of sexual misconduct at the Graduate School; (3) coordinate dissemination of information and education and training programs; (4) receive complaints under this policy; (5) assist members of the Graduate School Community in understanding that sexual misconduct is prohibited by this policy; (6) answer questions about this policy; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (8) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

B. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

• Inform employees under their direction or supervision of this policy
• Work with the Title IX Coordinator to implement education and training programs for employees and students
• Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. Employees – Reporting Requirement

Throughout this policy, the term “employees” includes all faculty, staff, and administrators. It is the responsibility of employees to review this policy and comply with it.

All Graduate School employees also have a duty to report sexual misconduct to the Title IX Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the Graduate School in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

D. Students

It is the responsibility of students to review this policy and comply with it.
VI. COMPLAINTS/REPORTS

A. Filing a Complaint/Report

Individuals who wish to report sexual misconduct should submit a complaint with the Title IX Coordinator. The Graduate School encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the Graduate School’s ability to investigate and respond to the conduct complained of.

So that the Graduate School has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the Graduate School may follow up appropriately.

All members of the Graduate School Community should be aware that all employees at the Graduate School, other than those identified as confidential resources in the next section, have an obligation to report information about sexual misconduct to the Title IX Coordinator for review and investigation, and they may not keep this information confidential.

While the Graduate School encourages all good faith complaints of sexual misconduct, the Graduate School has the responsibility to balance the rights of all parties. Therefore, if the Graduate School’s investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

B. Confidential Resources

If a victim desires to talk confidentially about his or her situation, the Student Assistance Program (SAP) is an available resource. Please see section 6 of the College Catalog and Student Handbook for information on accessing the SAP.

C. Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the Graduate School will be given a copy of the document titled “Rights and Options After Filing a Complaint Under the Graduate School’s Sexual Misconduct Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.
D. **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the Graduate School will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

E. **Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking**

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. When a physical crime of violence has been perpetrated against you, the Graduate School recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve other types of evidence such as letters, emails, text messages, social media posts, etc., rather than evidence of physical contact and violence. While preserving these types of evidence is important in all situations, they may be the only evidence available in cases of stalking.

In addition to making a complaint of sexual violence, domestic violence, dating violence, or stalking to the Graduate School, the complainant has several other options such as, but not limited to:

- Contacting law enforcement
- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the Graduate School
- Requesting that no further action be taken
- Requesting further information about the Graduate School’s policy and procedures for addressing sexual misconduct
• Requesting further information about available resources

Resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of sexual misconduct can be found below:

**Institutional Resources**

• Student Assistance Program. To access services, please call 1-800-383-1908. To access web-based information, please see the log-in and password information within the Student Assistance Program pdf document available in Populi shared files.

• Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The institution’s financial aid website can be found at [www.hazeldenbettyford.org/education/graduate-school-addiction-studies/admissions-aid/financial-aid](http://www.hazeldenbettyford.org/education/graduate-school-addiction-studies/admissions-aid/financial-aid)

**State/Local Resources**

• *Fairview Lakes Medical Center, 5200 Fairview Blvd, Wyoming, MN 55092. (651) 982-7000.* [https://www.fairview.org/Locations/Fairview-Lakes-Medical-Center](https://www.fairview.org/Locations/Fairview-Lakes-Medical-Center)

• *St. Croix Regional Medical Center, 235 E State St, St Croix Falls, WI 54024. (800) 642-1336.* [http://scrmc.org/](http://scrmc.org/)

• Fairview Counseling Services—Chisago City, 11725 Stinson Ave, Chisago City, MN 55013. 651) 257-8499. [https://www.fairview.org/locations/fairview-clinics-chisago-city](https://www.fairview.org/locations/fairview-clinics-chisago-city)

• Canvas Health crisis help and counseling, 555 West Broadway Avenue, Suites 2 & 3, Forest Lake, MN. Sexual Assault Crisis: (651) 777-1117. [https://www.canvashealth.org/crisis-support/](https://www.canvashealth.org/crisis-support/)

• ESS Emergency Social Services:651-291-6795(after 5pm and weekend); Shelter; transport for abuse victims [http://stpaulredcross.org/services/socialservices.html](http://stpaulredcross.org/services/socialservices.html)

• Washington County Crisis Line, Stillwater, MN. (651) 777-4455. [https://www.co.washington.mn.us/](https://www.co.washington.mn.us/)


**National Resources**

• National Domestic Violence Hotline: 1-800-799-7233

• National Sexual Assault Hotline: 1-800-656-4673

• Rape, Abuse and Incest National Network (RAINN): [https://www.rainn.org/](https://www.rainn.org/)
• US Dept. of Justice Office on Violence Against Women: https://www.justice.gov/ovw
• National Coalition Against Domestic Violence: http://www.ncadv.org/
• National Sexual Violence Resource Center: http://www.nsvrc.org/
• U.S. Citizenship and Immigration Services: https://www.uscis.gov/
• Immigration Advocates Network: https://www.immigrationadvocates.org/

Please contact the Title IX Coordinator if you have any questions about these resources or need assistance in accessing them.

F. Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Members of the Graduate School Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint to the Title IX Coordinator.

G. Retaliation

It is a violation of this policy to retaliate against any member of the Graduate School Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator.

H. Interim Measures

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the Graduate School will provide interim measures to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct. This may include changing academic or work situations, to the extent that the Graduate School has control over these environments, if options to do so are reasonably available and upon request. Such changes may be available regardless of whether the individual chooses to report the crime to local law enforcement. Requests to change an academic or work situation, or for any other protective measure, should be made to the Title IX Coordinator. The Graduate School will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the Graduate School’s ability to provide the accommodations or protective measures. The Title IX Coordinator will communicate with each party throughout the investigation to ensure interim measures remain necessary and effective. Failure to comply with the terms of any interim measures or protections that have been implemented may constitute a separate violation of this policy.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The Graduate School, in conjunction with law enforcement or
other Graduate School officials as necessary, will take all reasonable and legal action to implement the order.

I. Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the Graduate School will take disciplinary action where appropriate. The Graduate School will make reasonable and appropriate efforts to preserve an individual’s privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the Graduate School cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the Graduate School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the Graduate School’s ability to respond may be limited. The Graduate School reserves the right to initiate an investigation despite a complainant’s request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the Graduate School Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate Graduate School officials and legal counsel as necessary.

Note that certain types of sexual misconduct are considered crimes for which the Graduate School must disclose as crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

J. Resolution

If a complaint of sexual misconduct is found to be substantiated, the Graduate School will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from Graduate School programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic accommodations for the complainant, separation of the parties, and training for the respondent and other persons.
VII. ACADEMIC FREEDOM

While the Graduate School is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. EDUCATION

Because the Graduate School recognizes that the prevention of sexual misconduct is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.
SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

I. GENERAL PRINCIPLES

A. Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

B. Administration

For purposes of these Complaint Resolution Procedures, “Investigating Officer” means the individual(s) designated by the Title IX Coordinator to investigate a particular complaint. The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures. During the course of an investigation, the Investigating Officer may receive counsel from Graduate School administrators, the Graduate School’s attorneys, or other parties as needed.

C. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. All Graduate School officials involved in the investigation process shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If an involved Graduate School official determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer these procedures.

D. Training

These procedures will be implemented by Graduate School officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Preliminary Matters

1. Timing of the Investigation

The Graduate School will conclude its investigation and resolution of the complaint in a prompt manner, though timing is often based on many things, such as the facts of a case, the availability of the parties and witnesses, scheduling conflicts, etc. The Investigating
Officer may require the production of information by the parties by a certain date in order to facilitate a timely resolution. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall promptly respond to any such request.

2. **Informal Resolution**

Informal means of resolution may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties’ voluntary cooperation after receiving a full disclosure of the allegations and their options for formal resolution, and with appropriate involvement by the institution (e.g., the Title IX Coordinator).
- The complainant will not be required to “work out” the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to or continue with the formal investigation procedures described below.
- With the agreement of the parties involved and by the institution, a complaint may be informally resolved at any stage of these procedures.

If informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.

3. **Interim Measures**

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class placement. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

4. **Preponderance of the Evidence Standard**

In making any determination on the resolution of the complaint, the evidentiary standard is the preponderance of the evidence; that is, whether it is more likely than not that sexual misconduct occurred.
5. **Support Person/Advisor**

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

6. **Pending Criminal Investigation**

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the Graduate School will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the Graduate School of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the Graduate School will proceed with its own investigation and resolution of the complaint.

7. **Rights of the Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Written notice in advance of any interview with sufficient time to prepare for meaningful participation
- Timely and equal access to any information that will be used during informal and formal disciplinary meetings
- Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party

**B. Commencement of the Investigation**

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable. Prior to the initial interview with the respondent, the Investigating Officer will provide the respondent with a written notice containing sufficient details of the allegations, including the identities of the parties involved, the specific section of the Sexual Misconduct Policy allegedly violated, the precise conduct allegedly constituting a policy violation, and the date and location of the alleged incident.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the
Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

C. **Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

D. **Resolution**

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, summarize the relevant exculpatory and inculpatory evidence, and provide a recommendation as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The report of the Investigating Officer will be provided to the parties for review and comment, and any comments must be promptly returned to the Investigating Officer. The Investigating Officer will then provide the report and any written comments from the parties to the Title IX Coordinator for review.

The Title IX Coordinator may accept or reject the findings of the investigation, or return the matter to the Investigating Officer for further investigation. If the Title IX Coordinator determines that the respondent violated the Sexual Misconduct Policy, the Title IX Coordinator, in consultation with other Graduate School officials as needed, shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the Graduate School Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The Title IX Coordinator will simultaneously provide both the complainant and the respondent with a written notice of the outcome of the investigation, including a copy of the written report and any addendum. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (“FERPA”), and the Clery Act.

The Title IX Coordinator’s notice of outcome shall be final and not subject to appeal.
E. Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the Graduate School’s President, the Graduate School’s Board of Trustees (“Board”) will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will issue the notice of outcome and, as necessary, implement any sanctions or remedial measures. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will issue the notice of outcome and, as necessary, implement any sanctions or remedial measures. The determination of the President is final and not subject to appeal.

III. DOCUMENTATION

Throughout all stages of the investigation and resolution, the Investigating Officer and the Title IX Coordinator are responsible for maintaining documentation of the investigation, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

IV. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other Graduate School grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.