



A DIVISION OF
SOVEREIGN
HEALTH GROUP

Alcohol and Drug Abuse Counselor Program

2017 Catalog



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Welcome

The faculty and staff would like to take this opportunity to welcome you and your fellow students to Sovereign Institute, a Division of Sovereign Health.

We understand this is an important first step in your commitment to continue your education. It is our hope that the skills learned at Sovereign Institute will be a springboard to your success in an exciting new career field.

We want you to succeed! Our innovative and accelerated approach to learning helps you achieve your goals in the minimum amount of time. Our class schedules are designed to accommodate the working student.

Each of our programs combine basic theory with extensive hands-on application and practicum, which will prepare you for your new job upon graduation. At Sovereign Institute, you will work with us toward a clearly defined objective. Our dynamic student body is a diverse group made up of people just out of high school, current employees in business, homemakers eager to return to the work place, those hoping to make a career change, and professionals aspiring to higher levels of responsibility.

We invite you to visit Sovereign Institute. Our admissions personnel will provide you required information and are happy to discuss your goals and career objectives. You will see how our modern business and technical equipment is used by our faculty to train you in a caring, friendly, and professional environment.

At Sovereign Institute, you will study only those career-related subjects necessary to complete your training in the shortest possible time. If you encounter problems on your planned road to success, we will be there to help you overcome those difficulties.

Our faculty and staff have a deep commitment to helping you achieve success in your desired career goals. In this spirit, we invite you to join us at Sovereign Institute and we wish you the very best.

Sovereign Institute Staff

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About Sovereign Health Group

Sovereign Health Group is a behavioral health care provider that treats various mental health and substance abuse conditions. We commit to a holistic and multidimensional approach, complete with comprehensive assessments as well as cohesive and individualized programs that optimize recovery outcomes. Our primary individual and group therapies are complemented with alternative healing approaches that help address all sides of a behavioral issue, whether it is an underlying mental affliction, a substance addiction, or both.

At Sovereign Health, we see a human being's health as an equilibrium that can lose its balance due to a number of possible ailments. One of these problems can be a mental illness such as depression or anxiety that requires an appropriate amount of therapy and medication to manage effectively. We also view addiction as a disease that can have underlying causes and trigger behavioral issues as well. If the problems accompanying one's addiction or mental health are not addressed concurrently, it will become difficult to foster recovery and avoid relapse. For this reason, Sovereign Health employs treatment programs for patients with co-occurring disorders, also known as dual diagnosis.

Above all else, we prioritize our patient's well-being and recovery. This is why we believe in treating the person, rather than the addiction or disorder. We understand that every disorder has a specific set of symptoms and each human being has particular needs. Therefore, our treatment options are carefully adapted to each individual to make the recovery process as smooth and effective as possible.

Sovereign Health administers behavioral health treatment through different levels of care including detoxification, residential treatment (RTC), partial hospitalization (PHP), intensive outpatient treatment (IOP) and others depending on the specific facility one visits. We have a wide network of therapeutic centers located throughout the United States in California, Arizona, Utah, Florida, and Texas, with additional facilities on the way.

Sovereign Health is headquartered in San Clemente, California. Many of our facilities are accredited by the Joint Commission and offer specialized services including an adolescent treatment program for those between the ages of 12 and 17 in Rancho San Diego, a facility in Chandler, Arizona that focuses on the treatment of women, and the White River Academy in Utah, which provides educational programs and behavioral treatments for adolescent boys.

Our highly qualified clinical and operational teams work with our patients to ensure long-lasting wellness. Even after a patient has completed his or her stay, our continuing care services maintain a connection with program graduates and evaluate their respective progress as they transition back into their daily routines. Overall, the licensed and multidisciplinary health professionals at Sovereign Health provide their patients with a full spectrum of quality care that starts from the first phone call and maintains a relationship with an individual for the rest of his or her life.

Acknowledging a substance abuse problem or a mental health disorder is the first step of recovery. Visiting Sovereign Health is the next. With a commitment to medical innovation and evidence-based integrity, our holistic approach guides a patient's journey to well-being while strengthening his or her cognition with educational exercises along the way.

Mission Statement, Philosophy, and Objectives

Our Mission Statement

The mission of the Sovereign Institute is:

- To help adult students gain the skills and attitudes necessary for a meaningful career.
- To be responsive to the needs of our students, area businesses, industries, and government.
- To maintain a commitment to the highest academic standards in all of our curricular offerings.
- To provide the services that support our students' efforts to succeed.

Sovereign's approach combines the best of both worlds, incorporating a wide range of resources while still honing in on particular areas of concern. We view each student with a holistic lens that identifies all of his or her specific needs. Once these needs are acknowledged, our academic approach allows us to focus on creating educational plans that maximize the benefits to the student.

We are committed to providing our students with the most comprehensive educational training that will strengthen their understanding and equip them with the tools, knowledge, and attitude necessary to excel in their current and future career.

Our Philosophy

Sovereign Institute is a distinguished co-educational institution committed to the education and personal enrichment of each student. All aspects of the school are enriched with creating an atmosphere conducive to learning, while instilling a high degree of ethics and professionalism. This facilitates the easy transition from a student to a professional in a career. Our program(s) is offered to help students achieve the specific job competencies needed to meet their short- and long-term employment goals.

Educational Objectives

- To motivate, educate, and develop students to their maximum potential while enrolled in their chosen field of study.
- To maintain all instruction in a job-related environment to ensure graduates the greatest potential for employment in the occupational fields for which they are trained.
- To offer dedicated and qualified instructors who provide the tools of learning that will enhance each student's future success.
- To create an atmosphere for learning that is both personal and practical
- To establish high standards of education and training in order to maintain corporate satisfaction among the business community for our graduates.
- To enable students to establish self-independence through successful employment in their chosen career field responsibility for their own success in furthering their education.



Corporate Headquarters, San Clemente, CA

Admissions

Procedures

Prospective students should submit their application online at www.sovoinstitute.com. Prospective students may also send a completed application form by e-mail to admissions@sovoinstitute.com, or by mail to:

Attn: Sovereign Institute Admissions
Suite 270, 1211 Puerta del Sol
San Clemente, CA 92673

A completed *Application for Admission* must be accompanied by the initial application fee of \$125 in the form of cash or a check made out to Sovereign Health. An e-mailed submission may be accompanied by a completed credit card authorization form. An application will not be considered complete until payment has been received.

An Admissions Representative will conduct the preliminary interview and schedule subsequent appointments with a Financial Aid Advisor and possibly the Program Director. If the prospective student is under the age of 18, a parent or guardian should be present during the initial interview. If the application is rejected, the applicant will be notified, and any fees paid will be fully refunded.

Requirements

Graduation from high school, a GED Certificate, or the equivalent is required. Students must be beyond the age of compulsory high school attendance. Students will be required to present evidence of graduation or a GED Certificate. Students under the age of eighteen years old must have an approved co-signer for enrollment.

This institution does not have a vaccination policy; however, some programs and/or courses may require certain vaccinations.

To assure a consistent standard of quality education, training and experience for alcohol and drug counselors and registrants, Certification/Registration is necessary to safeguard the public health, safety, and welfare, and to protect the public from unauthorized services delivered by non-certified alcohol/drug counselors, and unprofessional contact by certified alcohol/drug counselors.

Academic/Certification/Registration Requirements:

1. Competencies required for alcohol/drug counseling include the TAP 21 competencies which also include the 12 Core functions: screening, intake, orientation, assessment, treatment planning, and counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals.
2. A Certified Alcohol and Drug Counselor must successfully complete the requirements of each step in the career path. Each level of certification has specific competencies and examinations that one must successfully pass in order to become certified by CCAPP.
3. This program is not a substitute for the individual's own recovery program.
4. You may have a fingerprint-based criminal background check as a condition of licensing. You may instead sign a release authorizing the certification board to carry out background screening.
5. Independent certification boards often require several letters of reference.
6. They also ask you to sign a code of ethics.
7. If you have ever had a substance abuse or addiction problem, you may need to attest that you have been drug-free for a specified period of time.
8. The Certified Alcohol and Drug Counselor (in any place of the career path) as previously described must renew their certification every two (2) years by meeting the following:
 - Paying the renewal fee
 - Ascribing to the Professional Code of Ethics and Scope of Practice at each certification renewal period
 - Completing a minimum of 50 hours of continuing education; 40 advanced hours, 10 professional development hours will be accepted (one can complete as many advanced hours he/she chooses, but no less than 40.) A minimum of 6 hours must be specific to Ethics each renewal cycle.

Admissions

Acceptance Notification

An acknowledgment is immediately sent to the applicant upon acceptance for admission to the program. This may be a provisional acceptance until such time as a determination can be made regarding the acceptance of financial terms. Applicants agree to submit all information required by the institute to determine the acceptance of the terms of enrollment, and they will be required to sign a *Student Enrollment Agreement* prior to the first day of class.

Nondiscrimination Policy

SOVEREIGN HEALTH DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, PHYSICAL HANDICAP, RACE, NATURAL ORIGIN, SEXUAL ORIENTATION, POLITICAL AFFILIATION, CREED OR RELIGION IN ITS ADMISSION TO OR TREATMENT IN ITS PROGRAMS AND ACTIVITIES, INCLUDING ADVERTISING, TRAINING, PLACEMENT ASSISTANCE, AND EMPLOYMENT.

The institution follows all policies pertaining to the admission of students with special needs such as physical or mental handicaps or learning disabilities. Any special accommodation requests, if applicable, must be made in writing and documented by a physician. The Program Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Advanced Academic Standing and Transfer of Credit

Any student that has earned credit at another college may submit their transcript for evaluation, in order to determine if credits previously earned are applicable to the current program requirements, prior to starting school. The potential student must obtain an Application for Transfer Credit from an Admissions Representative. The form must be completed and returned to the Admissions Representative. A request for transfer of credit must occur by the first week of attendance. This will allow time for requested transcripts to be received at the school. The student must also provide a copy of the description from the institution where credit was earned for each course considered for transfer. All transcripts and catalog course descriptions must be received within the first five weeks of attendance.

Transfer credit may be granted if the course:

- Was completed with a grade of C or better at an accredited college, provided that the course requirements are equal or superior to the requirements of a similar course offered by the school
- Meets the required semester credit hours for the course offered by the school
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Was not taken to satisfy a freshman admissions requirement
- The institute reserves the right to accept or reject credits earned at other institutions of higher learning.

*This does not include courses taken in high school for college credit.

Transfer of Credits within Sovereign Institute Programs

A student transferring from one Sovereign Institute program of study into another Sovereign Institute program of study may request that earned credits be considered for transfer by completing an Application for Transfer Credit. Credits will only be considered for transfer if the course in the program the student is exiting has a clock hour value equal to or greater than a similar course in the program the student is entering.

Transfer of International Credits

Transcripts from schools outside the United States and its territories must be evaluated by an independent evaluation service endorsed by the National Association of Credential Services, Inc. (NACES). The student is responsible for any fees associated with an NACES transcript evaluation.

Transfer of Credits to Other Institutions

The determination of transferability of credits from Sovereign Institute to another educational institution is made at the discretion of the receiving institution.

Admissions

Student Notification

Once a decision has been made regarding the transfer of credits, the student must be notified in writing via a completed Results of Transcript Evaluation form and must receive academic advising that addresses the results of the transcript evaluation and the implications. The student must sign the appropriate section of the Result of Transcript Evaluation form acknowledging that academic advising was received. All documentation must be included in the student's file.

Fees

Credit transfer does not necessarily reduce tuition costs. A \$100.00 fee is charged at the time of the transfer. The institution may award a military scholarship to all active duty and veteran students to cover the cost of the transfer of credit fee.

Application for Readmission

Any student desiring to return to the program after a period of non-attendance must apply through the Sovereign Institute Admissions Office. The student's academic, attendance, and financial aid records will be reviewed, and based on the findings, the Program Director at his/her discretion may permit a student to re-enroll. The student will be notified of the decision and all decisions will be final. Normally only one re-entry will be permitted.

Course Substitutions

Changes occasionally are necessary to support the mission of the institution, both in business and education; therefore, it is impossible to guarantee long standing provisions. Sovereign Institute reserves the right to modify courses in the best interest of the overall program upon sufficient notice to students and proper regulatory agencies.

The institute reserves the right to make changes in course content, materials, organizational policy, tuition, teachers, administrative staff, and curriculum as circumstances dictate, subsequent to the latest publication of this catalog or its attachments. Employment opportunities in certain career fields change in our community and in the national job market. In keeping with the stated mission and educational objectives, the institute reserves the right to determine the programs offered.

Tuition

Tuition Charges

One credit unit is equivalent to either 15 hours of lecture or 45 hours of work-based activities. Tuition is charged at a rate of \$250 per credit unit. The full tuition obligation for each module (see page 18) begins on the first day of classes. Students must pay in full at this time, unless an alternate payment plan has been agreed to between the student and the institution. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed to between the student and the school are subject to dismissal at the discretion of the Program Director. The institution reserves the right to withhold graduation services, career assistance service, and other services for failure to meet financial commitments.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits may not be included in the tuition. A listing of the books and publishers for each course in the program is available to the students on the campus information website.

Payment Plans

The school has tuition payment plans available for students who may need to use the income from a part-time job or from family or personal resources to pay-as-you-go. There are also private, non-federal loan sources available.

Cancellation Policy

If the student's admission application is rejected, all monies previously paid will be refunded. All monies paid by an applicant will be refunded if the student submits a written request for enrollment cancellation to the school within three days of signing an enrollment agreement. An applicant requesting cancellation more than three days after signing an enrollment agreement, but prior to entering the program of study, is entitled to a refund of all monies paid minus a registration fee of \$25.

Termination Policy

Students failing to comply with the rules and regulations outlined in this handbook during the program of study may be suspended or terminated; such suspension/termination for valid reasons does not relieve the student of financial obligations to pay all tuition due per the institute refund policy.

Students may also be suspended for failure to maintain Satisfactory Academic Progress or non-payment of tuition and fees. Such suspension/termination for valid reasons does not relieve the student of financial obligations to pay all tuition due per the institute refund policy.

Withdrawals Policy

If a student attends at least one class meeting before submitting formal written notification of withdrawal from the program of study, the student will be refunded a prorated amount of tuition for classes attended. If the student has completed more than 50% of the module, no monies will be refunded.

The student's withdrawal date will be the date that written notification of intent to withdraw is received by the institution. If there is no written notification, the withdrawal date will be the midpoint of the term unless otherwise regulated by a third party. In case of dismissal for disciplinary reasons, failure to maintain academic progress or violation of rules and policies as outlined in this document, the student's last date of recorded attendance will be the date of dismissal. If the student is considered a withdrawal, per the policy described, the school will send the student an invoice of the amounts owed to the school and payment options.

Refund Policy

Refunds will be paid within 45 days of the cancellation date or the last date of attendance or within 45 days from the date of receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise.

Student Services

In addition to providing instruction to all students in their chosen field of study, student support services are offered by the institute to cultivate a well-rounded educational experience both inside and outside the classroom. Support services provide the basis for student success, both in academic endeavors and as growing professionals.

Comprehensive student support assistance and guidance are offered from the first day of class through graduation and include assistance with admissions, financial aid, registration, education, and career development. A commitment to comprehensive student support services allows students to enjoy academic advising, tutoring and career advising as well as general advising for matters that may impact the student's successful academic program, at no additional cost to the student.

Staff offer a host of services to include individual appointment times, office hours for walk-in appointments and group activities. To access any advisor, the student may contact the needed advisor directly via office phone, email, or by appearing for a walk-in advising session in between classes or after scheduled classes. Students with Financial Aid or Student Record or Account questions may directly contact the Financial Aid office, the Registrar, or the Bursar.

Student Advising

Various types of student advising are offered to students on a continuing basis and at no additional cost. Academic, vocational, and personal guidance is available to all students during their attendance at the institute. This process begins with the Admissions Representative advising a new student regarding the available programs of study. Academic advising (for academic matters) as well as Student advising (for non-academic issues impacting the student) are available throughout the student's enrollment at the institute.

Career Services

One of the most important services offered by the institute is that of career assistance, which is available at no additional cost to all students and graduates in good standing. While no school can guarantee a job after graduation, everything possible is done to assist new graduates in securing a career position to satisfy their dreams and aspirations. Students are provided self-directed career search strategies, which review the proper method of marketing their newly learned skills to a potential employer. Career assistance also includes individual and group coaching sessions that help students and graduates to cultivate better interview and job search techniques. On-campus personal interviews may be arranged between the student and corporations, as well. The school reserves the right to withhold all career assistance from students not meeting their financial obligations to the school. Students or graduates in violation of the Student Code of Conduct will not be eligible to receive career assistance.

Tutoring

Tutoring is offered to students in need of additional academic assistance. There is no additional charge for this service. Tutoring sessions are normally performed outside of regular classroom hours either on a one-to-one basis or sometimes in small group sessions. Regular class attendance and participation are the only prerequisites to receive free tutoring. For additional information regarding such assistance in any subject area, students should discuss their request with the either their instructors, the lead instructors, or the Program Director.

Student Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO:

1. View their student record that will contain: an admissions file, an academic file and a financial file. Each file will contain all documents required by state, federal and accreditation regulations.
2. Examine their own academic and business office files in the presence of an institute official. Student records will be maintained at the institute for a minimum of five (5) years.
3. View their official transcript for all formerly enrolled students (i.e. graduates, terminated, withdrawn). This transcript will be securely maintained indefinitely and protected against damage, loss, or school closure.
4. Request unofficial copies of their transcripts. These will be marked "Issued to Student" and will not be certified copies.
5. Request certified copies of transcripts. Certified copies are to be mailed from the school to the address indicated by the student. Each student will receive one complimentary certified transcript upon request. All others will incur a processing fee.
6. Be treated with respect, tact, honesty, maturity, and patience.

Student Services

7. Submit complaints for resolution to the appropriate institute officials. See specific Grievance Procedures section within the full copy of the policies and procedures that is available upon request.
8. Receive course and schedule advising from a faculty member.
9. Request and receive career advising from the Career Services office.
10. Request and receive academic advising from a member of the faculty on matters related to study skills and academic success.
11. Know their academic grade point average and progress toward graduation at any time.
12. Know the objectives and grading criteria of any class in which they are enroll.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Attend classes regularly and enthusiastically.
2. Complete all course assignments.
3. Be familiar with all institutional policies and adhere to them.
4. Be familiar with the school's Financial Aid policy, complete the process promptly, and return all forms to the proper place.
5. Notify the school of any change in address or phone number.
6. Notify the Program Director and instructors of matters affecting classroom performance or attendance.
7. Notify the instructors or the Program Director of any unresolved complaint using the designated grievance process.
8. Approach problems, needs, and difficult situations with maturity, tact, and patience.
9. Treat the school, its equipment, and personnel with the respect and courtesy they would treat their own home, furniture, and guests.
10. Familiarize themselves with the posted regulations related to fire exits and to participate in any related drills and practices.
11. Present themselves in a professional manner at all times while in the classroom/laboratory.

Student Computer Usage Policy

The computers that are supplied by the Sovereign Institute, whether desktop or laptop, are to be used for course-related activities only. Any misuse of the institute computers may subject a student to discipline as per the Student Code of Conduct, up to and including expulsion. Misuse of the institute computers includes but is not limited to:

1. Violating copyright by downloading or printing copyrighted materials (including articles and software).
2. Sending, receiving, printing, or distributing offensive or harassing statements or language including disparagement of others based on age, race, religion, national origin, sex, sexual orientation, disability, or political beliefs.
3. Operating a business, usurping business opportunities, or soliciting money for personal gain.
4. Sending chain letters, gambling, or engaging in any other activity in violation of local, state or federal law.
5. Sending, receiving, printing, or distributing sexually oriented messages or images that could be considered obscene or harassing. The institute has the right to monitor e-mail and internet use including incoming and sent e-mails, and individual web sites visited. The student has no right to privacy to any document sent or received on an institute computer.
6. Using the institute computer in any way that could do damage to future success of our companies, harm any individual in the institute, or affect the professional image of our companies.

Student Code of Conduct

By enrolling into the program of study, students agree to adhere to certain standards of conduct, behavior, and safety. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the institute's students, faculty, and staff is maintained at all times. Students commit to:

1. Respect the rights of others without regard to race, color, national origin, gender, sex, sexual orientation, age, and disability.
2. Use language that is relevant to the operation of the institution and free from profanity.
3. Appear on campus in appropriate, professional attire that does not
4. Contribute to order in all college sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing.
5. Respect the property both of the college and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus.

Student Services

6. Contribute to the health and safety of others while on the private property of the campus as well as during institute sponsored events on or off campus.
7. Adhere to all local, state, and federal laws.

The institute provides all students with opportunities to address concerns related to its *Student Code of Conduct policy* at the campus level (a full copy of the policies and procedures are available upon request). Students seeking information regarding the Student Code of Conduct should first consult the institute's policy and make their concerns known to the appropriate administrator or Program Director. Additionally, in order to remain in good standing as an alumnus and to receive associated benefits such as career advising assistance, alumni are expected to continue to comply with the Standards of Conduct in all dealings with the institute. Therefore, it is the expectation of the College that students and alumni will exemplify professional, courteous, and mature behavior.

Any type of misconduct is subject to the disciplinary actions and grievance processes outlined in the *Student Code of Conduct* and in the *General Conduct Violation Grievance and Investigation Process* (note that the College has specific policies and processes relating to academic, administrative, and discrimination grievances for its students with the process described in this policy addressing all conduct matters).

Personal Appearance

Students are expected to avoid extremes in dress. Flashy or revealing outfits and other non-business-like clothing are unacceptable. Clothing should always be neat, clean, and free from tears, stains, and holes. Clothing that reveal undergarments are not permitted. Pants are to be worn securely around the waist and secured with a belt if possible. Clothing or accessories with visible advertisement of drug, alcohol, tobacco, sex, profanity, politics, violence, or gangs are unacceptable.

Students should observe good habits of grooming and personal hygiene. Hair should be neat, clean, and pulled back from the face. Nails should be neatly cut, shaped, and clean.

Student Disciplinary Action

Violations of the Student Code of Conduct will be met with disciplinary action, up to and including dismissal from the institution. The school has established a *General Conduct Violation Grievance and Investigation Process*, which offers students an unbiased, defined protocol for addressing any conduct matter. Students should review the policy and be familiar with the process.

The Program Director is responsible for maintaining good order on the campus and for administering the school's established conduct related policy and procedures. Should a complaint be received from a student against another student using the Student Complaint Form, or should a violation of the Student Code of Conduct occur as observed or reported by institute officials, a student will be informed of the alleged violation and associated disciplinary action in conference with the Program Director and in writing.

Conduct Related Grievance Process

The student has the right to participate in the Formal Investigation and request an appeal of the investigative findings if appropriate. An Appeal Committee will be convened by the Program Director. The institution provides appeals on matters of adherence to policy and procedures, and not as an additional forum for dispute of the conduct violation or administered discipline. An advocate from the institute will be assigned to each student and will be available to the student as defined as a part of the investigative and appeal process. At no time may an individual acting as an attorney be present in the grievance proceedings. The proceedings are administrative in nature.

Readmission Policy

A student who is expelled as a result of a Student Code of Conduct violation may apply for re-entry. Applications for re-entry will be considered on an individual basis with the Program Director, or designee, making a final determination. If a student that was dismissed from the institution as a result of a Student Code of Conduct violation is accepted for re-entry or readmission, the

Student Services

student will be placed on conduct probation for the remainder of the program in which they are enrolled. The Program Director ensures that no retaliatory action will occur based on a student complaint or a student's pursuit of remedy under the Conduct Grievance Process. All files pertaining to a student's complaint will be maintained by the school for five (5) years.

General Grievance Process

A general grievance procedure is an essential part of an effective educational system. At the institution, every safeguard is taken to protect this right of the student. The institution provides a progressive and defined grievance process that begins with a student making a formal complaint using the Student Complaint form and allows for levels of consideration for all non-conduct related matters. A student complaint may be submitted in writing to the Program Director in a timely manner in order to facilitate a fair response.

The Program Director ensures that no retaliatory action be allowed against any student who has lodged a complaint. All files pertaining to a student's complaint will be maintained by the institute for five (5) years.

For complaints pertaining to academic matters (grades, tests, academic protocols), the student should:

1. Contact the instructor(s) privately, either orally or in writing to rectify the situation or concern.
2. If the outcome is not satisfactorily resolved within three business days of this contact, the student should contact the Lead Instructor or Program Director.
3. If this outcome is not satisfactorily resolved within five (5) business days of this contact, then the student should contact the Program Director to detail the complaint on a Student Complaint form, noting academic concern.

For complaints pertaining to administrative matters (Financial Aid, scheduling, supplies), the student should contact the Program Director by either making an appointment or submitting the complaint in writing on the Student Complaint form, noting reason for administrative complaint. The Program Director (or a designee) will meet with each party involved separately to seek a fair and unbiased resolution to the student complaint.

Should the academic or administrative complaint not be satisfactorily resolved within fifteen (15) business days, and after the established process has been followed, a student may submit their complaint to the Chief Executive Officer by sending the complaint in writing to: Sovereign Health Corporate Office, Attention: Dr. Tonmoy Sharma, 1211 Puerta Del Sol, San Clemente, CA 92673.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury, property damage or property loss, which may be suffered by the student from any cause while enrolled in the school.

Antiharassment Policy

Sovereign Health Group is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status.

Cell Phone Use

It is required that cell phones are turned off or muted during class sessions, as the ringing may interfere with class activities. Cell phone usage is prohibited in the classroom. During class time emergency calls may be taken outside of the classroom.

Eating / Drinking / Smoking Policy

In order to maintain a clean, healthy, and professional learning environment, eating, drinking and smoking is restricted to defined areas.

Student Services

Weather Emergencies

The school may occasionally cancel classes because of a weather emergency. Instructors will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed to the students in advance of the cancelled class.



Academic Policy

Class Participation

Student participation in the classroom is required. Practical assignments will always be conducted under instruction and include but are not limited to: classwork, tests, exams, group discussions, group projects, oral exams, demonstrations, essays, and anything else described within the syllabus and/or daily lesson plan. Practical performance evaluations are conducted on a daily and/or weekly basis and practical assessment ratings are entered on the competency task sheets.

It is required that students come prepared to class with all assignments complete and ready for discussion. It is recommended that students spend a minimum of two hours of outside class time studying for quizzes and exams, reading assignments, complete projects, homework assignments, and all other assignments referenced in the course syllabus. **Students will not receive credit for the course if they have more than 1 unexcused absence or miss 2 classes during the semester.**

Attendance Policy

Students are expected to attend every class meeting. If necessary, students may miss one class meeting per module, and are responsible for all material covered during the missed class. Where applicable, students that miss a class meeting due to unforeseen circumstances may have the option to attend a comparable class meeting to make up the work. Students missing more than one class during a module will be referred to an Academic Advisor for further consultation. Students are expected to come prepared for every class meeting and actively participate in all classroom activities.

Grading System

Students are graded based upon classroom participation, project work, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all in-class and homework assignments, and take each of the examinations.

Documentation of a student's completion of a course is accomplished by the posting of an earned grade of 75% or greater (A, B, or C). Grades below 74.9% (D or F) are considered not passing, and arrangements must be made with the instructor to either retake the module or make up any missing work. When a student retakes a class, the second grade will substitute for the first for GPA calculation purposes. Grades of I, W and T are not considered earned grades. Any student receiving a grade of incomplete for not completing coursework must make arrangements with the instructor to make up the required work within a reasonable timeframe, as established in a written agreement with the instructor. If the student fails to meet the obligations of the supervised internship within the allotted time, the student may be allowed extra time to complete the internship; however, in no case will the time allowed exceed twice the original hours allocated for the internship. Failure to do so by such date will result in a failing grade for the course work for which an incomplete grade was received.

A student should understand that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall classroom, Practicum, and Internship grades. All grades reported by the instructor are included in a student's permanent records and are available to them at any time upon request. Final grades are issued based upon the following system:

ASSESSMENT OF PROGRESS:

Course Grading Format:

(THE TOTAL POINTS POSSIBLE IN EACH MODULE ARE 175.)

Practical Assessment	Points
Classroom Participation & Professionalism	25
Quizzes	80
Homework	20
Final Exam	50
TOTAL	175

Grading Scale	Grade	Performance Rating
90-100%	A	Excellent - Outstanding
80-89.9%	B	Good – Very Good
75%-79.9%	C	Average
70%-74.9%	D	Make-Up Work Required
69.9% - Below	F	Unsatisfactory

NOTE: A final grade of 75% or higher is considered passing. A final grade of 74.9% or less is not considered passing and the module must be retaken, or in some cases make-up work must be completed.

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Make-Up Work

Students with missing assignments and with a grade between 70% and 74.9% will be given a temporary grade of I (Incomplete). These students are eligible for make-up work to increase their grade to 75%, and should arrange this with the instructor. If the makeup work is completed, the I grade will be converted to reflect the new grade. If the makeup work is not completed in a reasonable timeframe (as determined by the instructor), the I grade will be converted to a D. It is the student's responsibility to initiate make up work. The student will receive a zero for any assignments not made up within the time frame specified by the instructor. Please refer to the syllabus supplement provided by the instructor for further information regarding make-up work and class participation.

Students are required to attend all classes, so there is no difference between an excused or unexcused absence from class. Any class not attended detracts from the overall instruction being offered. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. It is the responsibility of the student to contact each instructor and make appropriate arrangements before the next class meeting to complete any missed work. If a test is not taken within three school days after returning to class, a grade of zero may be recorded. A make-up test is an examination of equal or greater difficulty given in that subject area in lieu of an original test. Quizzes that are missed may be scheduled for make-up at the discretion of the instructor.

Explanation of a Credit Unit

Instructional time is calculated utilizing credit units. One credit unit is equivalent to a minimum of each of the following:

- 15 class hours of lecture = 1 Credit Unit
- 30 class hours of laboratory = 1 Credit Unit
- 45 class hours of work-based activities = 1 Credit Unit

A class hour is equal to 1 class period of a minimum of 50 minutes in length in which lectures, demonstration, laboratory, or similar activities take place. The school does not guarantee transferability of credits to any other college, university, or institution, and it should, therefore, not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Satisfactory Academic Progress

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a minimum cumulative grade point average (CGPA) of 2.0 with a passing grade in every class, and must progress through the program at a specific minimum pace. Satisfactory progress is evaluated at the end of each term, and these standards apply to all students. Students failing to maintain satisfactory academic progress will be referred to academic advising, and may be subject to administrative withdrawal.

Maximum Time Frame

The student must finish his/her certificate, diploma or degree program by attempting no more than 150% of the total credits required for completion of that program. Attempted credits include all credits attempted; transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. If the student completes a program and decides to enroll in a new program, Satisfactory Progress measurement will begin with the new program. Any courses transferred in will count toward the academic progress as credits attempted.

Attendance in any portion of a module will be counted as a module attempted. A student called to immediate active military duty will not have the module from which he or she withdrew counted as an attempt for the purposes of calculating units attempted. If at any time the school determines that the student is unable to graduate from his/ her program without exceeding the maximum time frame, the student will be dismissed from the program. Any term with incomplete grades will be re-evaluated once the incomplete has been resolved into either a passing or failing grade.

Academic Policy

Repeat Policy (Recycle)

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA at the end of the semester until the class is repeated. The new grade earned will replace the original grade and will be used to re-calculate the CGPA at the end of the term that the class is repeated. The new grade earned will replace the original grade and will be used to calculate the CGPA.

Graduation Requirements

In order to qualify for graduation, a student must have achieved a minimum cumulative grade point average of 2.0 (70%, C) for all programs of study, and have made up all academic deficiencies (incompletes, failures, withdrawals, etc.). In addition, any diploma specific requirements must be met and all financial obligations to the school must have been satisfied.

Clinical Practicum and Internship Training

Upon successful completion of all classroom requirements, students are expected to immediately begin the clinical practicum or externship component of their program if applicable. Hours must be completed before the student's maximum program completion time. Students are responsible for parking and transportation to and from the internship sites. Students must obtain internship site approval and complete all necessary documents prior to the start of any internship training. Hours for internships and clinical practice are scheduled at the discretion of the site, and students are expected to adhere to this schedule. Any student (of any program) who interrupts internship or clinical training for more than 14 calendar days will be terminated. If a student has been officially dropped by the institute, and permitted to reenter the program, the time elapsed is not included in the calculation of the student's maximum program completion time. Students who do not complete clinical or internship hours or objectives may be required to repeat clinical or internship hours. Students must submit documents showing completion of clinical internship hours in order to be eligible for graduation. Failure to do so will result in termination from the program.

Independent Study Policy

Independent study requires a high level of self-directed learning on the part of the student. It may be used as an option to meet the needs of a student who must complete a course that would not otherwise be offered during the module. Additionally, it may be used when no other course offerings are available and graduation would be delayed. Each syllabus for the independent study courses includes comprehensive education objectives and a write-ten outline of the competencies to be achieved through the course. Students will be required to be assigned 20 hours of work for each semester credit hour in the course. Students will meet with the instructor on a weekly basis. No more than 10% of a program's credit hours may be taken via independent study.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Program Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon the official transcript and the certificate distributed during graduation.

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be issued under certain circumstances.

1. Medical necessity
2. Active military duty
3. Jury duty
4. Employment reasons

The following additional policies must be followed for any student placed on LOA:

- The effective date of an LOA can only be the first day of a student's term, never a date within the term.
- Students should always be encouraged to complete all course- work within the semester before going on LOA, as all credits within the term will be considered "attempted" and will be assigned letter grades as described in the schools grading policy.

Academic Policy

- A student must request an LOA formally in writing, and it must accompany documentation of one of the reasons listed above.
- Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the students' academic progress (GPA, ROP, etc.), the effects of not returning from LOA, and all academic and financial aid implications of the leave.
- A return date must be agreed upon by the student and the institute and must be indicated on the LOA.
- The return date for the LOA will always be on the first day of the students' new term.
- If the student returns on the designated return date, the student enters a new term code and is given a new semester of scheduled classes.
- When the student returns on the scheduled return date and is scheduled for a new semester of classes, a new financial aid schedule for the new term may be necessary.
- A leave of absence may not be longer than 180 days. A student may be granted more than one leave of absence in the event unforeseen circumstances arise. A student may not exceed 180 cumulative days in a 12-month period. The 12-month period begins on the first day of the student's initial leave of absence.

Withdrawal

If a student finds it necessary to withdraw from the institute before completing their courses, the student is requested to submit written notice of withdrawal to the Program Director. The effective date of the withdrawal will be the date of the written notification. If the student does not submit written notification to the Program Director, this is considered an unofficial withdrawal, and the date of withdrawal will be the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon this last date of class attendance or withdrawal notification. It will be necessary to have an exit interview with the Program Director and/or Financial Aid Advisor to resolve all academic and financial matters

Dismissal

The institution reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of property, failure to maintain required academic progress, consumption or possession of alcoholic beverages or illegal drugs, or any weapon (including but not limited to firearms, explosives, or knives) while on school grounds or failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards which may prove to be disruptive to academic progress.

Such a termination for valid reasons does not relieve the student of the financial obligation to repay all tuition due per the school refund policy. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals.

Administrative Decisions

The institute reserves the right to make any necessary changes in the regulations, tuition, or fees upon proper notification of the appropriate regulatory agencies, if required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of eight students is required for a class to be scheduled. The institute reserves the right to make changes in the equipment, textbooks, and curriculum to reflect new technology, to reset class schedules and hours, to consolidate classes, and to change locations.

Academic Integrity Policy

Sovereign Institute is a structured, supportive program that values moral and academic integrity. Sovereign Institute expects students to seek knowledge honestly and in good faith. Students are responsible for completing their own work and are not to provide answers or completed assignments to other students, past, present, or future. Academic dishonesty in any form will be treated as a serious violation and can result in immediate dismissal from the program.

Academic Integrity Violations

1. Cheating: including copying answers from another student's exam or sharing answers with another student; submission of the same term paper or other work to more than one instructor; submission of purchased term papers or projects.

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2. Fabrication: including the falsification of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty: including knowingly helping, or attempting to help another violate the Policy; having another person complete an exam for oneself; completing an exam or coursework for someone else.

Academic Integrity Sanctions

The usual order of Academic Sanctions is as follows:

1. First Violation: Failing grade on assignment, notification letter to parents (if applicable); other sanctions as determined by the Program Director
2. Second Violation: Possible discharge from program.

Important Guidelines for Students

Students should strictly avoid any appearance of academic dishonesty. This includes but is not limited to: joking to others about cheating; permitting others to cheat off them; talking during examinations; plagiarizing, fabrication or falsification of information; forging documents. Students who discover an apparent violation of this policy should report the matter to the appropriate party (instructor, tutor or program director).

PROGRAM OF STUDY



Alcohol and Other Drug Studies

The Alcohol and other Drug Studies program provides students with the comprehensive course work and training needed to succeed in one of the most challenging and demanding careers in the healthcare field. This program provides the required education, necessary knowledge, training and skills needed to be effective in the treatment of alcohol and other drug dependency and abuse. The competency based educational program meets certification standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for certification. The course topics in the curriculum are consistent with TAP 21 and the 12 Core functions as required by state regulations and IC&RC standards. After satisfactorily completion of all courses and completion of the required 255 hours of supervised externship, students will be able apply for the IC&RC Alcohol/Drug Counselor (ADC) written examination. Upon passing the exam and completing an additional 3000 hours of documented work experience in the field, students will receive the status of CADC-I (Certified Alcohol/Drug Counselor – Level 1).

The program’s goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with advancement opportunities. Upon completion of this program the student will receive a certificate of completion and official transcript.

TO EARN THE CERTIFICATE students must complete 21 (semester) units of study consisting of 7 required courses including the practicum companion course (total of 315 instructional hours). The practicum companion course consists of 45 educational hours that occur during the additional 255 hours spent working in the field. A grade of C or better is the minimum academic requirement for all courses. In addition to meeting requirement to earn the certificate, the coursework also meets the educational and training requirements of the California Consortium of Addiction programs and Professionals (CCAPP) for certification as a Certified Alcohol/Drug Counselor I (CADC I).

COURSE OUTLINE

COURSE #	COURSE NAME	CLOCK HOURS	CREDIT HOURS
AOD101	Introduction and Overview of Alcohol & Drugs	45	3
AOD102	Physiology and Pharmacology of Alcohol & Drugs	45	3
AOD103	Law and Ethics	45	3
AOD104	Case Management	45	3
AOD105	Counseling Theories and Techniques	45	3
AOD106	Personal and Professional Growth	45	3
AOD120	Supervised Practicum Companion Course	45	3
AOD121	Supervised Internship	255	N/A
	TOTAL	570	21

Course Descriptions

AOD101: Introduction and Overview of Alcohol & Drugs – 3 Credit Units

This course will examine the history of alcohol and other mood changing drugs in the US, the myths and stereotypes of alcohol and drug use, sociocultural factors that contribute to the use of drugs, and the patterns and progression of alcoholism. Special focus will be given to cultural and lifestyle considerations, issues specific to special populations, theories of personality, emotional states, and motivation, and treatment modalities. Students will gain a broad understanding of many facets of the addiction process, which will serve as a foundation for information presented in all other courses in the program.

AOD102: Physiology and Pharmacology of Alcohol & Other Drugs – 3 Credit Units

This course presents an overview of the physiological processes and impacts of psychoactive drugs on the brain and body. Topics include basic principles of physiology and pharmacology, neurobiological modes of action of commonly abused drugs, and disease models of addiction. Students will gain a deep understanding of the pharmacodynamic and pharmacokinetic properties of drugs, and will be able to apply this knowledge to improve treatment of substance use disorders.

AOD103: Law and Ethics – 3 Credit Units

This course will introduce the national and state standards for the profession and will examine laws and regulations governing ethics and conduct. Topics include clinical confidentiality, patient rights, professional liability, drug abuse prevention in the community, and legal sanctions. Furthermore, students will gain an understanding of legal and ethical issues associated with screening, crisis counseling, and interventions.

AOD104: Case Management – 3 Credit Units

This course will examine the fundamentals of case management, including intake, assessment, orientation, treatment planning, record keeping, and aftercare. Topics relevant to each stage of the case management process will be discussed, and students will gain a familiarity with and competency for the techniques of case management.

AOD105: Counseling Theories & Techniques – 3 Credit Units

This course will examine a variety of counseling approaches, including theories and techniques associated with individual, family, and group counseling. Special focus will be given to counseling theories with proven efficacy in treating substance use disorders. This course will include practical applications of counseling techniques in a role-play setting.

AOD106: Personal and Professional Growth – 3 Credit Units

This course will introduce common personal and professional issues faced by counselors, and will provide strategies for dealing with these problems. Topics include professional standards of conduct, counselor burnout, recognizing personal strengths and limitations, stress management, self-care, and wellness. Special focus will be given to the limitations and liability associated with being a “recovering counselor.” Additionally, this course will familiarize students with the CCAPP career ladder so they can establish a tentative professional plan for the next two years.

AOD120: Supervised Practicum Companion Course – 3 Credit Units

This 15-week course meets for 3 hours each week to discuss issues and experiences that arise during the co-occurring supervised internship. By actively analyzing these issues and experiences, students will gain a deep understanding of the 12 Core Functions of an Alcohol and Other Drug Counselor, as defined by the International Certification & Reciprocity Consortium (IC&RC): screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping, and consultation with other professionals.

AOD121: Supervised Internship – *Co-requisite for AOD120*

The student will obtain a minimum of 255 hours of practical experience at an approved agency/site. Each core function requires a minimum 21 hours of practice (21 hours x 12 core skills = 252 hours + 3 hours for site orientation, in total 255 hours). The fieldwork is the route by which students learn to apply the acquired knowledge and values and to refine the skills that were taught in the classroom. The application of knowledge and skills in a practical setting is essential to professional counseling.