To be admitted to the Minor, you must:
- Admitted to the program.
- Acceptance by the screening committee for behavior, etc. Students must receive approval by the screening committee to be admitted to the program.
- Completion of the Alcohol and Drug Studies Program. The screening process entails areas such as interest in the program, professional areas of interest, demonstration of ethical and professional behavior, etc. Students must set up a meeting with the Coordinator of Alcohol and Drug Studies to complete an Application and Screening Process (including approval by the Screening Committee).

To be "permanently" admitted to the Major, the student must:
- Complete a minimum of 32 semester credit hours
- Possess a minimum cumulative GPA of 2.5
- Complete the following courses:
  - HLT 225: Introduction to Alcohol and Drug Studies or equivalent
  - Any two of the Alcohol and Drug Studies Required General Education Courses
  - Completion of the Alcohol and Drug Studies Student Application Packet. The packet is available in the Alcohol and Drug Studies Program Student Handbook.
  - Students must set up a meeting with the Coordinator of Alcohol and Drug Studies to submit the application packet.

Upon completion of the above requirements, students will be required to participate in a formal screening interview. The screening interview is the final step to becoming permanently admitted into the Alcohol and Drug Studies Program. The screening process entails areas such as interest in the program, grades, professional areas of interest, demonstration of ethical and professional behavior, etc. Students must receive approval by the screening committee to be admitted to the program.

To be admitted to the Minor, you must:
- Meet with the Coordinator of Alcohol and Drug Studies to complete an Alcohol and Drug Studies Program Permission Form.

To be admitted to the Alcohol and Drug Counselor Licensure Certificate Program
- Meet with the Coordinator of Alcohol and Drug Studies to complete and submit the Alcohol and Drug Studies Program Permission Form.

For the certificate program, all core courses and the internship must be completed at this institution.

Grade Requirements.
- For required core courses, students are required to maintain a minimum GPA of 2.5.
- All students must satisfactorily complete each of the core courses in the Alcohol and Drug Studies Program with a "C" grade or better.
- Students who do not maintain the grade requirements will not be eligible to enroll in an Internship Experience or to complete the program.

P/N Grading Policy. All required courses must be taken for grades with the exception of the internship, which can be taken on a P/N basis.

Prerequisites for Courses. Students will need to satisfy course prerequisites in conjunction with the suggested sequence of required courses.

Chemical Use Problems. Consistent with standards of practice in the field, students participating in the internship process must be free of chemical use problems for at least two years immediately preceding their internship. Examples of chemical use problems include, but are not limited to:
- Receiving treatment for chemical use within this time period
- Chemical use that has a negative impact on the student’s academic performance:
- Chemical use that affects the student’s professional credibility of treatment services with clients, referral sources, or other members of the community; and
- Symptoms of intoxication or withdrawal during academic roles.

Any chemical problems including the misuse or abuse of mood altering chemicals may be grounds for dismissal from the Alcohol and Drug Studies Program.

Prerequisites for Internship. To be eligible for the Alcohol and Drug Studies Internship, students must meet the following prerequisites:
- Satisfactory completion of all required core coursework.
- Admission to the Major, Track One Minor, or Alcohol and Drug Counselor Licensure Certificate Program.
- Satisfactory completion of the Alcohol and Drug Studies Program Application and Screening Process (including approval by the Screening Committee).
- Meet the program’s grade requirements.

The internship requires the completion of 880 clock hours at an approved internship site. Students planning to participate in an Alcohol and Drug Studies internship are required to meet with the Coordinator of Alcohol and Drug Studies one semester in advance of their anticipated internship in order to assure that they have completed all necessary academic requirements and to coordinate planning for participation in the internship.

Eligibility for selection at internship sites may be subject to terms and policies of the internship site (i.e. background checks, criminal history, etc.) and the Alcohol and Drug Studies Program.

Licensure and Certification. The Alcohol and Drug Studies Major, Track One Minor, and Alcohol and Drug Counselor Licensure Certificate Program provide students with the academic coursework necessary to pursue a number of credentialing options. Students are responsible for verifying their eligibility for credentialing with their respective credentialing boards and may obtain contact information for the appropriate credentialing boards from the Coordinator of Alcohol and Drug Studies.
Continuance and Completion of the Program. Students in the Alcohol and Drug Studies Program must maintain the academic standards of the program as well as all academic and university policies. Students must demonstrate behaviors consistent with the ethical codes and standards of the profession. Students not adhering to these standards or policies may be removed from the Alcohol and Drug Studies Program. Students being removed from the program will be notified in writing by the Coordinator of Alcohol and Drug Studies.

Appeals to Admission/Application and Screening Process/Continuance Decisions. If a student believes a decision regarding his/her admission to the program, Application and Screening Process results, or continuance in the program was unfair, arbitrary, or capricious, he/she may appeal the decision by completing the following steps.

Within one week of receiving the written results of a decision, the student must submit a written letter to the Coordinator of Alcohol and Drug Studies stating the nature of his or her concerns. The letter should contain the nature of the concern, a proposed remedy, and information to support the proposal. Within one week of receiving the appeal letter, the Coordinator of Alcohol and Drug Studies will provide a written response to the student.

If the student is not satisfied with the response from the Coordinator of Alcohol and Drug Studies, he/she may write an appeal letter to the Department of Health Science Chairperson within one week of receiving notification from the Coordinator of Alcohol and Drug Studies. The appeal should contain the nature of the concern, a proposed remedy, information to support the proposal, and a copy of the initial appeal provided to the Coordinator of Alcohol and Drug Studies. The student shall provide the Coordinator of Alcohol and Drug Studies with a copy of the appeal sent to the Department of Health Science Chairperson. The Chairperson will notify the student of his/her response in writing within one week of receiving the appeal. The Chairperson will provide a copy of the correspondence to the Coordinator of Alcohol and Drug Studies. This is the final step in the appeals process.

If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn.

ALCOHOL AND DRUG STUDIES MAJOR BS
Degree completion = 120 credits

Required General Education
- CMST 102 Public Speaking (3)
- CMST 203 Intercultural Communication (4)
- PSYC 101 Introduction to Psychological Science (4)
- SOC 101 Introduction to Sociology (3)

Major Common Core
- A total of 12 credit hours of HLTH 497 must be completed.
- CSP 470 Group Procedures (3)
- CSP 471 Interpersonal Helping Skills (3)
- CSP 473 Counseling the Chemically Dependent Family (3)
- HLTH 225 Introduction to Alcohol and Drug Studies (3)
- HLTH 406 Ethics and Professionalism for Addictions Professionals (3)
- HLTH 407 Pharmacology for Alcohol and Drug Professionals (3)
- HLTH 408 Theories and Methods for Addictions Professionals (3)
- HLTH 456 Assessment and Diagnosis of Substance Use Disorders (3)
- HLTH 469 Co-Occurring Disorders (3)
- HLTH 497 Internship: Alcohol and Drug Studies (1-12)

Major Restricted Electives
- 9 credits of Health Science Electives

Required Minor: Yes. Any.

ALCOHOL AND DRUG STUDIES MINOR

Minor Core
- CSP 470 Group Procedures (3)
- CSP 471 Interpersonal Helping Skills (3)
- CSP 473 Counseling the Chemically Dependent Family (3)
- HLTH 225 Introduction to Alcohol and Drug Studies (3)
- HLTH 406 Ethics and Professionalism for Addictions Professionals (3)
- HLTH 407 Pharmacology for Alcohol and Drug Professionals (3)
- HLTH 408 Theories and Methods for Addictions Professionals (3)
- HLTH 456 Assessment and Diagnosis of Substance Use Disorders (3)
- HLTH 469 Co-Occurring Disorders (3)
- HLTH 497 Internship: Alcohol and Drug Studies (1-12)

ALCOHOL AND DRUG COUNSELOR LICENSURE
POST-BACCALAUREATE CERTIFICATE

Required for Certificate
- CSP 470 Group Procedures (3)
- HLTH 406 Ethics and Professionalism for Addictions Professionals (3)
- HLTH 407 Pharmacology for Alcohol and Drug Professionals (3)
- HLTH 408 Theories and Methods for Addictions Professionals (3)
- HLTH 456 Assessment and Diagnosis of Substance Use Disorders (3)
- HLTH 469 Co-Occurring Disorders (3)
- HLTH 497 Internship: Alcohol and Drug Studies (1-12)