



The Academy for Addictive Disorders

Policy & Procedures

Student Name: _____

(X) Initial _____ Drug & Alcohol Policy: The unlawful possession, use, purchase, or distribution of alcohol on AFAD property or as part of any AFAD activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on AFAD property or as part of any AFAD activity.

(X) Initial _____ Tardiness Policy: The Academy for Addictive Disorders has a strict tardiness policy, please make sure you're on time and prepared for class. Classes start at 6:30PM promptly.

(X) Initial _____ Attendance Policy: The Academy for Addictive Disorders has a strict attendance policy, you may be put on academic probation and/or may be withdrawn for non-compliance. You may also have to retake a course if you're habitually absent or tardy. ADMINISTRATIVE POLICY REGARDING CLASS ATTENDANCE AND CLASS ABSENCE: Purpose-Regular attendance in class is expected of all students at all levels at the university. While classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities, events, and circumstances as legitimate reasons for absence from class.

This policy provides for accommodations in accordance with federal and state laws prohibiting discrimination, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, and its implementing regulation, 34 C.F.R. Part 104; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §12131 et seq., and its implementing regulations, 28 C.F.R. Part 35; as well as university policy 5-16. This policy describes the procedures for requesting and responding to legitimate absences.

Class attendance. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in the course syllabus and communicated to students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.



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ALL STUDENTS are completely responsible for attendance of each class as scheduled, you must have an "excused" absence (students due to Union and FCB strict policy must sign each sign in or they will be marked as absent-NO EXCEPTIONS. Unexcused absences will result in academic probation or withdrawal from cohort). Class absence; Legitimate reasons for an "excused" absence include, but are not limited to, at least 24 hours in advance by illness and injury, disability-related concerns, military service, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings.

Academic requirement. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course requirements in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. Neither academic departments nor individual faculty members are required to waive essential or fundamental academic requirements of a course to accommodate student absences. However, each circumstance will be reviewed on a case-by-case basis.

Informal resolution should first be attempted between individual instructors and students in the event of any attendance-related concerns. If informal resolution is unsuccessful, the following offices, with respect to that office's purview, can provide assistance and guidance on attendance concerns, and instruction on filing a grievance: student ombuds, student accessibility services (SAS), or equal opportunity and affirmative action.

Student responsibilities: In addition to this policy, students are responsible for following the procedures and policies of the respective offices from which they are seeking assistance, e.g. student accessibility services, the student ombuds, etc. In all instances of absences, students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility.

General procedures and responsibilities for requesting and determining legitimate class absence: Instructors shall: Inform student about assignments to be made during the absences and make alternative suggestions for acquisition of the material missed. Provide reasonable opportunity for a makeup examination and/or assignment if a legitimate absence occurs on an examination day and/or a day when an assignment is due. In the extraordinary circumstance where it is not feasible to offer a makeup examination and/or assignment, some acceptable alternative must be provided. Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels.



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(X) Initial _____ Strict "No Refund" Policy: The Academy for Addictive Disorders has a strict no refunds policy, please be advised you may put your education on hold and return anytime. Voc-Rehab clients who do not complete AFAD education courses as prescribed are responsible to refund Voc-Rehab for any and all monies sent to AFAD.

(X) Initial _____ AFAD does not guarantee (FCB) professional board certification after education is completed for any reason. It's the student's complete responsibility to find employment on their own accord. We only offer the educational component for your professional application portfolio necessary for certification.

(X) Initial _____ I have read and understand all and any rules written, verbally directed, etc., regulations, and by-laws of said handbook located on the "AFAD website".

By your Initials and Signature on this document, you are attesting to agree and follow each stated policy & procedure.

Student Signature

Date

Electronic Signature: _____ Last 4 Social: _____ DOB: _____

Print Name, & add Last 4 of your Social, Date of Birth, student must send back from personal email address.

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