

## Mission

The Doctor of Behavioral Health (DBH) program is an international education and training program designed to develop future leaders in integrated primary behavioral health care. DBH graduates develop, deliver, and evaluate programs that effectively transform healthcare systems. We are measured by the success of our innovative and entrepreneurial Doctors of Behavioral Health who employ and promote evidence-based, efficient, and cost-effective models of accountable care delivery that achieve the Triple Aim while reducing unnecessary medical and behavioral care utilization.

### Clinical Vision

The Doctor of Behavioral Health program strives to be a healthcare industry leader and partner. We seek to train graduates who are leaders in the healthcare marketplace, utilizing the latest evidence-based approaches to integrated care. We aspire to have graduates who demonstrate the knowledge and skill necessary to respond to an evolving healthcare market, with the hopes that the behavioral health workforce is trained (or re-trained) to supply every primary care clinic and integrated medical setting with a robust behavioral health staff who can utilize population-based approaches in order to achieve the Triple Aim.

### Management Vision

The Doctor of Behavioral Health program strives to be a healthcare industry leader and partner. We seek to train graduates who are leaders in the healthcare marketplace and have the knowledge and skills necessary to respond to an evolving healthcare market. We aspire to have our management graduates understand the critical importance of integration of the healthcare system, and to create programs that employ evidence-based process improvement practices in order to achieve the Triple Aim.

## DBH STUDENT HANDBOOK SPRING 2016

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*In the case that Academic Unit and Graduate Education policies contradict, Graduate Education policies, set forth by Arizona State University and subject to change at any time, take precedence.*

**SECTION 1**  
**GRADUATE EDUCATION POLICIES**

POLICY TITLE:	<b>Graduate Policies and Procedures</b>	Policy #:	<b>1-100</b>
Distribution:	<b>Students, Advisors, Staff</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Students, Advisors, Staff</b>	Revision Date(s):	<b>8/21/2014</b>

#### **PURPOSE**

Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. The Behavioral Health Program, Doctor of Behavioral Health (herein DBH) adheres strictly to all University and Graduate Education policies set forth by Arizona State University.

#### **DEFINITION**

Graduate Education policies and procedures relate to issues where the University requires following specified lines of action for addressing graduate student issues while also clearly guiding the program faculty who are responsible for policy implementation. Compliance with the graduate policies is required.

#### **POLICY**

The *ASU Graduate Policies and Procedures Handbook* is located at:

<https://graduate.asu.edu/policies-procedures>

#### **EVALUATING POLICY COMPLIANCE**

If at any time students do not comply with the graduate policies and guidelines, they may become inactive in the program and/or be recommended for dismissal from the program, with or without a probationary period.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://GRADUATE.ASU.EDU/SITES/DEFAULT/FILES/ASU-GRADUATE-POLICIES-AND-PROCEDURES MANUAL\\_0.PDF](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-manual_0.pdf)
- SEE [ACADEMIC PROGRESS POLICY](#)

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POLICY TITLE: <b>ASU Email/Communication</b>	Policy #: <b>1-150</b>
Distribution: <b>Students</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Student, Department</b>	Revision Date(s): <b>8/21/2014</b>

**PURPOSE**

To ensure that email communication between the DBH Program and students is received in a timely manner.

**DEFINITION**

ASU email is the official channel of email communication for the University and the DBH Program.

**POLICY**

- 1) ASU email account is the official channel of email communication:  
<http://www.asu.edu/aad/manuals/ssm/ssm107-03.html>
- 2) All students are required to use their ASU e-mails to correspond with classmates and faculty.
  - a. Students who use personal email instead of their ASU email, or forward their ASU email to their personal email address are at risk of not receiving appropriate correspondence. Failure to receive correspondence as a result of use of a non-ASU email address is not an excuse for lack of adherence to other program policies.
- 3) Instructions for setting up ASU email can be found at:  
[http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature\\_id=8373-8193-6914](http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6914).

**EVALUATING POLICY COMPLIANCE**

- 1) If student is not using ASU email to correspond with faculty or staff, the student will be given a warning by the DBH Program in writing via email to their personal and ASU email address on file
- 2) All future correspondence from Faculty will be sent exclusively to the ASU email on record

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTP://HELP.ASU.EDU/SIMS/SELFHELP/SELFHELPKBVIEW.SEAM?PARATURE\\_ID=8373-8193-6914](http://help.asu.edu/sims/selfhelp/selfhelpkbview.seam?parature_id=8373-8193-6914)
- [HTTP://WWW.ASU.EDU/AAD/MANUALS/ACD/ACD125.HTML](http://www.asu.edu/aad/manuals/acd/acd125.html)
- [HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM107-03.HTML](http://www.asu.edu/aad/manuals/ssm/ssm107-03.html)

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POLICY TITLE:	<b>Student Academic Integrity</b>	Policy #:	<b>1-200</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Students, Instructors, Director, College board, Dean</b>	Revision Date(s):	<b>1/6/2015</b>

### **PURPOSE**

ASU graduate programs require the highest standards of academic integrity of all graduate students, both in academic coursework and in related creative, scholarly or research activities. As a research institution, we value and expect academic integrity. The highest quality creative endeavors, research and scholarship are grounded in the independent and original work of scholars.

### **DEFINITION**

Academic integrity means honesty and responsibility in scholarship. Students must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts.

### **POLICY**

- 1) Student Obligations: Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment, he or she:
  - a. Engages in any form of academic deceit;
  - b. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
  - c. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
  - d. Acts as a substitute for another person in any Academic Evaluation or assignment;
  - e. Uses a substitute in any Academic Evaluation or assignment;
  - f. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
  - g. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
  - h. Engages in plagiarism, including self-plagiarism
  - i. Uses materials from the Internet or any other source without full and appropriate attribution;
  - j. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
  - k. Claims credit for or submits work done by another;
  - l. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
  - m. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
  - n. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.
- 2) Plagiarism
  - a. In addition to ASU policies and procedures addressing academic integrity, the DBH Program has additional standards specific to the online learning environment.
  - b. All Blackboard courses utilize SafeAssign technology to identify the originality of a student's written work. This technology compares student papers and assignments to published journals, internet websites, and previously submitted academic papers to all universities using this

technology. Submission of a paper with instructor concern about potential unoriginality or with a greater than 25% match (as identified by SafeAssign) without references with any other piece of writing is considered plagiarism regardless of whether or not the student is re-submitting their own writing.

- c. While students are encouraged to pick similar themes and topics to write papers throughout their time in the program, **they are required to write unique papers for each separate course in which they are enrolled**. It is at the discretion of the instructor to additionally run any other non-SafeAssign assignments through this software if plagiarism is suspected.
- d. If plagiarism occurs, the following steps are followed; occurrences occur throughout the **program**, not course:
  - i. **First occurrence:** At the discretion of the instructor, the first time a student submits unoriginal writing a student may be given an opportunity to re-write a paper within 3 days for a 10% reduction in maximum grade on the assignment. Failure to re-write the assignment will result in a failing grade for that assignment. The student will be notified by email and/or letter by the course instructor, and a note will be made in the student's MyDBH file.
  - ii. **Second occurrence:** If plagiarism occurs again in any class and with any assignment while in the DBH program the student will be placed on a remediation plan. The student must follow the instructions outlined in the plan. If the student does not complete the plan according to the schedule, the faculty will review and consider the student's status in and possible dismissal from the program.
  - iii. **Third occurrence:** Immediate administrative review and potential removal from the program. Subsequent submissions of unoriginal work may result in dismissal from the program.

#### **EVALUATING POLICY COMPLIANCE**

The DBH program adheres to University policies and procedures regarding academic integrity, including student sanctions as outlined on the University Provost's website. In addition to the information outlined by the Provost's office, the DBH program also reserves the right to place any student in violation of academic integrity policies on a program remediation plan.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://PROVOST.ASU.EDU/ACADEMICINTEGRITY](https://provost.asu.edu/academicintegrity)

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POLICY TITLE:	<b>Student Code of Conduct AZ Regents Policy #5-308</b>	Policy #:	<b>1-210</b>
Distribution:	<b>Student</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student, Academic Unit</b>	Revision Date(s):	<b>1/6/2015</b>

#### **PURPOSE**

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

#### **DEFINITION**

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

#### **POLICY**

All students are responsible for reviewing and adhering to the Arizona Board of Regents' Student Code of Conduct as outlined at: <HTTPS://EOSS.ASU.EDU/DOS/SRR/CODEOFCONDUCT>

#### **EVALUATING POLICY COMPLIANCE**

The Academic Unit (DBH Program) adheres to the procedures outlined regarding student sanctions in the above Code of Conduct. In addition to sanctions outlined in the Student Code of Conduct, the DBH program reserves the right to place a student on program probation via a remediation plan.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- <HTTPS://EOSS.ASU.EDU/DOS/SRR>
- REMEDIATION PLAN

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POLICY TITLE:	<b>Student Disciplinary Procedures ASU Disciplinary Procedures #5-401</b>	Policy #:	<b>1-220</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student, Department, Dean of Students</b>	Revision Date(s):	<b>8/21/2014</b>

**PURPOSE**

The purpose of this policy is to establish disciplinary procedures to guide the enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct.

**DEFINITION**

The Student disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the university.

**POLICY**

Arizona State University’s policy on student disciplinary procedures is located at:

[HTTPS://EOSS.ASU.EDU/DOS/SRR/STUDENTS](https://EOSS.ASU.EDU/DOS/SRR/STUDENTS)

**EVALUATING POLICY COMPLIANCE**

Policy compliance will be evaluated using the appropriate procedures outlined in the aforementioned policy.

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://EOSS.ASU.EDU/DOS/SRR/STUDENTS](https://EOSS.ASU.EDU/DOS/SRR/STUDENTS)

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POLICY TITLE: <b>Grade Appeal</b>	Policy #: <b>1-230</b>
Distribution: <b>Students</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Student, Instructor, Department Chair</b>	Revision Date(s): <b>8/21/2014</b>

**PURPOSE**

Students may appeal a grade received for a course when they feel the grade assigned does not accurately reflect the work completed in the course when all rubrics were followed.

**DEFINITION**

A student with a complaint regarding a final course grade has the option to appeal according to the sequential steps outlined in the following policy.

**POLICY**

- 1) Concerns about assignment grades should be addressed with the instructor immediately following the posting.
- 2) Students contesting a course grade must first undergo the informal procedure of conferring with the instructor, stating the evidence, if any, and reasons for questioning the grade received. The instructor will review the grievance, explain the grading procedure used, and explain how the grade was determined.
- 3) If the grading dispute is not resolved in step 1, the student may appeal to the Director of the Academic Unit or other appropriate chair of the area within the department (if any). The department director or chair may confer with the instructor to address the problem.
- 4) If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college concerned (or the dean-designate), who will review the case. If unresolved, the dean or designate may refer the case to the college academic grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

**EVALUATING POLICY COMPLIANCE**

- 1) Student must confer with instructor regarding the graded assignment by providing evidence and provide a justification for contesting the grade
- 2) Instructor will review the grade and provide the student with a response.
- 3) If not resolved with instructor, student is to confer with department director or chair.
- 4) Department director or chair will review and make judgment based on information/evidence provided.
- 5) If not resolved at the department director or chair level, appeal will be referred to the Dean's office.

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://STUDENTS.ASU.EDU/GRADES](https://students.asu.edu/grades)
- [HTTPS://CATALOG.ASU.EDU/APPEAL](https://catalog.asu.edu/appeal)

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POLICY TITLE:	<b>Disability Resource Center</b>	Policy #:	<b>1-300</b>
Distribution:	<b>Student</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student</b>	Revision Date(s):	<b>8/21/2014</b>

**PURPOSE**

A resource center for ASU students with disabilities to obtain reasonable and appropriate accommodations.

**DEFINITION**

Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the Disability Resource Center (DRC). The DRC will make every effort to provide reasonable accommodations for qualified students with disabilities. Change or modification that enables a student with a disability to enjoy equal opportunity and/or access to university facilities, programs, and activities, provided fundamental alteration to a course design would not result from the modification. Reasonable accommodation is required for students with known disabilities. ASU is not required to provide “best” or “most desired” accommodations but rather a reasonable accommodation sufficient to meet accessibility needs. Unit heads or higher-level administrative staff must prepare a written explanation and consult with the ADA coordinator before denying a student’s request for accommodation.

**POLICY**

All policies, procedures, and eligibility are determined by the DRC as outlined at:

[HTTPS://EOSS.ASU.EDU/DRC/POLICIES](https://EOSS.ASU.EDU/DRC/POLICIES)

**EVALUATING POLICY COMPLIANCE**

All evaluation and compliance is accomplished directly through the DRC Center

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://EOSS.ASU.EDU/DRC](https://EOSS.ASU.EDU/DRC)
- [HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM701-02.HTML](http://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM701-02.HTML)

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POLICY TITLE:	<b>Maintain Continuous Enrollment</b>	Policy #:	<b>1-400</b>
Distribution:	<b>Student</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student</b>	Revision Date(s):	<b>8/21/2014</b>

### PURPOSE

Students are required to maintain continuous enrollment while admitted to ASU.

### DEFINITION

Continuous enrollment is defined as being registered from the semester of admission until the completion of all degree requirements (every fall and spring unless admitted to summer). Failure to maintain continuous enrollment will result in the student becoming inactive in the program, thus requiring reapplication to the program for consideration of admission.

### POLICY

- 1) Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in their internship, Culminating Project, or in any other way utilizing university resources, facilities or faculty time.
- 2) Registration for every fall semester and spring semester is required. Summer registration is only required for students taking examinations, completing culminating experiences or graduating from the degree program.
- 3) To maintain continuous enrollment the credit hour(s) must:
  - a. Appear on the student's Plan of Study, OR
  - b. Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
  - c. Be a graduate-level course.
- 4) Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes.
  - a. "W" grades are received when students officially withdraw from a course after the drop/add period.
  - b. "X" grades are received for audit courses.
  - c. Additionally, students completing work for a course in which they received a grade of "I"(incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent.
- 5) Requests to maintain continuous enrollment
  - a. Graduate students planning to discontinue registration for a semester or more must submit a [Request to Maintain Continuous Enrollment form](#). This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.
  - b. Submitting and receiving Graduate Education approval for a Request to Maintain Continuous Enrollment will enable students to re-enter their program without re-applying to the university. Students who do not register for a fall or spring semester without an approved request are considered withdrawn from the university under the assumption that they have decided to discontinue their program.
    - i. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.
  - c. A student with a Graduate Education approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but in turn is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

- 6) Students who have not maintained continuous enrollment must reapply to the program. The process of readmission occurs in one of the following two steps:
  - a. Students in good standing at time of the enrollment lapse are required to complete the Graduate application and pay the application fee
  - b. Students with one or more of the following issues are required to complete the Graduate application and pay the application fee plus complete the supplemental application materials that the program will review when considering readmission
    - i. The student has not been enrolled in the program for more than one year
    - ii. The student has an academic record that includes a remediation plan or academic probation

#### **EVALUATING POLICY COMPLIANCE**

- 1) Student completes doctoral request to maintain continuous enrollment form.
- 2) Once completed, student submits completed form to Academic Success Analyst
- 3) Academic Success Analyst obtains academic unit required signatures.
- 4) Academic Success Analyst makes copy for the student's records and notates MyDBH account.
- 5) Academic Success Analyst submits request to graduate education office for review and approval.
- 6) If approved student will be notified by graduate education office.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- FORM - <HTTPS://GRADUATE.ASU.EDU/FILE/MAINTAIN-CONTINUOUS-ENROLLMENT-PHD>
- GRADUATE POLICIES AND PROCEDURES - <HTTPS://GRADUATE.ASU.EDU/SITES/DEFAULT/FILES/ASU-GRADUATE-POLICIES-AND-PROCEDURES MANUAL 0.PDF>

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POLICY TITLE:	<b>Voluntary Complete Withdrawal from a Graduate Degree Program</b>	Policy #:	<b>1-410</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Students, Advisor, Academic Success Analyst</b>	Revision Date(s):	<b>8/21/2014</b>

**PURPOSE**

Occasionally, students may opt to completely withdraw from their graduate degree program. This policy outlines the steps to do so.

**DEFINITION**

Permanent withdrawal from a graduate degree program.

**POLICY**

- 1) A Voluntary Complete Withdrawal from a Graduate Degree Program should be completed if a student wishes to formally and permanently withdraw from a graduate degree program. (i.e., not just for a limited time). Once processed, the student must complete a new student application and be re-admitted to the university to resume graduate enrollment.
  - a. If the student is concurrently admitted to multiple degree programs at ASU, this will serve to only withdraw you from the individual program(s) you specify on the request form.
- 2) Submitting a program withdrawal does not withdraw a student from their course(s) for any semester.
  - a. Students may choose to complete the course(s) in which they are currently enrolled.
  - b. In order to withdraw from courses for which they have already registered, a student must contact the Registrar’s Office (Student Services Building).

**EVALUATING POLICY COMPLIANCE**

- 1) Student should complete Voluntary Complete Withdrawal from a Graduate Degree Program form.
- 2) Once form is completed student should send to the Academic Success Analyst
- 3) Academic Success Analyst will notate account in MyDBH and then send to Graduate Education to be processed.
- 4) Graduate Education will process and finalize.

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- REQUIRED FORM - [HTTPS://GRADUATE.ASU.EDU/GPP-REGISTRATION-AND-ENROLLMENT](https://graduate.asu.edu/gpp-registration-and-enrollment)

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POLICY TITLE: <b>iPOS</b>	Policy #: <b>1-420</b>
Distribution: <b>Student</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Student, Academic Unit, Graduate Education</b>	Revision Date(s): <b>8/21/2014</b>

**PURPOSE**

The interactive Plan of Study (iPOS) is a list of courses and the culminating experiences that map the requirements for degree completion. The plan serves as a guide listing the remaining courses and requirements students must to complete to successfully graduate from Arizona State University.

**DEFINITION**

The (iPOS) functions as a contract between the student, the academic unit, and the office for Graduate Education. The iPOS contains certain degree requirements such as coursework and the culminating experience and related committee members. All of the above must be included in the document before the iPOS can be approved. Students must have an approved iPOS on file to graduate from the University.

**POLICY**

- 1) Students must submit an iPOS before completing 50 percent of the credit hours required for their degree program (for the Academic Unit, this represents 27 credits).
  - a. A student is not eligible to apply for the Foreign Language Examination (if applicable) or graduation without an approved iPOS.
- 2) A minimum of 84 credit hours of graduate level coursework is required on the iPOS to meet the requirements of the Academic Unit.
- 3) The DBH program allows students to use 30 hours from a previously awarded master’s degree towards the doctoral iPOS.
- 4) Students are required to complete an applied Culminating project and an internship, which are included in the required 84 credits.
- 5) Students are required to list a chair (their advisor or another faculty member if they agree to chair the student’s project) and two approved committee members on the iPOS that will serve on the culminating project committee. Information regarding change of chair/committee see policy on culminating project.
  - a. Students can add a committee to the iPOS at initial submission or after it has been approved via a Committee Change through the iPOS system.
- 6) Changes can be made at any time throughout the program with approval from the faculty advisor.
  - a. In order to successfully graduate, the courses on the final approved iPOS must match the student’s transcripts, including the semesters in which courses were taken. As such, it is anticipated that many students will have to make edits to their iPOS over the course of their time in the Academic Unit.

**EVALUATING POLICY COMPLIANCE**

- 1) Students are required to submit iPOS within their student account of MyASU. Once submitted they should send an email to the Academic Success Analyst notifying them that the iPOS has been submitted
- 2) iPOS is reviewed by Academic Unit and either approved or denied for revision
- 3) iPOS then goes to Graduate Education for review and approval
- 4) Final approval is completed by the Graduation Office

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- GRADUATE POLICIES AND PROCEDURES - [HTTPS://GRADUATE.ASU.EDU/SITES/DEFAULT/FILES/ASU-GRADUATE-POLICIES-AND-PROCEDURES MANUAL\\_0.PDF](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-manual_0.pdf)
- IPOS INSTRUCTIONS, [HTTPS://GRADUATE.ASU.EDU/FILE/HOW-SUBMIT-YOUR-PLAN-STUDY-0](https://graduate.asu.edu/file/how-submit-your-plan-study-0)
- [HTTPS://GRADUATE.ASU.EDU/PLAN-OF-STUDY](https://graduate.asu.edu/plan-of-study)

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POLICY TITLE: <b>Graduation</b>	Policy #: <b>1-500</b>
Distribution: <b>Student</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Student, Academic Department</b>	Revision Date(s): <b>8/21/2014</b>

### **PURPOSE**

To ensure students successfully complete all required steps to graduate from the DBH program.

### **DEFINITION**

Graduation is the event in which the academic diploma is conferred after completion of all Academic Unit requirements

### **POLICY**

- 1) The following steps are required to graduate:
  - a. Student checks interactive Plan of Study (iPOS) on MyASU and verifies that the plan is correct and complete
    - i. Completion of all program required courses
    - ii. Verify that the Culminating Project committee is listed correctly on your iPOS
    - iii. All courses on iPOS and Transcript must have final grades for your degree to be awarded (no grades of "I" or "Z" can be listed).
    - iv. Log into MyASU to verify that the listed course work on the iPOS matches that of the courses taken. If corrections are needed, please submit a Course Change through the iPOS, making any needed adjustments, before submitting it to the Academic Success Analyst.
  - b. Student must have maintained a minimum 3.00 grade point average (GPA) on both the Plan of Study (iPOS) and the graduate transcript (calculated on all courses that appear on the graduate transcript).
  - c. Student must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate (excluding summer semesters, unless graduating in summer).
    - i. This includes periods when student is engaged in research, conducting a doctoral prospectus, working on or defending your dissertation, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.
  - d. Student must apply for graduation by deadline date (fee applies to late applications). Student may apply for graduation through the "Graduation" tab on My ASU.
  - e. Student successfully completes/passes the culminating project defense
  - f. Student planning to attend commencement
    - i. RSVPs via MyASU
    - ii. Purchases academic regalia at ASU's Bookstore
    - iii. Attends commencement and/or convocation

### **EVALUATING POLICY COMPLIANCE**

- 1) Student has completed all program requirements
- 2) Student has a complete and approved iPOS
- 3) Student applies for graduation by deadline
- 4) Student passes culminating project defense
- 5) Students may attend ceremonies



**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- GRADUATION DEADLINES AND PRODCEDURES, [HTTPS://GRADUATE.ASU.EDU/PROGRESS/GRADUATION DEADLINES](https://graduate.asu.edu/progress/graduation_deadlines)
- [HTTPS://STUDENTS.ASU.EDU/GRADUATION](https://students.asu.edu/graduation)
- CEREMONY SCHEDULES AND LOCATIONS, [HTTPS://GRADUATION.ASU.EDU/](https://graduation.asu.edu/)

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**SECTION 2  
ACADEMIC UNIT POLICIES**

POLICY TITLE:	<b>Provisional Acceptance Policy</b>	Policy #:	<b>2-100</b>
Distribution:	<b>Student Applicants</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Core Faculty</b>	Revision Date(s):	<b>12/15/2015</b>

#### **PURPOSE**

Define any restrictions placed on the acceptance of new students to the Doctor of Behavioral Health (DBH) program

#### **DEFINITION**

Upon review of an applicant’s qualifications, the DBH program may choose to admit a student into the program provisionally. This provisional acceptance may occur for a variety of reasons, including, but not limited to:

- 1) Additional coursework required based on applicant’s master’s transcripts
- 2) Identified writing deficiencies based on applicant personal statement and/or writing sample

#### **POLICY**

Students admitted into the DBH program provisionally are considered to be on probation, not in good standing until the time at which the student successfully completes the identified plan corresponding to their deficiencies. All provisionally accepted students are expected to complete the requirements of their individualized plan, as noted on their acceptance email, within one year of their enrollment in the program.

#### **POLICY COMPLIANCE**

Failure to complete the provisional plan within the timeframe outlined above will result in placement of a hold on the student’s registration, thereby preventing the student’s progress in the program until the plan has been successfully completed. An additional probationary remediation plan may also be established, including additional requirements not previously noted in the student’s acceptance letter. For the deficiencies outlined above, the following actions are required for the deficiency correction requirement to be satisfied:

- 1) Additional coursework required based on applicant’s master’s transcripts as indicated on **Admissions Letter and email** – student must adhere to the DBH department plan to correct this deficiency. Students must work with their advisor to ensure the required course work is completed.
- 2) Identified writing deficiencies based on applicant personal statement and/or writing sample – student must register for, and successfully complete, IBC 590 Professional Writing Skills class.
- 3) For any other identified deficiencies (not covered here), students will be provided with a remediation plan from their advisor to correct any the identified deficiencies.
- 4) Once the DBH department deems the deficiency has been corrected, the probation accompanying the provisional acceptance will be lifted.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://GRADUATE.ASU.EDU/SITES/DEFAULT/FILES/ASU-GRADUATE-POLICIES-AND-PROCEDURES MANUAL 0.PDF](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-manual_0.pdf)

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POLICY TITLE:	<b>Outside Institution Transfer Credits</b>	Policy #:	<b>2-110</b>
Distribution:	<b>Student</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student, Advisor, Student Success Analyst</b>	Revision Date(s):	<b>8/21/2014</b>

**PURPOSE**

With the approval of the degree program and the Graduate Education office, students may include a maximum of 12 graduate-level pre-admission credit hours towards their DBH degree.

**DEFINITION**

Credit hours completed at ASU or from another regionally accredited US institution or an international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits if and only if they align with the DBH curriculum.

**POLICY**

- 1) In order to be considered, all proposed courses must meet the following requirements.
  - a. Have a grade of "B" or better
  - b. Were not used towards a previous degree.
  - c. Are 500 level or higher
  - d. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
  - e. Are from a regionally accredited institution.
- 2) Only courses that are substantially similar to DBH courses will be considered for transfer credits.

**EVALUATING POLICY COMPLIANCE**

- 1) Student must request the creation of a transfer credit task in MyDBH by emailing the Academic Success Analyst
- 2) Student completes and uploads Transfer Request Form to their MyDBH transfer credit task.
- 3) Student orders official transcripts to be sent to Graduate Admission Services from the records office of the institution where the credits were earned.
- 4) Student's faculty advisor reviews then approves/denies request via MyDBH.
- 5) Approved pre-admission credits need to be added by student to their iPOS.
- 6) iPOS is reviewed by Graduate Education after initial approval by the Academic Unit, final approval or denial of transfer credits is made by Graduate Education.

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- GRADUATE COLLEGE HANDBOOK (PAGE 13)
- MYDBH TRANSFER CREDIT TASK. REQUIRED FORM CAN BE DOWNLOAD FROM THE MYDBH TRANSFER CREDIT TASK.

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POLICY TITLE:	<b>Technology Requirements</b>	Policy #:	<b>2-120</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Program Director</b>	Revision Date(s):	<b>12/15/2015</b>

## PURPOSE

The following policy provides a description of the minimum technology requirements needed to participate in an online program.

## DEFINITION

Since the DBH Program is delivered online, the student is required to obtain and maintain their computer system to facilitate access and participation in the program meetings and activities.

## POLICY

### 1) Hardware requirements

- a. Minimum computer specifications for optimal performance
  - i. Operating System
    1. PC - Windows 7 (attempt to avoid Windows 8 until known bugs are resolved)
    2. Mac - OSX 10.7 or higher
  - ii. Core 2 Quad with DDR2 or DDR3 memory i7 based system
  - iii. Memory (RAM) - 4 GB or more of RAM
  - iv. Graphics/Video card - 256 MB or more video RAM (VRAM)
  - v. Hard drive - 40 GB of free hard disk space
  - vi. Hyper thread technology
  - vii. Student needing to purchase a new computer may contact the ASU Bookstore who provides a discount on [Apple](#), [HP](#), and [Dell](#) computers
- b. Earbuds and microphone (USB-connected devices are preferred) – Student will be asked to speak during courses in the program that require a good set of earbuds and microphone that enables the sharing of clear sound
- c. Webcam – Student will participate in a number of course webinars in the program that require a good webcam that enables the sharing of a clear video
- d. Scanner – Student will need to scan and upload signed documents at several times in the program. The scanner must be configured to provide a PDF of the documents needed for upload.
- e. Ethernet connection – Student is required to have a wired connection to the internet

### 2) Software requirements – the following is a list of the software that must be *installed on the student's computer*

- a. Word Processing and Slide Presentation Software - Student will need to submit assignments as Microsoft Word documents or PowerPoint slides as appropriate
  - i. It is suggested to have Microsoft Office 2013 for Windows or Microsoft Office 2016 for Mac - [both of these are available at a discount through ASU](#)
  - ii. OpenOffice, GoogleDocs, and Apple iWork may be used; however, the student will need to verify that the formatting of your documents are correct after converting to the Microsoft Office format
- b. Adobe Acrobat Reader – Some of the readings in the program will be provided as a PDF file.
  - i. Students using a Mac, these files will open automatically
  - ii. Students using a PC will need to install the [free Adobe Acrobat Reader](#)
- c. Web Browser
  - i. [Mozilla Firefox](#) and [Google Chrome](#) are recommended for this program. Install both browsers to be prepared when there is a problem with one, the other is readily available. Mac users may also want to use Safari.
- d. Flash Player – Student needs to have the [latest free Flash Player](#) installed for several of our

applications to work. The player is available for free. Simply click on the link to install and the site will let you know if you are using the current version or if you need to update the player. Generally you will be prompted to update: please take the time to do that.

- e. Java – This is similar to the Flash plugin. Update when prompted.
- 3) **Online tool requirements** – the following is a list of the tools that are *accessed through the student's web browser*
  - a. Blackboard – course management system
  - b. Adobe Connect – group collaboration and instructional tool
  - c. MyDBH – DBH program management tool
  - d. Vidyo – videoconferencing tool (for internship course only)
  - e. VoiceThread – collaborative project sharing tool
  - f. YouSeeU – student recording tool
- 4) **Computer maintenance**
  - a. System and software updates – Students are required to regularly update the operating system and installed software. Systems that are out-of-date may not work properly and may create vulnerabilities in the ASU system and others' computers with whom documents are shared.

#### **EVALUATING POLICY COMPLIANCE**

- 1) Student is held responsible for having and maintaining the proper computer systems and software needed to engage in each course
- 2) Students may not claim inability to meet course deadlines because of technical issues, unless the student is able to provide documentation (e.g. screen shots) of efforts to submit work on time and communication with University technical support prior to the assignment due date. Extensions will only be granted if the technical problem is due to University-wide system outages.
- 3) If the technical support team discovers that a student is experiencing technical problems due to a deficient system, the student will be placed on a remediation plan that is completed by one or more of the following
  - a. Student takes an active role in working with technology support to resolve the issue(s)
  - b. Student may need to purchase alternative equipment and/or software

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- ASU TECHNICAL SUPPORT - [HTTP://ASUONLINE.ASU.EDU/STUDENT-RESOURCES/TECHNICAL-SUPPORT](http://ASUONLINE.ASU.EDU/STUDENT-RESOURCES/TECHNICAL-SUPPORT)

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POLICY TITLE:	<b>Academic Progress</b>	Policy #:	<b>2-200</b>
Distribution:	<b>All Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Faculty Advisors and Leadership</b>	Revision Date(s):	<b>8/21/2014</b>

### PURPOSE

Professional ethics demand that student deficiencies be addressed as soon as possible. The purpose of this policy is to describe Academic Unit and Graduate College policies and procedures related to student Academic Progress.

### DEFINITION

Professional ethics demand that student deficiencies be addressed as soon as possible. Student deficiencies are defined as a lack of progress in achieving program learning objectives and core competencies in the curriculum, internship, and/or culminating project. Many deficiencies can be successfully addressed by the student and faculty member in the context of the course or other learning experience (e.g. internship, Culminating Project) without recourse to the more formal procedures described below. It is incumbent upon the faculty member in such cases to act in a timely manner, so that the student has maximal opportunity to resolve the problem. In this case the student is not placed on probation in the program, but the student's successful action is simply reflected in the student's performance in the course grade, internship, and/or culminating project. Faculty advising and performance feedback can be sufficient to improve performance and resolve the deficiency. In this scenario, the faculty advising the student will not necessarily discuss the deficiency and plan for improvement with other faculty, unless the faculty member in question would like consultation or advice regarding the deficiency.

When student deficiencies cannot be addressed within the context of a course or other experience – either because they are too serious or too broad (e.g. they extend beyond a single course or experience) – they must be brought to the attention of the core faculty for review and discussion in the form of a behavioral description of the deficiency. Any faculty member may request a review of a student deficiency with the core faculty. The standard for satisfactory performance is regular progress through the program – that is, all aspects of the program are completed at the expected time – and each aspect of the program is completed at a satisfactory level, as determined in advance for each aspect of the program (via course syllabi, internship evaluation criteria, and Culminating Project guidelines).

The core faculty review is intended to evaluate whether or not a student is making adequate progress in the program as outlined in the relevant policies and evaluation criteria. If upon completion of the review the core faculty reach consensus that the student deficiency is serious, then the student's advisor will contact them via written (e-mail) communication sent to their ASU e-mail address. This written communication will summarize the faculty concerns regarding student progress, and identify remediation steps that the student must take to improve their standing. These remediation steps are indicative of the student being placed on program probation, and students are encouraged to set up telephone or Skype meetings with their advisor to discuss this remediation plan, and keep their advisor apprised of their efforts to return to good standing.

### POLICY

Deficient student progress and/or performance will be reviewed and evaluated by the faculty and assigned to one of three possible consequences:

- 1) **In Good Standing.** The faculty determines the deficiency to be relatively minor and easily correctable. The student is required to pursue a course of action to resolve the deficiency, under the guidance of their advisor.
- 2) **Not in Good Standing – On Program Probation.** The faculty determines the deficiency to be substantial enough to warrant a remediation plan. The student is required to fulfill the conditions of the plan as specified by the faculty. The faculty determines who is to be involved, along with the advisor, in drawing up the remediation plan with the student, along with who is to monitor the student's progress toward completion of the contract.
  - a. A remediation plan may be initiated for a number of reasons, inclusive of, but not limited to:

- i. Professionalism: Doctoral students are expected to uphold the highest level of professionalism, this is inclusive of, but not limited to professional language, dress, and behavior when engaging with DBH faculty or staff and/or when representing the DBH program on internship or other professional events. Students are expected to be professional via all means of communication, including in person, telephone, and email encounters
- ii. Misuse of staff time: The DBH program strives to assist all students in a timely manner; however, it is critical that doctoral students utilize all resources available to them for support and guidance, such as MyDBH, course shell, University resources (i.e. library and writing center), and departmental and University handbooks. After reviewing these resources, students are welcome to contact DBH faculty and staff for additional support; however, should expect appropriate response times. Students should take care to allow two business days for a response to telephonic or email inquiry.
- iii. Academic Performance: Satisfactory academic progress based on cumulative GPA is described elsewhere in this document; however, the DBH program acknowledges that students may have academic difficulties that warrant interventions regardless of grade point average. Students placed on a remediation plan may be required to take additional coursework (specified in the plan) to address deficiencies and return to good standing. Such concerns may include:
  - 1. Violation of academic integrity policies as indicated by scores of >25% on originality software, regardless of whether or not the student is re-submitting their own writing, and/or other assignments not submitted through originality software (e.g. discussion boards).
    - a. The first time a student submits unoriginal writing, a student *may, at the discretion of the instructor* be given the opportunity to rewrite the assignment for a reduced maximum grade within a specified time frame dictated by the instructor. If the opportunity for rewrite is not provided by the instructor, the student will not be given credit for the unoriginal work product.
    - b. If the opportunity for re-write is provided, failure to re-write an assignment will result in a failing grade for the assignment.
    - c. Subsequent submission of unoriginal work (inclusive of self-plagiarism) will result in dismissal from the program.
  - 2. Concern about quality of student writing for a doctoral program.
  - 3. Recurrent difficulties adhering to appropriate timelines for assignment submissions.
  - 4. Recurrent difficulties utilizing course technologies without evidence of utilizing University technology supports.
- iv. Clinical Performance: DBH students are expected to gain mastery of the use of evidence-based approaches to integrated behavioral healthcare. Based on feedback from their internship consultant and/or internship setting liaison, a student may be placed on a remediation plan for failure to adhere to departmental expectations/standards. When clinical performance deficiencies are identified, students may be required to complete additional internship hours to rectify their deficiencies. This may include enrollment in additional sections of internship in order to stay in good standing. Refer to the Internship policy for a comprehensive list of policies/procedures.
- v. Technological Concerns: As an online program, it is necessary that students secure and have access to appropriate technology (including computers, internet connectivity, and updated software, among others) and know how to adequately use said technology. Students may be placed on a remediation plan for repeated and ongoing concerns with a student's ability to appropriately perform their course work as a result of:
  - 1. Lack of stable, hard-wired internet connection



2. Report of multiple, ongoing technological problems that prohibit a student from submitting assignments on time or communicating appropriately with DBH faculty and staff
  3. Limited knowledge of basic software such as Word, PowerPoint, and/or Excel
  4. Use of non-ASU email address as required by ASU Policy
  - vi. Other Problems and Expected Changes to Behavior as clearly delineated in a behavioral plan
- b. When it is determined that a student must be placed on a remediation plan, they will be contacted in writing regarding the specifics of their plan. Students are responsible for signing the plan and uploading it into MyDBH within 10 business days of the original email.
- i. Students have the right to appeal recommendations for dismissal
    1. An appeal must occur in writing and within 10 business days of the initial letter sent by the Academic Unit.
    2. If a student does not appeal the remediation plan in writing or fails to upload the remediation plan to MyDBH within 10 business days of the original notification, the remediation plan is considered in place and the student is responsible for completing the plan as outlined and expected on the written plan.
- 3) **Not in Good Standing – On Academic Probation.** Students are placed on academic probation whenever their cumulative graduate GPA drops below 3.0. Based on semester reviews of student performance and GPA, students will be notified in writing by the Academic Unit when this occurs.
- a. Students on academic probation must raise their graduate GPA within the next nine credits of enrollment or calendar year (whichever comes first).
    - i. Failure to raise one's graduate GPA above a 3.0 during this time frame will result in a recommendation for dismissal (see below)
  - b. Students on academic probation may also be placed on program probation through the initiation of a remediation plan
  - c. No grades of Incomplete may accrue while a student is on academic probation
    - i. Incompletes received prior to the probationary period must be completed by the end of the probationary period
  - d. Students on academic probation may not participate in any internship experience
    - i. Registration for internship is contingent upon maintaining a cumulative GPA of 3.0 or above
- 4) **Recommended Dismissal from the Program.** The faculty determines the deficiency to be so substantial as not to warrant remediation but rather a recommended dismissal from the program. A recommended dismissal of a student from the program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work (inclusive of work performed during internship), or in other critical areas of professional conduct, and that in the Academic Unit's opinion, the student is not to be given an opportunity (or additional opportunity) to remediate the deficiency. Recommended dismissal may or may not follow a period of probation. Rules regarding recommended dismissal of a student from the program include:
- a. The dismissal discussion is confidential
  - b. A student may, but is not required to, appear (in person or via streaming video) before the faculty, or provide the faculty with a written statement, or both
  - c. Any oral or written statement by the student is expected to focus solely on the performance deficiencies identified in the remediation plan(s)
  - d. Performance standards on which a recommended dismissal could be based are written and made available to students. These standards may come from several sources (internal program documents including course syllabi, internship evaluation criteria, Culminating Project policies, and program websites; external sources including ASU Graduate Education regulations concerning academic or scientific misconduct, the student code of conduct, and/or the ethical code of conduct dictated by the student's licensing statutes and regulations).
    - i. Documents external to the Academic Unit, being subject to change at any time, always supersede program documents when there are discrepancies between them.

- e. The dismissal recommendation, based on the examination of evidence, is determined by a majority vote of the full-time core faculty
- f. If the faculty's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing (via email) to the student, and to the College of Health Solutions.
- g. The College of Health Solutions will determine based on the evidence whether the student is being recommended for dismissal to Graduate Education, and the student is notified in writing of this decision
- h. Students have the right to appeal recommendations for dismissal
  - i. Students who wish to appeal must do so in writing and within 10 business days of the initial letter sent by the Academic Unit.
  - ii. Students who do not appeal within the specified timeframe will be recommended to Graduate Education for dismissal

#### **EVALUATING POLICY COMPLIANCE**

- 1) Student adherence to the above policy will be determined by
  - a. Performance in coursework
  - b. DBH Faculty/Staff interactions and review

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- REMEDIATION PLAN DOCUMENT PROVIDED BY FACULTY ADVISOR
- <HTTPS://PROVOST.ASU.EDU/INDEX.PHP?Q=ACADEMICINTEGRITY>
- <HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM107-03.HTML>
- <HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM104-01.HTML>

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POLICY TITLE: <b>Non-DBH Elective</b>	Policy #: <b>2-210</b>
Distribution: <b>Students</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Advisor</b>	Revision Date(s): <b>8/21/2014; 12/15/2015</b>

### PURPOSE

Determine if requested non-DBH electives are appropriate for application to the completion of the DBH degree.

### DEFINITION

Courses that are offered from other departments within Arizona State University (ASU) that may be applied to the completion of the DBH degree.

### POLICY

- 1) In the interest of tailoring their learning experience to meet their individual interests, DBH students may elect to take courses from other departments within ASU.
  - a. Courses offered by the following departments are not subject to this approval process; students may take any iCourse or ASU Online course offered towards their plan of study, assuming the courses are at the 500-level or higher and have not already been applied towards a terminal degree
    - i. Healthcare Innovation (HCI)
    - ii. Science of Healthcare Delivery (HCD)
- 2) Requests will be approved on a case-by-case basis. Non-DBH Electives must be relevant to the provision or management of integrated care as determined by the student's faculty advisor.
- 3) With prior approval, students may take courses outside of the DBH program as elective offerings and apply these towards the completion of their degree.
- 4) Students may submit a request to take a particular elective by
  - a. Requesting that the Academic Success Analyst create a task in MyDBH
  - b. Submitting the appropriate paperwork **at least two weeks prior to the start of the semester via MyDBH**
- 5) The DBH faculty advisor reviews the student's request and supporting materials to determine the appropriateness of the course. Courses must meet all of the following criteria:
  - a. Offered for academic credit at ASU
  - b. 500-level course or higher
  - c. Offered as part of ASU Online or an iCourse

Please note that some courses require departmental consent in order to register. If a student wishes to take a course from another department that requires departmental consent, they must obtain consent from the department offering the course. The DBH program is unable to provide overrides for such courses.

### EVALUATING POLICY COMPLIANCE

- 1) Student emails Academic Success Analyst requesting to create a task within MyDBH
- 2) Request form is submitted via MyDBH at least two weeks prior to the start of the semester
- 3) Student cannot register for the class until the faculty reviews and approves the course
- 4) Student will be notified of the approval/denial via MyDBH

### RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS

- MYDBH, NON-DBH ELECTIVE CREDIT TASK. REQUIRED FORM CAN BE DOWNLOADED FROM THE MYDBH RELATED TASK.

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POLICY TITLE:	<b>Readings and Conference</b>	Policy #:	<b>2-220</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Student, Department</b>	Revision Date(s):	<b>8/21/2014</b>

#### **PURPOSE**

It is the policy of the DBH Program that a Readings and Conference/Independent Study course, commonly thought of as 'Independent Study', can be taken to enrich student knowledge in an area of specialization.

#### **DEFINITION**

In accordance with the classification used by the University and the Graduate College, the DBH program will use the following course number and definition: IBC 690: Readings and Conference

#### **POLICY**

- 1) The Readings and Conference course is designed to provide an opportunity for the DBH student to do an original study of investigation in a field of specialization on an individual basis with a minimum amount of supervision or direction. Faculty time is calculated at 2 hours per week per project.
- 2) These courses are **not** intended to replace required courses in the curriculum.
- 3) An approved course cannot be the means of finishing assignments for which a grade of "incomplete" was awarded
- 4) Students may enroll in IBC 690 on **up to two (2) occasions** for a total of two credits (one credit for each independent study course). Topics identified for these two sections must be different in order to reflect two unique learning opportunities
  - a. This course can only be arranged for 1 credit hour
  - b. Each credit hour is equivalent to 6 hours of work per week
- 5) In order to register for this course, a student must:
  - a. Identify the subject matter of concentration the student would like to focus on for the session
  - b. Identify a DBH faculty member (sponsor) to collaborate with on this project and obtain written (e.g. e-mail) permission to study under that faculty for the corresponding 7.5-week session. It is up to the discretion of the identified faculty sponsor to determine if they are interested and available to collaborate on the student's identified topic of interest
  - c. In conjunction with the faculty sponsor, the student is to develop a proposal that includes
    - i. Topic of interest
    - ii. Timeline of the deadlines for specific tasks, readings, and the final assignment
  - d. Request that the faculty sponsor develop a task within MyDBH for the student to upload the proposal for final approval
  - e. Contact the DBH Academic Success Analyst **at least two weeks prior of the start of the session** for assistance with registration.
    - i. The Academic Success Analyst will determine if there is an approved proposal within MyDBH and assist with registering the student for the course
- 6) The identified faculty sponsor has the final determination regarding the appropriateness of the proposal and must provide written approval of the final proposal

#### **EVALUATING POLICY COMPLIANCE**

- 1) Faculty sponsor must approve program before student begins work on the course
- 2) Faculty sponsor determines if student has successfully met the requirements of the Independent Study/Readings and Conference course

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- MYDBH INDEPENDENT STUDY/READINGS AND CONFERENCE TASK. REQUIRED FORM CAN BE DOWNLOADED FROM THE MYDBH RELATED TASK.

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POLICY TITLE: <b>Program Track Transfer</b>	Policy #: <b>2-230</b>
Distribution: <b>Students</b>	Effective Date: <b>8/21/2014</b>
Responsibility: <b>Students, Advisors</b>	Revision Date(s): <b>8/21/2014; 12/15/2015</b>

### PURPOSE

It is the policy of the DBH Program that students admitted to the DBH program Clinical Track may be interested in transferring to the Management Track during their studies for students admitted prior to Fall 2015.

### DEFINITION

With the advent of the DBH program Management Track, the DBH faculty recognizes that some students admitted under the Clinical Track may be interested in pursuing the management track. Students are not able to simply “self-select” the DBH Management track, but rather must apply to transfer into this track.

### POLICY

- 1) Only students admitted (and first enrolled) prior to Fall 2015 are eligible for program track transfer. For students admitted beginning Fall 2015, see policy related to Program Concentration Transfer
- 2) Students interested in transferring from the Clinical to the Management Track must contact the Academic Success Analyst to request a task be created within MyDBH to initiate the transfer
- 3) Once the task is available, a student must complete the Transfer Process Application from Clinical to Management Track form
- 4) Student applications to transfer will be reviewed by the student’s advisor and a decision to approve or deny this transfer will be made on a case-by-case basis. Decisions will be available to students within MyDBH
  - a. Decisions regarding transfer applications will be made based on consideration of the number of credits already taken, with specific attention to which courses the student has taken and their academic performance in those courses, and the student’s written statement of the how the management track curriculum aligns with their career goals.
  - b. If the track transfer is approved, the student’s advisor is responsible for changing the student’s listed track within MyDBH
- 5) Students who transfer into the DBH Management track are required to complete all core courses under this track, regardless of the number of previous credits accrued in the Clinical Track.
  - a. By applying for this track, students are acknowledging that a transfer to the Management Track *may result in increased length of time until graduation and program cost* depending on the number of previously accrued credits.
- 6) Because the requirements for admission into the Clinical Track are more strenuous than the requirements for admission into the Management Track (e.g. students in the clinical track must be licensed or license-eligible), no students specifically admitted into the Management Track are eligible to apply to transfer into the DBH Clinical Track at this time.

### EVALUATING POLICY COMPLIANCE

- 1) Student submits a request for transfer
- 2) Faculty advisor reviews the request and makes a decision
- 3) Students approved for a track transfer will be indicated appropriately on the home page of their MyDBH account.

### RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS

- MYDBH PROGRAM TRACK TRANSFER REQUEST TASK (CLINICAL TO MANAGEMENT TRACK). REQUIRED FORM CAN BE DOWNLOADED FROM THE MYDBH RELATED TASK.

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POLICY TITLE:	<b>Program Concentration Transfer</b>	Policy #:	<b>2-240</b>
Distribution:	<b>Students</b>	Effective Date:	<b>8/21/2015</b>
Responsibility:	<b>Program Director</b>	Revision Date(s):	<b>12/15/2015</b>

### **PURPOSE**

It is the policy of both ASU and the DBH program that students may transfer concentrations; this policy outlines the steps for doing so.

### **DEFINITION**

With the establishment of the DBH Clinical and Management Concentrations in Fall 2015, the DBH faculty recognizes that some students admitted under the Clinical Concentration may be interested in pursuing the Management Concentration. Students are not able to simply “self-select” the DBH Management concentration, but rather must apply to transfer into this concentration, both through the department and the University.

### **POLICY**

- 1) Students interested in transferring from the Clinical to the Management Concentration must contact the Academic Success Analyst to request a task be created within MyDBH to initiate the transfer
- 2) Once the task is available, a student must complete the Transfer Process Application from Clinical to Management Concentration form
- 3) Student applications to transfer will be reviewed by the student’s advisor and a decision to approve or deny this transfer will be made on a case-by-case basis. Decisions will be available to students within MyDBH
  - a. Decisions regarding transfer applications will be made based on consideration of the number of credits already taken, with specific attention to which courses the student has taken and their academic performance in those courses, and the student’s written statement of the how the management concentration curriculum aligns with their career goals.
  - b. If the concentration transfer is approved, the student’s advisor is responsible for informing the student of this approval
- 4) Upon approval from their advisors, students who wish to transfer into the management concentration must then apply (via MyASU) to the Management Concentration and pay the related Graduate Education application fees
  - a. Once the application is received (no supplemental approval required), the Student Services Assistant will admit the student into the new concentration and change their MyDBH to reflect this transfer
- 5) Students who transfer into the DBH Management Concentration are required to complete all core courses under this track, regardless of the number of previous credits accrued in the Clinical Concentration.
  - a. By applying for this track, students are acknowledging that a transfer to the Management Concentration *may result in increased length of time until graduation and program cost* depending on the number of previously accrued credits.
- 6) Because the requirements for admission into the Clinical Concentration are more strenuous than the requirements for admission into the Management Concentration (e.g. students in the clinical track must be licensed or license-eligible), no students specifically admitted into the Management Concentration are eligible to apply to transfer into the DBH Clinical Concentration at this time.

### **EVALUATING POLICY COMPLIANCE**

- 1) Student submits a request for transfer
- 2) Faculty advisor reviews the request and makes a decision
- 3) Faculty notifies student of the decision via e-mail
- 4) Student completes Graduate Education application for Management Concentration (and pays related fees) via MyASU
- 5) Student Services Assistant admits student under the new concentration and updates MyDBH accordingly.

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- TRACK TRANSFER REQUEST TASK (CLINICAL TO MANAGEMENT TRACK). REQUIRED FORM CAN BE DOWNLOADED FROM THE MYDBH RELATED TASK.
- [HTTPS://WEBAPP4.ASU.EDU/DGSADMISSIONS/INDEX.JSP](https://webapp4.asu.edu/dgsadmissions/index.jsp)

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POLICY TITLE:	<b>Continuing Registration Credits</b>	Policy #:	<b>2-250</b>
Distribution:	<b>Students</b>	Effective Date:	<b>1/11/2016</b>
Responsibility:	<b>Student, Department</b>	Revision Date(s):	<b>12/15/2015</b>

**PURPOSE**

It is the policy of the DBH Program that a student shall enroll in IBC 595 “Continuing Registration” in order to remain in good standing with the DBH program and ASU when indicated.

**DEFINITION**

In accordance with the classification used by the University and the Graduate College, the DBH program will use the following course number and definition: IBC 595: Continuing Registration

**POLICY**

- 1) The Continuing Registration credit is designed to provide an opportunity for the DBH student to remain in good standing with the department and ASU
- 2) These courses are **not** intended to replace required courses in the curriculum and may not appear on a student’s iPOS
- 3) Students may enroll in IBC 595 for the following purposes:
  - a. All required and/or elective courses have been completed, and a student is finishing an outstanding Z for IBC 793
  - b. A student must wait for a future semester to enroll in a required course due to the course carousel, but has completed all other program requirements
- 4) In order to register for this course, a student must:
  - a. Email their advisor to request registration in IBC 595
  - b. The advisor will review the request and notify the Academic Success Analyst of their approval
  - c. The Academic Success Analyst will provide the appropriate permissions and schedule line number (SLN) to allow for self-registration
  - d. The student will the enroll in the credit in order to maintain continuous enrollment

**EVALUATING POLICY COMPLIANCE**

- 1) Faculty advisor must approve the student to enroll
- 2) Academic Success Analyst will provide permissions and SLN
- 3) Student must self-enroll using SLN to ensure continuous enrollment

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://GRADUATE.ASU.EDU/FILE/MAINTAIN-CONTINUOUS-ENROLLMENT-PHD](https://graduate.asu.edu/file/maintain-continuous-enrollment-phd)

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POLICY TITLE:	<b>Close Relationships and Academic Integrity</b>	Policy #:	<b>2-260</b>
Distribution:	<b>Students</b>	Effective Date:	<b>1/11/2016</b>
Responsibility:	<b>Student, Department</b>	Revision Date(s):	

### **PURPOSE**

The following policy outlines expectations for academic integrity and independent work among enrolled students engaged in close, personal relationships

### **DEFINITION**

There are times when two or more individuals, previously or concurrently engage in an intimate or close personal relationship enroll in the DBH program simultaneously. This policy is designed to outline the expectations for independent work among such students in an effort to uphold the highest standards of academic integrity.

### **POLICY**

If students enrolled in the program have a previous or concurrent intimate or working relationship, the following steps will be taken to ensure independent work and academic integrity:

- 1) Students will be assigned to separate advisors
- 2) If the pair(s) of students are enrolled in the same course:
  - a. Students must work independently on projects, including choosing different research topics (unless the assignment topic is the same for all students)
  - b. Students may not work together on any quizzes or exams. Such collaboration is strictly prohibited under the academic integrity policy and can be grounds for immediate dismissal
- 3) Students will be assigned to separate internship consultation groups
- 4) The students' advisors will consult to ensure that they are pursuing separate and unique topics for their Culminating Project.

### **EVALUATING POLICY COMPLIANCE**

- 1) Students will adhere to the policy requirements as outlined above
- 2) Faculty advisors reserve the right to consult with each other on each student's progress to confirm adherence to policy requirements
- 3) As always, instructors reserve the right to utilize SafeAssign and other originality software to ensure submitted work is the student's own writing
- 4) Instructors reserve the right to deny requests from the students to focus paper(s) and project(s) on the same or similar topics
- 5) Failure to adhere to the above can be considered a violation of academic integrity and is grounds for dismissal from the DBH program

### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- [HTTPS://PROVOST.ASU.EDU/INDEX.PHP?Q=ACADEMICINTEGRITY](https://provost.asu.edu/index.php?q=academicintegrity)

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POLICY TITLE:	<b>Clinical Internship</b>	Policy #:	<b>2-300</b>
Distribution:	<b>Student Interns</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Consultants, Internship Coordinator</b>	Revision Date(s):	<b>12/15/2015</b>

### **PURPOSE**

The following policy guides the preparation, enrollment, and completion of the clinical internship program requirements.

### **DEFINITION**

Detailed course requirements are listed in the course syllabus and are subject to change prior to the beginning of each semester.

### **POLICY**

- 1) Pre-internship requirements – In order to obtain approval to enroll in the internship course the student must complete and receive approvals on a series of tasks.
  - a. Students should have completed the following courses in preparation for performing the internship duties and responsibilities
    - i. IBC 701 – Models of Integrated Primary Care
    - ii. IBC 702 – Brief Interventions in Primary Care
    - iii. IBC 793 – Culminating Project (1<sup>st</sup> credit, pre-requisite)
  - b. It is strongly recommended that the student should have completed or be concurrently enrolled in the following courses in order to enhance their ability to perform the internship duties and responsibilities
    - i. IBC 604 – Clinical Medical Pathophysiology
    - ii. IBC 608 – Psychopharmacology for the Behavioral Care Provider
    - iii. IBC 610 – Behavioral and Psychological Assessment in Primary Care
    - iv. IBC 712 – Population-based Health Management
  - c. Complete the internship site identification and approval. Preparations prior to the internship course are designed to assist the student intern with establishing an internship site and preparing for beginning the internship course:
    - i. Qualified internship sites must be a medical or reverse integration facility where the focus is on integrated behavioral health
    - ii. Student interns must register their intent to enroll in the internship course by the due date associated with the appropriate term listed in MyDBH
    - iii. Student interns must complete and receive approvals of all required tasks in order to proceed with subsequent tasks
    - iv. Students are to only provide sites with ASU approved materials that describe the internship program
    - v. Orient to the site’s policies and procedures
    - vi. Secure agreements from the site liaison and the medical preceptor. These roles must be performed by two different people on site.
    - vii. Develop a plan for completing all aspects of the internship credits and requirements
  - d. If all previous tasks have been approved, the program will pursue establishing a site agreement
  - e. Only student interns who have completed all pre-internship tasks prior to the first day of class will be enrolled in the internship course
  - f. The DBH program must receive an executed copy of the student placement agreement from the internship site prior to the student intern beginning the internship course
- 2) Course standards and requirements - The internship tasks and minimum course standards are designed to ensure that the student intern has performed the activities and reached a level of proficiency to practice as a behavioral health provider.
  - a. Internship duties and responsibilities

- i. Complete site orientation no later than the second week of the semester – if required
      - ii. Placement must occur in a setting working directly with the medical team
      - iii. Student intern must be readily available to medical staff for hallway handoffs to address patients’ behavioral health issues in the exam room
    - b. Student interns must fulfill the following **minimum course standards** each semester to receive a passing course grade:
      - i. Complete all required tasks
      - ii. Direct patient contact must consist of
        - 1. Total internship hours – at least 40%
        - 2. Target average contact time – 30 minutes or less
      - iii. Administer outcome measures to
        - 1. Percentage of all patients seen – at least 65% of initial and follow up visits
        - 2. Target number administered to patients – 1.0 average
      - iv. Provide patients with referrals to self-management resources
        - 1. Percentage of all patients seen – at least 25% of initial and follow up visits
      - v. Receive 80% of the course total points as outlined in the course syllabus
    - c. Consultation group
      - i. Student must attend and actively participate with no more than
        - 1. Two absences (Fall and Spring semesters)
        - 2. One absence (Summer semester)
      - ii. Student is prepared for and satisfactorily presents patient cases as assigned
    - d. Professional behavior
      - i. *Unethical or unprofessional conduct*
        - 1. Student is referred to the APA’s (2010) *Ethical Principles of Psychologists and Code of Conduct*, along with the corresponding ethics codes for their masters-level license, as well as to university regulations concerning standards of academic conduct
      - ii. *Student conduct that interferes with training or threatens patient welfare*
        - 1. Student refrains from conducting that, in the opinion of faculty or clinical liaisons, obstructs or threatens the training of fellow students or the welfare of patients, students, faculty, consultants, or liaisons
        - 2. Student interns are prohibited from referring patients seen at the internship site to their employed practice site
      - iii. *Conviction that restricts practice or impedes clinical licensure*
        - 1. Student refrains from practice, both within or outside the program, that may result in a conviction and preclude licensure in their state
      - iv. *Adhere to the scope of practice and other standards and requirements*
        - 1. *Student is familiar with and maintains a professional practice that is consistent with the student’s state licensure laws and regulations*
- 3) Course completion - Student intern performance is assessed at the end of each semester to determine the final grade. Students beginning a semester must participate and complete all tasks required during that semester.
  - a. A semester grade is based upon **three criteria**:
    - i. Satisfactory completion of consultation group participation and all course tasks
    - ii. Meeting the minimum course standards (described in the previous section)
    - iii. Meeting the minimum course grade of 80% of the total possible points
  - b. Student may use the intersession following an internship semester to accumulate hours at the internship site
  - c. Students unable to complete course requirements or attain minimum course standards may receive an incomplete and be required to enroll in an additional semester of IBC 684

## POLICY COMPLIANCE

### 1) Professional behavior

- a. Substantial violations of any of the documents or other applicable professional standards, as determined by the faculty, may result in dismissal from the program
  - b. As noted above, documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them and may result in dismissal from the program
- 2) Course grades for each term are assigned based upon the following:
- a. Pass (Y) – Student fulfills all criteria. The student’s final internship semester must have met all standards and completed a minimum 40% direct patient contact hours of the 400 total required hours.
  - b. Fail (E) – Student fails to submit the assigned tasks and/or exceeds maximum number of allowable consultation group absences and/or performs in a professionally unethical manner. A student failing the course will not be allowed to apply any previous hours or activities toward completion of the internship requirement.
  - c. Incomplete (I) – Student completes all tasks and participates in consultation groups but performance is below minimum course standards, falls below 80% of the total points
    - i. Student will be placed on a remediation plan
    - ii. Student adheres to university policy for incompletes  
([HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM203-09.HTML](http://www.asu.edu/aad/manuals/ssm/ssm203-09.html))
    - iii. Participation in at least one additional complete semester (no course enrollment is required) and successful completion of both criteria (listed in 3.a.)
- 3) Program internship completion requirements
- a. Student interns must complete an internship project
  - b. Student interns must complete the total number of hours appropriate to their concentration and must enroll in additional semesters until the total 400 hours are completed
  - c. Student must complete at least two semesters of internship for a total of 6 credits
  - d. Students completing the total required hours early are required to continue work at the internship site, perform all course activities, and attend all weekly webinars of the current semester

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- ALL DOCUMENTS AVAILABLE IN MYDBH AND COURSE SHELL
- ASU policy for incompletes - [HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM203-09.HTML](http://www.asu.edu/aad/manuals/ssm/ssm203-09.html)

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POLICY TITLE:	<b>Management Internship</b>	Policy #:	<b>2-350</b>
Distribution:	<b>Student Interns</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Consultants, Internship Coordinator</b>	Revision Date(s):	<b>12/15/2015</b>

### PURPOSE

The following policy guides the preparation, enrollment, and completion of the management internship program requirements.

### DEFINITION

Detailed course requirements are listed in the course syllabus and are subject to change prior to the beginning of each semester.

### POLICY

- 1) Pre-internship requirements - The pre-internship term occurs during the semester prior to enrollment and involves and receive approvals on a series of tasks
  - a. Students should have completed or be concurrently enrolled in the following courses in preparation for performing the internship duties and responsibilities
    - i. IBC 701 – Models of Integrated Primary Care
    - ii. IBC 660 – Legal, Ethical, and Professional Issues in Healthcare
    - iii. IBC 712 – Population-based Health Management
    - iv. IBC 718 – Healthcare Systems: Organization, Delivery & Economics
    - v. IBC 780 – Behavioral Healthcare Management
    - vi. IBC 793 – Culminating Project (1<sup>st</sup> credit, pre-requisite)
  - b. Complete the internship site identification and approval. Preparations prior to the internship course are designed to assist the student intern with establishing an internship site and preparing for beginning the internship course:
    - i. Student interns must register their intent to enroll in the internship course by the due date associated with the appropriate term listed in MyDBH
    - ii. Student interns must complete and receive approvals of all required tasks in order to proceed with subsequent tasks
    - iii. Orient to the site’s policies and procedures
    - iv. Students are to only provide sites with ASU approved materials that describe the internship program
    - v. Secure agreements from the site liaison and the management preceptor. These roles must be performed by two different people on site.
    - vi. Develop a plan for completing all aspects of the internship credits and requirements
  - c. If all previous tasks have been approved, the program will pursue establishing a site agreement
  - d. Only student interns who have completed all pre-internship tasks prior to the first day of class will be enrolled in the internship course
  - e. The DBH program must receive an executed copy of the student placement agreement from the internship site prior to the student intern beginning the internship course
- 2) Course standards and requirements - The internship tasks and minimum course standards are designed to ensure that the student intern has performed the activities and reached a level of proficiency to practice as a behavioral health provider.
  - a. Internship duties and responsibilities
    - i. Complete site orientation no later than the third week of the semester (if required)
    - ii. Placement must occur in a setting working directly with the management team
    - iii. Student intern must engage in regular communications with management, physicians, and allied health professionals on management topics and activities
  - b. Student interns must fulfill the following **minimum course standards** each semester to receive a passing course grade:
    - i. Complete all required tasks
    - ii. Develop, implement, and present a management project

- iii. On-site activities
    - 1. On-site activity should be at least 50% of the total internship hours
    - 2. Percentage of individual, in-person meetings with management staff should be at least 10% of the total internship hours
    - 3. Percentage of group, in-person meetings with management team should be at least 10% of the total internship hours
  - iv. Percentage of on-site and off-site time conducting data analyses and reporting should be at least 25% of the total internship hours
  - v. Receive 80% of the course total points as outlined in the course syllabus
  - vi. Meeting the minimum course grade of 80% of the total possible points
  - c. Consultation group
    - i. Student must attend and actively participate
    - ii. Student may have no more than two absences
    - iii. Student is prepared for and satisfactorily presents business cases as assigned
  - d. Professional behavior
    - i. *Unethical or unprofessional conduct*
      - 1. Student must perform duties that correspond with ethics codes for their masters-level license, as well as to university regulations concerning standards of academic conduct
    - ii. *Student conduct that interferes with training or threatens patient welfare*
      - 1. Student refrains from conducting that, in the opinion of faculty or management liaisons, obstructs or threatens the training of fellow students or the welfare of patients, students, faculty, consultants, or liaisons
      - 2. Student interns are prohibited from referring site leaders to their employed practice site for paid consultation services
    - iii. *Conviction that restricts practice or impedes clinical licensure*
      - 1. Student refrains from practice, both within or outside the program, that may result in a conviction and preclude licensure in their state
    - iv. *Adhere to the scope of practice and other standards and requirements*
      - 1. Student is familiar with and maintains a professional practice that is consistent with the student's training, experience, and credentials
- 3) Course completion - Student intern performance is assessed at the end of each semester to determine the final grade. Students beginning a semester must participate and complete all tasks required during that semester.
- a. A semester grade is based upon **three criteria**:
    - i. Satisfactory completion of consultation group participation and all course tasks
    - ii. Meeting the minimum course standards (described in the previous section)
    - iii. Meeting the minimum course grade of 80% of the total possible points
  - b. Student may use the intersession following an internship semester to accumulate hours at the internship site
  - c. Students completing the total required hours early are required to continue work at the internship site, perform all course activities, and attend all weekly webinars of the current semester

## **POLICY COMPLIANCE**

- 1) Professional behavior
  - a. Substantial violations of any of the documents or other applicable professional standards, as determined by the faculty, may result in dismissal from the program
  - b. As noted above, documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them and may result in dismissal from the program
- 2) Course grades for each term are assigned based upon the following:
  - a. Pass (Y) – Student fulfills all criteria

- b. Fail (E) – Student fails to submit the assigned tasks and/or exceeds maximum number of allowable consultation group absences and/or performs in a professionally unethical manner. A student failing the course will not be allowed to apply any previous hours or activities toward completion of the internship requirement.
  - c. Incomplete (I) – Student completes all tasks and participates in consultation groups but performance is below minimum course standards and/or falls below 80% of the total points
    - i. Student will be placed on a remediation plan
    - ii. Student adheres to university policy for incompletes (<http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>)
    - iii. Participation in at least one additional complete semester (no course enrollment is required) and successful completion of both criteria (listed in 3.a.)
- 3) Program internship completion requirements
- a. Student interns must complete an internship project
  - b. Student interns must complete the total number of hours and must enroll in additional semesters until the total 240 hours are completed (120 of the total number of hours are required on-site)
  - c. Student must complete at least one semester of internship for a total of 3 credits

**RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- ALL DOCUMENTS AVAILABLE IN MYDBH AND COURSE SHELL
- ASU policy for incompletes - [HTTP://WWW.ASU.EDU/AAD/MANUALS/SSM/SSM203-09.HTML](http://www.asu.edu/aad/manuals/ssm/ssm203-09.html)

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POLICY TITLE:	<b>Culminating Project</b>	Policy #:	<b>2-400</b>
Distribution:	<b>Students, Faculty, Instructors</b>	Effective Date:	<b>8/21/2014</b>
Responsibility:	<b>Students, Instructors, and Faculty Members</b>	Revision Date(s):	<b>8/21/2014; 12/15/15</b>

**PURPOSE**

The following policy guides the preparation, enrollment, and completion of the clinical and management culminating project requirements.

**DEFINITION**

The Academic Unit requires all students to demonstrate scholarly, intellectually rigorous, and entrepreneurially grounded knowledge of the challenges, processes, outcomes, or possibilities of integrating the treatment and management of behavioral health within a primary care, hospital, or similar medical setting. This demonstration is in the form of the culminating project.

Detailed course requirements are listed in the course syllabus and are subject to change prior to the beginning of each semester. See the course syllabus located on the course shell.

**POLICY**

- 1) Course Enrollment: The culminating project is delineated into three separate enrollment (15-week – Fall/Spring; 8-week – Summer) semesters, 1-credit offerings of IBC 793.
  - a. IBC 793 credits are often referred to as cohort 1 (1<sup>st</sup> credit), cohort 2 (2<sup>nd</sup> credit), and cohort 3 (3<sup>rd</sup> credit).
  - b. Each credit/cohort has specific mandatory applied and academic requirements for culminating project and credit completion.
  - c. Students are encouraged to register and complete their first credit of IBC 793 while in their first semester in the DBH program (assuming eligibility to enroll in a C session course) in order to acquire the requisite skills and knowledge to be successful in the DBH program
  - d. The second credit of IBC 793 is encouraged to be completed while on internship, with the final 3<sup>rd</sup> credit taken after data collection is complete
- 2) Grading Policy: This is a pass, fail course. The chair of the culminating project is responsible for approving all final grades and providing direct feedback on progress. Student final grades are posted as:

<b>Excellent: Completed all cohort requirements</b>	<b>Progressing: Partial completion of requirements</b>	<b>Failing: Does not meet requirements</b>
Y ≥ 90% AND Defense Approval (Cohort 3)	Z 70-89% OR > WITHOUT CITI Training (Cohort 1) or Proposal (Cohort 2) or Defense Approval (Cohort 3)	E < 70%

- a. If a student receives a Z, they must work with both the instructor and their advisor to complete the missing requirements both via Blackboard and MyDBH
  - b. Once the coursework is approved, the instructor will submit a grade change to assign an appropriate passing grade and the student will be allowed to register for another credit of IBC 793 as needed
    - i. Students will only be given permission to register for the next credit of 793 after receiving explicit permission from their advisor to do so.
- 3) Course Content and Standards:
    - a. The IBC 793 instructor(s) are responsible to update and ensure the information on the course shell is accurate and helpful for the successful completion of the culminating project.
    - b. Students are required



- i. To follow technology and communication guidelines toward successful completion of the culminating project course.
    - ii. To view and fulfill the responsibilities of all information on the IBC 793 course shell and distributed through emails, announcements, and direct contact.
    - iii. To follow recommendations and edits directed by the IBC 793 instructor(s), chair, and committee members.
    - iv. To receive a passing/acceptance of their proposal and IRB (as needed) prior to data collection.
  - c. Culminating projects are required to include:
    - i. Integrated healthcare topics inclusive of a medical condition, behavioral concerns, and medical settings
    - ii. Critical examination of the current literature
    - iii. Literature review, data collection and analysis
    - iv. Stakeholder pitch upon completion of the paper
    - v. Approval of IRB (as needed)
  - d. Culminating project topic examples include, but are not limited to:
    - i. Examine and analyze information and data that is needed for justifying the implementation of an integrated practice, service, or intervention
    - ii. Propose, evaluate, and implement ways to identify, assess, and/or treat a medical condition and behavioral concerns which impeded outcomes/functioning/quality of life
    - iii. Propose, evaluate, and implement ways to identify, assess, and/or treat a medical condition and behavioral concerns which lead to improvements in the Triple Aim
    - iv. Propose, evaluate, and implement an integrated project focused on management related concerns (QI, QA, PI, Workflow Development)
    - v. Examples of behavioral concerns including, but not limited to: medical non-adherence, medication non-adherence, obesity, smoking, non-adherence with health maintenance, persistent pain, depression, anxiety
    - vi. Examples of medical settings including, but not limited to: primary care, hospitals, emergency rooms, and medical specialty care
  - e. Projects must reflect the concentration (or track) to which was the student admitted. Students are responsible for proposing projects that reflect their professional scope of practice and the DBH concentration (or track) in which they are enrolled.
- 4) Change of Chair and Committee members:
  - a. Requests to change in Culminating Project committee membership are to be made only after the student meets with and receives approval from the Culminating Project Chair identifying the reasons for the proposed committee change.

#### **EVALUATING POLICY COMPLIANCE**

- 1) Course Enrollment: Students enroll in 1-credit of IBC 793 for a total of 3 semesters; departmental consent to register for all three cohorts is required.
  - a. Students are prohibited from enrolling in additional credits of IBC 793 when they have an outstanding Z grade and do not have permission from their chair.
- 2) Grading Policy: The instructor(s) of IBC 793 will review and respond to course shell assignments and submit the final grades for each student based on their academic performance and grade approval from their chair.
  - a. Responsibilities of the Chair:
    - i. Chairs are required to respond to all CP assignments through MyDBH to their students in a timely manner to support successful completion of the course when indicated.
      1. Timely response from the Chair is variable based on the complexity of the assignment
    - ii. Chairs are required to monitor their students who receive a Z to ensure successful completion and planning.
    - iii. Chairs are required to notify their students who receive a Z to re-submit their CP Timeline Form with the corrected adjustments for successful course completion and

- notify their students that they are not allowed to register for another credit of IBC 793 until they fulfill course requirements and receive chair approval.
- iv. Chairs are required to notify students of violations to culminating project process and implement remediation plans or other recommendations as needed.
- b. Responsibilities of the Students:
    - i. Students are required to follow the syllabus and course content guidelines for assignment completion and submission. Students are required to meet timeline specific deadlines for assignment completion.
    - ii. Students are required to abstain from data collection until securing acceptance from chair and committee members on proposal and receiving IRB approval (as needed). If student does not comply, repercussions may include: a remediation plan, the possibility of requiring a new culminating project, or other tasks may be required. The decision of what will be required is determined by the project chair.
  - c. Graduation Requirements:
    - i. In order to complete the graduation requirements for the DBH degree, students must successfully complete 3 semesters of the 1-credit IBC 793 culminating project course with a Y grade.
    - ii. Students must also complete a passing stakeholders pitch presentation and full completed culminating project approved by a majority of their culminating project committee members and chair.
- 3) Course Content and Standards: The instructor(s) of IBC 793 and faculty chair are dually responsible for the course content and culminating project standards. Assignments are submitted through the course shell and MyDBH.
- a. The instructor(s) of IBC 793 will maintain the educational and instructional materials on the course shell. IBC 793 instructor(s) will ensure discussion boards and other academic assignments related to the use of the course shell are monitored and completed. The instructor(s) are responsible for notifying the students and faculty members regarding student progress through:
    - i. Direct student email notification
    - ii. Reminder announcements
    - iii. Direct faculty email notifications
    - iv. Faculty review meetings
  - b. The chair is required to ensure students are aware of and meet the culminating project standards.
  - c. Students will be assessed on meeting the requirements of the culminating project and integrating the feedback received from IBC 793 instructor(s), chair, and committee members.
- 4) Change of Chair and Committee members:
- a. Student meets with the Culminating Project Chair to determine and assess the reasons for the proposed committee change.
  - b. A formal request for a Culminating Project committee member change requires that the student request that a student task be added to MyDBH for request submission/approvals.
  - c. Once task is created, the student will complete and submit related request form via MyDBH.
  - d. The Department Chair will review the student's request for a committee membership change.
  - e. The final decision on the proposed change(s) will be made jointly by the Culminating Project Chair (*committee member changes only*) and Department Chair (*chair or committee member changes*).
  - f. If the form is approved, the Department Chair will notify the committee member(s) leaving the committee and request email confirmation from the member(s) requested to join the committee.

#### **RELATED REFERENCES, PROTOCOLS, POLICIES, FORMS AND DOCUMENTS**

- SEE IBC 793 COURSE SHELL FOR RELATED REQUIRED DOCUMENTS AND FORMS
- SEE [MYDBH](#) FOR RELATED REQUIRED DOCUMENTS AND FORMS
- COMMUNICATION AND TECHNOLOGY REQUIREMENTS (SEE COURSE SYLLABI)

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