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HCO POLICY LETTER OF OCTOBER 2, 1962

TERMINATION & CLASSIFICATION

(Clarifies but does not change HCO Policy Letters of Sept. 2- and Sept. 28, 1962 and changes all previous Policy Letters on Classification including Policy Ltr. of Sept. 20, 1962).

Classifications and designations given at Saint Hill are as follows:

Class IV with Honours--check sheets complete, student clear, three goals found on others (including refund goals).

Class IV-check sheets complete, new first goal found on another by Dynamic Assessment, goal found on self and proven by listing.

Class III-check sheets complete, goal found on self and proven by listing, good case condition.

Course Completion-complete check sheets.

Course Incomplete-incomplete check sheets or too many infractions on record.

Departure Unauthorized-incomplete check sheets, case in poor condition, permission to leave not granted by myself personally.

Complete Check Sheets

A student must have complete check sheets for any classification.

Goal Found on Self

The goal found on self must be proven by listing to be the goal.

In some cases this may be extended, for political, auditing or case reasons, to the second or even the third goal.

It is almost certain, in a matter of too many infractions and especially infraction of Rule 28, to refuse classification on the basis of only one goal found on self.

Goals Found on Others

A fresh first goal must have been found on the pc, not refund, to award a Class IV in addition to the other requirements above.

This goal (or goals) must prove out by listing. If a goal fails to prove out, it does not count and, if Classification has been granted on the basis of it, the Classification may be reduced.

Judgment

Certain leeway may be granted by the HCO Board of Review and myself in the requirements of Classification. As turning out a bad auditor will be an overt on many pcs this leeway is more likely to be advanced than relented. More requirements may be asked than the above for Classification or Course Completion to assure us of actual skill or case condition.

Co-Audit Status

Termination means in fact that the student has passed out of the course but under HCO for the purposes of completion of requirements, excess requirements or examination. As no further meeting of requirements may now be undertaken after the student has left this vicinity, it is very advisable to complete all classification requirements before departure, as the classification, dictated by the above policies and judgment, will be that students classification until retreaded at Saint Hill.

Termination

Termination does not mean Classification.

A student may be terminated from the Course and transferred to the Co-Audit Unit (see HCO Policy Letters on 20 Sept. and 28 Sept. 1962) at any time after he or she has completed 13 weeks on course. Any additional weeks are granted by special permission.

Extension of time after sixteen weeks is by opinion of Mary Sue Hubbard and Instructors and must be finally granted by myself, but only if requested by Mary Sue and/or Instructors.

There are two conditions of continuation:

- (a) continuation at additional fee per week and,
- (b) continuation without charge.

Students who are doing badly, and especially those who have many infractions, should fall under (a) above. Those who have been doing well and are without many infractions are ordinarily considered, if continued by request of Mary Sue and/or Instructors, under (b) above.

Termination is not otherwise governed by rules, but is influenced by the state of the Course, the state of the student's skill, the state of the student's case, and other factors.

The fact of Termination does not determine Classification. Classification is a matter of the HCO Board of Review and my own determination.

That Termination has occurred guarantees no award or Classification.

A period after termination is necessary to establish the student's status by consolidation of records and review or examination.

All records relating to the student, upon Termination, must be forwarded to the HCO Board of Review by Instructors, with a recommendation from the Supervisor of each Section and from Mary Sue. No Classification may now be awarded unless these recommendations exist and are in the hands of the HCO Board of Review, including recommendations.

Mary Sue's or Instructor's Recommendations exist only if it is felt the student should be classified. Absence of recommendation can mean that no-classification will be awarded.

L. RON HUBBARD

LKH:jw:nll

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