

Maryland University of Integrative Health

STUDENT HANDBOOK

2015-2016

Maryland University of Integrative Health

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Welcome to the Maryland University of Integrative Health Student Handbook

This Handbook contains important information that will guide your academic journey and support your success. Please take some time to become familiar with the Handbook and refer back to it as you progress through your program.

Please note that this current copy of the Student Handbook and subsequent policies are the only valid policy and procedure manual for Maryland University of Integrative Health students. Copies of previous year's handbooks may be provided for your information only. All students are subject to the policies and regulations found in the most recent copy of the Student Handbook.

The Student Handbook is published by The Associate Vice President of Enrollment Management, in conjunction with the Director of Student Affairs. The information in this handbook was collected, reviewed and approved in December, 2015. Although the University intends to communicate all changes, revisions and updates to the appropriate University community members, the information contained herein is subject to continuous review and evaluation. Therefore, the University reserves the right to make changes at any time without notice and will note the revision dates on this page of the Handbook.

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A Letter from the Office of Student Affairs

Dear Student,

We know that your experience at Maryland University of Integrative Health (MUIH) will be an important part of your academic career. Here, you have the opportunity to study with some of the best and brightest faculty in your field. You will be a part of a vibrant learning community working together to advance the field of integrative health and the practice of being a Healing Presence.

Our Office is here to help you transition from one phase of your learning to the next. We will serve you from the first time you enroll in classes until graduation and throughout your years as an MUIH alumna. Please stay connected and inquire anytime you need help or have questions or concerns.

Reach us in any of these ways:

Phone: 410-888-9048, ext. 6627

Email: jsherrill@muih.edu.

Fax: 410-888-9278

We look forward to following and supporting your journey at MUIH!

Accreditation

Maryland University of Integrative Health has earned both regional and programmatic accreditations. Accreditation is an important consideration for students, faculty, patients, clients, and partners because it assures an academic culture of integrity and excellence.

Institutional Accreditation – Middle States Commission on Higher Education

The University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education.

The Middle States Commission on Higher Education (MSCHE) accredits colleges and universities in the Mid-Atlantic region of the United States. In higher education, regional accreditation is considered the most prestigious that accreditation a university can achieve. This accreditation is a voluntary, non-governmental, membership association that is dedicated to quality assurance and improvement through accreditation via peer evaluation. Middle States accreditation instills public confidence in institutional mission, goals, performance, and resources through its rigorous accreditation standards and their enforcement.

MSCHE reviews and accredits the entire University, not individual academic programs.

State Approval – Maryland Higher Education Commission

Each time a new doctoral degree, master's degree or academic certificate program is launched, it undergoes a rigorous review and endorsement process by the Maryland Higher Education Commission. All of the University's academic degrees are endorsed by the Maryland Higher Education Commission.

Programmatic Accreditation

Programmatic accreditation oversees specific academic programs in the fields that fall under their auspices.

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

The Master of Acupuncture of Maryland University of Integrative Health is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), 8941 Aztec Drive, Eden Prairie, MN 55347 (952-212-2434), website www.acaom.org, which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners.

The Master of Oriental Medicine of Maryland University of Integrative Health has been granted Candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), 8941 Aztec Drive, Eden Prairie, MN 55347 (952-212-2434), website www.acaom.org, which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

The Doctor of Acupuncture and the Doctor of Oriental Medicine are eligible for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), 8941 Aztec Drive, Eden Prairie, MN 55347 (952-212-2434), and MUIH is currently seeking ACAOM candidacy/accreditation for the program. However, MUIH can provide no assurance that candidacy or accreditation will be granted by ACAOM.

International Association of Yoga Therapists

The Master of Science in Yoga Therapy is accredited by the International Association of Yoga Therapists (IAYT). This accreditation has been developed by IAYT to recognize organizations that achieve their rigorous and comprehensive standards for yoga therapy educational programs.

Section 1: COMMUNITY LIFE

More than just an institution of higher education, MUIH is a membership community that shares common principles and values.

Foundational Principles and Values

At Maryland University of Integrative Health, we commit, individually and collectively, to remembering these foundational principles. We use these to guide our behavior, inform our decisions, and shape our preferred future.

Interconnection - Everyone and everything in the universe is intrinsically connected. Modern science and ancient healing traditions both reflect our interdependence with the environment. Healthcare research shows that individual well-being is directly connected to the health of both the social community and ecological environment. Ancient healing traditions assert that individually and collectively people shape the world in which they live through their words, actions and thoughts.

Holism - A person, organization, or system is more than the sum of its parts and can ultimately only be understood and explained as a whole. This holistic perspective significantly impacts healthcare, research, and community life. Working from this orientation, practitioners take into consideration the entirety of a person (body-mind-spirit); researchers apply systems approaches rather than reductionist models to the study of therapeutic disciplines; and educators, policy makers, and community members make decisions and take action within the context of the whole.

Transformation - People, communities, and organizations have the potential for profound and ongoing change. Transformation is catalyzed by the environment and receptivity to change. The availability of resources and a sense of empowerment are central to positive transformations. Time-honored traditions assert that living in harmony with nature, cultivating mindfulness, and serving others are paths to individual and community transformation.

Diversity - Diversity underlies the health of any system. In the natural world, biological diversity generates and reflects a sustainable ecology. Diversity of people within an organization or community contributes to creativity, adaptability, and the checking of group bias. Recognition of diverse explanatory models of health and disease, the value of different healing modalities, and the uniqueness of each person provides the foundation for an inclusive and robust model of healthcare.

Resilience - Resilience is the process of navigating change and effectively recovering from challenges. It is a type of adaptation that involves maintaining core integrity while adjusting to meet the demands of shifting circumstances. At its best, resilience involves not only meeting a challenge but also evolving and thriving as a result of the process. Physiological resilience reflects the capacity to maintain and adjust biological states, as needed. From a whole person perspective, resilience emerges from a multitude of factors, including accepting circumstances that cannot be changed; taking decisive actions when required; cultivating a healthy, positive perspective; developing a sense of purpose in life; and establishing strong social support.

Values

Community - We operate from an acknowledgment and declaration of interconnection. Our strength and success derives from each of us individually and collectively taking responsibility for the whole.

Mindfulness - We are intentional and thoughtful in our interactions and in our choices. We listen deeply to one another, choose our words with care, and take actions that serve each other and the common good.

Integrity - We ground our actions and words in honesty, compassion and dignity. We aspire to excellence and accountability in all we do.

Inquisitiveness - We are committed to lifelong learning. We examine our positions and assumptions to discover new perspectives and ways of being. We strive to be open, to receive coaching, and to respond effectively to feedback.

Discernment - We make decisions with reference to our past, present, and future. We honor and learn from the elders, align with our principles and values, and consider the impact of our choices on future generations.

MUIH Mission

A distinctive community of scholars, researchers, practitioners, and advocates, Maryland University of Integrative Health promotes whole person, relationship-centered healthcare. Through discovery and exploration, we deliver progressive educational programs, advance innovative clinical models, build mutually beneficial partnerships, and provide opportunities for fulfilling careers.

MUIH Vision

Serving as a leader in the global transformation of health and wellness, we integrate healing traditions and contemporary science, acknowledge the wisdom of the body and nature as a teacher, and focus on the interconnection of mind, body, and spirit. Our work enables people to thrive through the cycles of life.

Learning Community

In creating this community of ongoing learning, Maryland University of Integrative Health makes a unique assertion about education: *Learning occurs for the sake of serving all of life*. At Maryland University of Integrative Health, information-based learning is combined with embodied and experiential learning.

Essential to learning at MUIH is the ability to think critically and creatively. Along with the history, theory, technique, and practice taught within a particular program, students are guided in the use of thoughtful language, exercising a powerful presence, and applying the skills of his/her particular healing discipline. We ask that students be open to new ways of thinking and seeing. Transformative learning occurs when we are able to challenge our assumptions and make space for new perspectives and information. As a result of this transformational work, students experience varying levels of personal growth. During the course of the programs, students may reassess many different areas of their lives including health practices, life style, behavior patterns, and relationships.

We also respect that each student arrives at MUIH with knowledge, skills, ideas, attitudes, and life experiences that, when shared and honored, contributes a diverse, and vibrant learning community

As a membership community, it is important that we practice self-care so that we can be fully present to our work and for each other.

Information Literacy

Part of being a lifelong learner is knowing when to seek information written by others, knowing how to find it efficiently and effectively, knowing how to evaluate it and documenting it in accordance with sound ethical principles. Students at Maryland University of Integrative Health are required to learn, develop and practice these skills within their programs.

Student Evaluation of Courses and Faculty

Surveys are distributed to students at the end of designated courses to evaluate the efficacy of the class and the

faculty. Each evaluation allows the student to provide feedback on the faculty's performance and assess how well the course met its stated purpose and outcomes. This confidential information is used in the ongoing work of learning outcomes assessment, curriculum review and revision, and faculty development and evaluation. Student contributions are very important and matter deeply for future generations of students.

Section 2: ACADEMIC POLICIES

Academic Integrity

Maryland University of Integrative Health is committed to academic excellence and to the belief that the attainment of academic success depends on each student's commitment to personal honor and ethical integrity. Each student is expected to adhere to ethical principles in all of their academic endeavors in class, in clinic, in internships, in research and in the presentation of class assignments, tests and all written work. All forms of academic dishonesty including cheating, plagiarism, and misrepresentation of work are violations of academic integrity.

The following are Specific Examples of Violations of Academic Integrity

1. **Cheating:** use of unauthorized notes, aids or information on an exam; allowing other student(s) to do one's work and submitting the work under one's own name; submitting identical, or similar, work for more than one course (without express permission from the instructor).
2. **Plagiarism:** submitting work without attributing the correct sources to information that is not one's own work.
3. **Fabrication:** falsifying or creating information or data; presenting information that is not collected in line with the standard methods for collecting/generating data, and failing to provide accurate accounts of the methods used.
4. **Unfair Advantage:** accessing exam/course materials without express permission from the course instructor; unauthorized collaboration on assignments; retaining and circulating exam materials from courses where it was expressly indicated that all materials should be returned to the instructor; any activity that overtly creates unfair academic advantage over the work of other students.
5. **Falsifying Records or Documents:** any alteration to documents that impact academic records, forging signatures for the purpose of authorization (academic, clinical etc);
6. **Unauthorized Records Access:** viewing or altering University records, whether physical or electronic is expressly forbidden.

Confidentiality

Because of the clinical nature of much of the work at the University, confidentiality of patient/client information and HIPAA compliance are vital, and are considered to be a matter of academic integrity. Before speaking about a patient/client to someone else, students must ask themselves whether the communication is compliant with HIPAA. Discussing a case with family or friends is not HIPAA compliant and is a violation of confidentiality. However, speaking with a clinic partner, clinical or academic faculty, or in the context of a class meeting, may assist or support students in their work with the patient/client. Information may be shared for the purposes of treatment, payment or business operations without express written permission from the client. Students must control the distribution of written patient/client information with utmost care. Students must ensure that all communications about patients are HIPAA compliant. If a case is presented in class, students should include only the information that is necessary for presentation or discussion purposes, without any use of the patient's "identifying information" under HIPAA. "Identifying information" includes, but is not limited to, names of individual patients, addresses, geographic subdivisions smaller than a state, all elements of dates directly related to an individual, ages of any individual over age 89, among others. Additionally, students must ensure that all extra copies of information are recovered or destroyed after use within a class. Copies of medical records, etc., in the patient's file should not be destroyed. Please contact the Health, Compliance, and Safety Coordinator at jyocum@muih.edu or ext. 6682 for information regarding HIPAA.

Additionally, students are encouraged to view the following training materials through Medscape.org:

- Building a Culture of Compliance: <http://www.medscape.org/viewarticle/762170?src=ocr>
- Patient Privacy - A Guide for Providers: <http://www.medscape.org/viewarticle/781892?src=ocr>

Academic Dispute Resolution

The definition of academic dispute is a disagreement between the faculty and student about a grade or other issues related to classroom instruction including late penalties, acceptance or non-acceptance of late assignments and incomplete grades. Students who have an academic dispute should follow these procedures. *Time limit: A student must initiate the academic dispute resolution process within two weeks of the occurrence of the academic complaint.*

1. The student should make an appointment with the appropriate faculty of the course and discuss the issue. If the student wishes, they can request that their Academic Advisor attend such a meeting as a third party to the discussion.
2. If the student cannot resolve their issue by meeting with the instructor of the course, the student may schedule an appointment to see the appropriate academic leader. Students may consult with their Academic Advisor to identify the appropriate academic leader to discuss the dispute. The decision of the academic leader is final unless the leader is the instructor. Then and only then should the dispute be taken to the Provost or designee.
3. If the dispute is reviewed at the Provost level, the Provost or designee may also designate an appropriate individual or committee to assist in resolving the concern.
4. The Provost/ or designee's decision is final.

Grading & Repeating Courses

Grading of student performance by the faculty is required to be clear, understandable, and equitably applied in order to maintain a consistent record of student progress, success and to ensure equitable treatment and provide feedback to students regarding their achievements and challenges in meeting learning outcomes.

There are four primary grades a student may earn at Maryland University of Integrative Health: "P" (for pass); "F" (for fail); "W" (for withdraw) and "I" (for incomplete). The grade of "P" denotes satisfactory work; the grade of "F" denotes unsatisfactory work; the grade of "I" denotes that required coursework must still be completed before the instructor can assign a final grade, and the grade of "W".

1. All work must be achieved at a minimum pass rate of 80% to be deemed satisfactory (P). If a score lower than 80% is given on an individual course quiz, exam or other assessment, the student must ensure that whatever additional assessments are made of his/ her progress in the course will result in an average of the minimum 80% required to pass the course. It is the instructor's responsibility to determine what additional work or revision of work completed will be required to pass his/ her course.
2. A student receives an "I" at the instructor's discretion under the following conditions: the majority of the work required for the course has been completed and the work in the course to date has been satisfactory. If a student receives an "I" for a course, s/he must enter into a written contract with the instructor that clearly describes what must be done and when it must be completed in order to pass the course. An incomplete grade that is not removed by the instructor's deadline, as specified in the contract for course completion, will automatically become an "F." All grades except "I's" will remain permanently on the student's transcript.
3. The grade "W" is used when a student withdraws from the course. A course withdrawal form is available on the intranet under student forms.

4. If a student withdraws from or fails a course, the student must retake the course to receive credit for the course. In certain cases, and at the discretion of the instructor, the student may be able to take the course as an independent study with a faculty member approved by the Academic Director or program director, or the appropriate division chair. (This option may not be available for all courses.) The student will be charged per credit at the current tuition rate for retaking the course. A student who withdraws from a course will receive a "W" on his/her transcript.

5. Students are eligible to withdraw from a course up to two weeks before a course ends or prior to 80% of the course's completion date. The final day of a course is based on the last due date of an assignment or the final day of classes.

6. If a student fails a comprehensive examination, s/he must re-take the exam. If the exam is failed a second time the matter will be reviewed and the outcome determined by a committee of faculty and student affairs representatives.

7. Clinic: In clinic courses, the student shall receive an initial grade of Incomplete if the student has not met the requirements for the trimester. If the Incomplete grade is not resolved by the instructor's deadline on the Contract, an extension may be granted by the instructor.

Failed Courses

1. Students who fail a core course(s) must re-register, pay tuition, and pass the remediated course. The original course will remain in the Student Information System (SIS) database as a "F." The student will earn remediated ("R") on their transcript after successful remediation of the failed course.

2. If a student leaves a course without communicating to their Academic Advisor or the Registrar their intention to withdraw, the student will receive an "F" grade for that course.

Contract for Incomplete Grade

The "Contract for Incomplete Grade" is an agreement between the faculty and the student on a plan for resolving a grade of "I." It ensures that there is a clear, documented understanding between faculty and student about performance expectations. The contract specifies what the student must do to pass the course, within specified deadlines. For every "I" grade, the faculty will fill out and sign a "Contract for Incomplete Grade" form. Contracts for incomplete grades are granted at the discretion of the faculty for the course. The faculty keeps a copy of the contract and provides a copy to the student and the Registrar.

Students will be required to fulfill the outstanding requirements of the course as specified by the faculty on the Contract for Incomplete Work form. It is the student's responsibility to submit all contracted work by the agreed upon deadline. Work not submitted by the deadline may result in a "F" grade for the course. Deadline for completion of work must be within a maximum of **four weeks** after the course ends.

- An Incomplete that is not removed within one week of the deadline will become an "F."

Change of Grade

It is the student's responsibility to ensure that every "I" grade is resolved — that all outstanding work is satisfactorily completed within the deadlines specified in the contract. The faculty who issued the "I" is required to send a change of grade form to the Registrar within **one week** to change the student's grade as follows:

- From "I" to "P" upon successful completion of course requirements
- From "I" to "F" when a student fails to satisfactorily fulfill their contract for course completion. (Please see Grading Policy.)

All "I" or "F" grades must be resolved and converted to a "P" for a student to complete the program and graduate.

Academic Program-Specific Policies and Procedures

Please review the Maryland University of Integrative Health Academic Program Expectations and Requirements Policy at the following link, located on the "Standards and Practices" page of the Intranet:

Each Maryland University of Integrative Health student is expected to maintain openness to the philosophical roots and framework of Maryland University of Integrative Health's programs. They will be required to explore a variety of ideas and philosophies and cultural frameworks and may be called upon to engage in activities that demonstrate or include elements of different cultural traditions.

A student with religious or other beliefs that are in conflict with these requirements should consult with their religious advisor or whatever counselor or authority is in a position to grant permission to engage in this work or to assist the student in deciding whether or not this study will be possible for them.

Attendance Policy

Attendance, participation and tardiness are among the factors faculty members take into account in evaluating student progress, including the requirements on a syllabus.

Students are required to attend and/or participate in all classes for which they are registered at the University. The course syllabus will provide a clear statement of the University and faculty's expectations concerning absences, active student participation, assignments, examinations, make-up examinations or assignments, and other matters related to class attendance and participation. In general, a student's grade and status in the program may be affected if they do not adhere to the expectations required/outlined on the course syllabus.

Attendance and participation is a key factor in overall success in the program and passing courses. Full attendance is critical in a graduate program, and it is expected. In addition, the student should be aware that attendance is a requirement of Federal Financial Aid and that attendance records must be kept accurately for that purpose.

Withdrawal Due to Nonattendance

Attendance has important effects on your enrollment status at the University:

- If you have not participated in any class for 14 consecutive calendar days (excluding scheduled breaks), you will be administratively withdrawn from your program.
- If you fail to log attendance in any individual class within the first 14 days of the term, you will be dropped from the class or classes.
- If you are withdrawn due to nonattendance, no grade will be posted for your courses, except when the period of nonattendance occurs in the final 28 days of a term when "F" grades will be posted.

Whenever missing a class, participation, or being late is unavoidable, any missed class work or other assignments must be made up by equivalent work as directed by the faculty.

Excused Absences

The University recognizes that there are some unavoidable reasons to miss class. The decision not to attend class should be made only under extreme circumstances.

Documentation of personal, family illness and emergencies must be presented to each faculty member for consideration of an excused absence. An excused absence does not excuse the student from learning course material, from submitting required assignments on time, or from fulfilling other course requirements. Generally, students will not be penalized for excused absences and the student will be allowed to make up any assignments

or exams. However, the specific nature of some classes or labs may make attendance and active student participation an absolute requirement. Examples include:

- Classes for which a state or accrediting agency requires a minimum number of hours of supervised instruction
- Seminars and online courses with frequent and/or required student discussions
- Online courses that require a specific amount interaction and participation
- Labs with specific procedures or experiments that cannot be made up

At the discretion of the faculty, a student with more than one excused absence from this type of class may need to withdraw and retake the course at a later time.

Note: In some cases faculty members may design alternate assignments to permit students to make up missed work from an excused absence.

Student Program Anticipation Completion

Students who exceed anticipated completion dates must remain actively enrolled until graduation requirements are completed. Faculty/staff will monitor students during this phase to ensure progress is being made. Failure to progress may affect financial aid, SAP and enrollment status. Students must complete all course work within the Maximum Time Frame allowed. For doctoral program within seven years, master's degree programs within five years, and a graduate certificate within three year.

Program Extension

Students who are not able to complete their program by the designated completion date may request a one year extension by submitting their request in writing to their Academic Advisor. The Academic Director will be responsible for determining whether this extension is or is not granted.

Students who have not applied for, or have been granted, an extension may not be able to count courses older than seven years towards a doctoral degree, five years toward a master's degree or three years for a graduate certificate. Instead, they may be required to take additional program courses as deemed appropriate by the Academic Director or Program Manager.

If a student fails to complete their program at the conclusion of the extension, the student is considered to have exceeded the program length. At that time, the student must reapply, and be subject to the admission and program requirements in effect at the time of their new application. Acceptance is not guaranteed even for students previously admitted, and courses taken prior to the interruption of studies might not count toward degree requirements depending on the academic program. If admitted, students will be held to the standards of the current curriculum for their program

Procedure to Request a Program Extension:

1. A student should contact their Academic Advisor and inquire about the extension process.
2. A student must submit a letter requesting a program extension to the Academic Advisor.

The letter should include:

- Reason for request of one year extension
- Anticipated timeline for completion of remaining requirements
- Supporting documentation for any extenuating circumstances that prevented timely completion of courses
- Letter of support from a faculty member

3. A written decision from the academic department will be provided within two-weeks of submission.

Notice of Faculty Concern

Any time during the course of the program, faculty may fill out the Notice of Faculty Concern to express a concern about a student's performance. The Notice of Faculty Concern is used to notify students of issues that exist and to ensure both students and their Academic Advisor are aware of any issue. The faculty may include details of how a student may successfully pass a course, whether behavioral or academic shifts need to be addressed, and give pertinent timeframes for completing any work.

When possible, faculty will give the Notice of Faculty Concern to a student in person or by phone, or meet with the student in person or virtually shortly after submitting the form, to facilitate a conversation about ways to improve or enhance academic performance.

A copy of the Notice of Faculty Concern is given to the Academic Advisor. In most cases, especially if there are multiple Notices on record, the Academic Advisor will check in with the student to offer additional guidance and support.

A copy of the Notice of Faculty Concern can be found at MyMUIH under Forms & Policies for Faculty.

Transfer Credit & Exemption Policy

In some circumstances, students may apply for transfer credits or course exemptions. The total credits for which course exemptions and transfers may be granted is 35% for all Acupuncture and Oriental Medicine programs and 25% of the total credits in other (non-doctoral) degree programs. Doctor of Clinical Nutrition students may apply for and receive up to 6 credits of transfer and exemption, in total (if approved). All applications for transfer credit or course exemption are processed by the Registrar (current students), or the Office of Graduate Admissions (applicants).

Note: Transferring credits is based on academic equivalency between schools. Exemption of courses is based on experience.

- **Note:** The application and documentation for course exemption must be submitted at least one trimester prior to the start of the Maryland University of Integrative Health course(s) being considered. The following deadline dates apply: September 15 for consideration for spring trimester or later, January 15 for consideration for summer trimester or later and May 15 for consideration for fall trimester or later.

Transfer Credit Policy

Transfer credits may be considered in cases where a student has taken postgraduate coursework and met the same course outcomes at another institution that would be required in course required for Maryland University of Integrative Health programs **within 5 years** of starting a program at Maryland University of Integrative Health. Courses older than 5 years are not eligible for transfer credit (student may apply for course exemption). Equivalency is determined by the Academic Director. Each transferred course must meet a minimum grade of "B-" or 80%. Upon approval, course credits are transferred to the Maryland University of Integrative Health transcript. To apply for transfer credit:

- Contact the Registrar (current students) or Office of Graduate Admissions (applicants) for questions. The forms can be found here: https://my.muih.edu/?page_id=177.
- Submit the form with official documentation to the appropriate office. Official documentation includes the transcript(s) and a syllabus for each course for review from the previous school(s).
- **Note:** The application and documentation for transfer credit must be submitted at least one trimester prior to the start of the Maryland University of Integrative Health course(s) being considered.

- **Note:** Credits from the graduate certificates may apply to one or more master's degree programs, within three-years of successful completion. Please contact the Registrar for specific questions.

Exemption Policy

Course exemptions may be considered in cases where a student has prior academic course experience in the subject that meets the outcomes of a particular course. Students who are approved will have an "X" placed on their transcript. Because no credits will be awarded for an exempted course, students may be required to take another course to meet total program credit requirements. To apply for course exemption:

- Contact the Registrar (current students) or Office of Graduate Admissions (applicants) for questions. The forms can be found here: https://my.muih.edu/?page_id=177.
- Submit the form, fee and official documentation to the appropriate office. Official documentation requirements are listed on the course eligibility form for each program and include: transcripts and syllabi for courses older than 5 years; documentation of licensure; portfolio; written assignment, etc., as determined by program faculty. The fee for review is \$75 per credit and must be submitted with the Exemption Review Form.
- In most cases an exam or other evaluation will be required. If an exam is required, arrangements for taking the exam can be made through the Academic Director or designee. The cost of exams is \$75 per credit and should be submitted to the Registrar prior to scheduling the exam.

Course Audits

An audit is a registration status allowing students to attend a course without receiving credit.

A student may audit, without fees, any course that is explicitly identified as part of their program. Courses audited outside of the specific requirements of the student's program will be subject to audit fees (see below). All requests for audit must be approved by the Academic Director and the course faculty member who will consider the following in making the decision: class size (current registrations), course prerequisites, and nature of the academic course.

Students at Maryland University of Integrative Health may have either the need or desire to audit courses that the University offers but that they are not required to complete for a grade. These practices clarify which courses may be taken and what charges will be assessed in order to ensure that students auditing courses are fairly assessed. Students must successfully meet the pre-requisite requirement of the audited course. Special permission by the Academic Director must be acquired in circumstances whereby students do not meet the pre-requisite requirement. Students do not get credit for audited courses and thus audited courses will not count towards core or elective requirements.

No matter what the reason for the audit, students must:

- Be currently enrolled as a student at MUIH
- Be familiar with the regulations governing an audited class, which include a full commitment to the class by adhering to the University and faculty's attendance policies.
- Obtain an audit form from the Registrar.
- Acquire the necessary signatures as delineated by the audit form; found on MyMUIH under Forms & Policies for Students. Nutrition students must get permission from the Academic Director to audit a course within that program.
- Check that the audited class does not conflict with their current classes.
- Check that the audited class is approved by the academic program.
- Be familiar with the following aspects of auditing:
 - The conditions of the audited class are set by the faculty

- After the first major assignment/exam or if the class has met for 50% or more of the allotted timeframe, students cannot change from audit to credit.
- Tuition to audit a required course for currently enrolled students within the students' current academic program is generally waived. Exceptions include: Courses not necessary to meet the requirements of a student's current program, courses in excess of his/her current program requirements, or courses in a different program that are audited are billed at 50% of the tuition rate for each audited course. Audits are limited based on available space.
- This audit policy does not apply to the NCCAOM Review class.
- Due to space limitations of some courses, students who are taking a class for credit have priority for enrollment purposes.
- Students must successfully meet the pre-requisite requirement of the audited course. Special permission by the Academic Director must be acquired in circumstances whereby students do not meet the pre-requisite requirement.
- Students do not get credit for audited courses.
- These courses will appear on the student's transcript.

Graduate Status

Advanced Standing

Maryland University of Integrative Health offers several options for Advanced Standing through partnerships and articulation agreements. Please reference the most recent version of the University's Academic Catalog for details on eligibility and information about how to receive credit.

PASS Status (Program for Advanced Special Students) and Individual Academic Courses

There are several courses at Maryland University of Integrative Health that are open to both currently enrolled students, as well as prospective students who are not yet enrolled in a degree program. Those not enrolled in a degree program are categorized as Program for Advanced Special Students (PASS) and must meet admissions requirements. PASS are limited to registration of no more than nine total credits, at which point they must matriculate into a certificate or degree program.

Seats are open on a space available basis with first priority given to students enrolled in the certificate, master's or doctoral programs. Please contact the Office of Graduate Admissions or Registrar for cost and a current update of courses offered independently, as they are subject to change. Students who subsequently enroll in a degree program will not be reimbursed for the extra costs incurred for tuition before entering the program.

Federal Financial Aid is not available to students who are enrolled in PASS courses.

Enrollment Status

A student must be enrolled in courses totaling six credits or more per trimester to be considered a full-time graduate student. Students enrolled in courses totaling at least three credits trimester are considered half-time graduate students, and those enrolled in less than three credits per trimester are considered less than half-time students. Note: Students must be enrolled in a minimum of three credits per trimester (half-time status) to maintain financial aid eligibility.

Inactive status

Students who are enrolled in a program and are not currently enrolled in a course are considered inactive. An inactive status will affect financial aid eligibility and financial aid loan repayment.

Academic and Disciplinary Sanctions

Students have several escalating levels of academic sanctions: academic probation, unsatisfactory academic progress, academic jeopardy, academic suspension, academic dismissal, and disciplinary suspension. Academic sanctions result when the student earns one or more "F" grades. Sanctions are determined at the end of each trimester or course. Students will be notified if they have been placed under an academic sanction. When appropriate, an individualized academic contract may be issued. Sanctions may also affect financial aid eligibility and result in the student's inability to progress. Students who are required to repeat a course may have to take an academic leave of absence depending on course availability as determined by the Academic Advisor. Students may repeat a failed course once with the assistance from financial aid; if the course is failed a second time the student is responsible for the cost of repeating it.

Academic Probation

Students will be placed on academic probation for the following:

- Receiving one "F" grade
- As a result of a Code of Conduct violation as determined by Academic Director and/or the Conduct Review Committee
- The first time a student is making unsatisfactory progress, they will be issued an academic probation contract. If the terms of the contract are not met, the next escalating level of sanction will be imposed.

Unsatisfactory Academic Progress

Unsatisfactory academic progress is a result of academic challenges and behaviors, documented by faculty, which place students at risk of failing a course. These behaviors may include, but are not limited to, habitually receiving incomplete grades and behavioral concerns that are deemed disruptive.

Academic Jeopardy

Students will be placed on Academic Jeopardy for the following:

- Receiving two "F" grades
- Failing to meet the terms of an academic probation contract
- As a result of a Code of Conduct violation as determined by Academic Director and/or the Conduct Review Committee

A student on academic jeopardy will be given an academic contract with terms that must be fulfilled to be eligible to continue in the program. This may affect a student's enrollment and financial aid status. A student who is on academic jeopardy from one program may apply for another program without meeting the terms of their agreement. Acceptance into any program will be determined on a case by case basis by the Director of Graduate Admissions.

Academic Suspension

Students will be placed on academic suspension for the following reasons:

- Poses an immediate threat to self or others
- As a result of a Code of Conduct violation as determined by Academic Director and or the Conduct Review Committee
- As an alternate to academic dismissal

A student on suspension will be suspended from all academic programs and prevented from registering for future courses. An academic contract will be provided with terms that must be fulfilled in order for the student to be eligible to return to and stay in the program.

Academic Dismissal

Students will be placed on academic dismissal for the following reasons:

- Receiving a third "F" grade, including a second "F" grade for one course
- Failing to meet the terms of an academic jeopardy contract
- As a result of a Code of Conduct violation as determined by the Academic Director and/or the Conduct Review Committee

There are several circumstances that may result in academic dismissal. A student may be dismissed when they have failed to improve despite warnings, have failed to uphold their responsibilities in an academic jeopardy contract, or have failed to fulfill the conditions for their return following suspension or a leave of absence. Students who engage in egregious academic behavior, e.g. fraud, plagiarism, or the misrepresentation of clinic or other records, may be dismissed immediately.

A student may also be dismissed for failure to make timely tuition and/or fee payments as they are due. Financial aid will be terminated when a student has been dismissed. Please see the financial aid policies for more information.

A student may also choose to re-apply to the same program once dismissed and the decision for re-admittance is made by the Academic Director and the senior representative from the Office of Graduate Admissions. A student who has been dismissed from one program may apply to another program. The senior representative from the Office of Graduate Admissions will review the advising and academic files with the Academic Advisor and the Academic Director(s), and/or a senior faculty member, from both the former program and the potential program. Acceptance into the new program will be determined on a case by case basis.

Disciplinary Suspension

Students will be placed on interim suspension for the following reasons:

- Poses an immediate threat to self or others
- Pending Conduct Review hearing, criminal proceeding or medical evaluation

The Provost or their designee is authorized to impose a disciplinary suspension and to determine when the student is permitted to return to campus. A student placed on disciplinary suspension will be required to leave campus and remain off campus until completion of the disciplinary proceedings. The disciplinary suspension will become effective immediately, and without notice. A student suspended on a disciplinary basis will be given the opportunity to appear personally before the Provost or their designee in order to discuss the following issues:

- The reliability of the information concerning the student's conduct
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on premises poses a substantial and immediate threat to him/herself, to others, or the stability and continuance of normal University functions. The Provost or their designee's decision on interim suspension is final.

The suspended student must formally request in writing to speak with the Provost.

Academic Contracts

An academic contract may be issued at any time. To satisfactorily fulfill the conditions of the contract, a student

may be required, for example, to complete outstanding coursework; complete additional special assignments; attend classes to make up missed days; and/or repeat all or part of a course. A student who is required to repeat a course or courses may have to alter their projected progress and/or completion date.

The contract may include recommendations that the student receive tutoring, mentoring, educational testing, counseling or other forms of personal work, or the requirement of a medical evaluation. A copy of the contract will be provided to the student and a copy will be placed in the student's official educational record.

Failure to fulfill the terms and conditions of an academic contract within the specified timeframe may result in suspension or dismissal from the program without further warning.

Examples of academic contracts include "I Grade" and "Independent Study" contracts.

Appeals Process

Appeals of academic suspension or academic dismissal may be made to the Provost or their designee within one week of notification of suspension or dismissal. The Provost or designee will review the circumstances and may either confirm the decision or appoint an Academic Review Committee to review the situation. The Academic Review Committee will have the power to affirm, recommend to the Provost, reverse, or modify the decision, or to rescind the decision back to the faculty consensus meeting for further consideration. A student may continue to attend class during the appeal process.

Appeals may be based only on the following grounds:

1. Proper procedure was violated and the procedural error caused material prejudice to the decision
2. The consequence of academic suspension or academic dismissal was inappropriate to the situation
3. New and relevant evidence has arisen that was not reasonably available at the time of the faculty consensus meeting and that would have affected the decision

The appeal should be made in writing to the Provost or their designee. The appeal will be decided based upon this written submission and a review of the minutes of the faculty consensus meeting, as well as interviews with appropriate faculty. In cases where an Academic Review Committee is convened, members of the committee will meet to decide the appeal and provide recommendations to the Provost. The decision must be agreed upon by a majority of the committee members present for the meeting and presented to the Provost. Decisions of the Provost (or designee) are final.

Leave of Absence (LOA)

Students have the opportunity to take a LOA from the program for a maximum of one year. They must communicate this decision in writing (hard copy or email) to the Academic Advisor and must include the reason and proposed timeframe for the LOA.

If the student is using financial aid, they should also speak to the Office of Financial Aid and/or the Finance Department because taking a LOA has financial implications.

Formal written authorization by the Academic Advisor is required to initiate a LOA. A student who leaves Maryland University of Integrative Health without formally requesting a LOA will receive F's in all course work and be immediately dismissed from the program.

The student must be aware that due to the cyclical nature of course offerings, certain courses that are missed during a leave of absence may not be available for one or more trimesters, which may impact the student's ability to complete the program in a timely manner.

A leave of absence does not extend the timeframe for completion of program requirements. Refer to **Student**

Program Anticipation Completion, to see each program's timeframe for completion.

Note: Students on LOA are required to adhere to the contract deadlines for submitting incomplete work. The returning student will be subject to any newly established tuition and fee structures following the leave of absence and responsible for meeting any outstanding financial obligations to the University.

Returning from a Leave of Absence (LOA)

Upon return from a LOA, the student will join the subsequent class, and will assume the same rights, responsibilities, and requirements, including fees and tuition, as those pertaining to the student's new classmates. The student is responsible for meeting all the academic requirements of the new class with which she or he will graduate. Any exception must be granted in writing by the Provost or their designee.

A student who fails to return after a one-year Leave of Absence will be dismissed from the program and required to reapply through the Office of Graduate Admissions. Students who undergo this process must meet all of the current program requirements when they reapply.

Withdrawal from a Course

Students have the opportunity to withdraw from a course up to two weeks prior to the date of the last class meeting, or prior to 80 % of the course completion date. Students must fill out and return the Course Withdrawal Form to the Registrar. Students who do not formally withdraw in writing and fail to complete the requirements of the course will earn a failing grade unless the student has made satisfactory progress. Withdrawals can be requested only by the student and approved by the Registrar.

Students withdrawing from a course may refer to the refund policy established by the Finance department at <http://www.muoh.edu/admissions/financial-aid/refund-policy>. Exceptions to the published refund policy will be considered only when requests are supported by written documentation that indicates compelling justification from an employer, physician, Academic Advisor, or other authority and clearly documents responsibilities and or commitments that were not pre-existing at the time of registration, an emergency or other grave situation.

Exceptions will be reviewed and adjudicated on a case by case basis by the Registrar and are not to be interpreted as regular Maryland University of Integrative Health policy.

Student(s) who have stopped attending classes, and/or stopped tuition and/or fee payment do not receive an automatic withdrawal or refund. In addition, the Registrar has established a one week grace period during which time reasonable efforts will be made to contact the student. After one week, student(s) who fail to respond by communicating directly with the Registrar will be administratively withdrawn from the course(s) in which they were enrolled and will be held responsible for payment of any outstanding fees.

Withdrawal from a Program

Students are responsible for initiating the withdrawal process in writing with their Academic Advisor and/or the Registrar staff.

Students will be only refunded a portion of their tuition if they completely withdraw from the program (as established by the refund schedule). Exceptions to the published refund policy will be considered only when requests are supported by written documentation that indicates compelling justification from an employer, physician, Academic Advisor, or other authority and clearly documents responsibilities and or commitments that were not pre-existing at the time of registration, an emergency or other grave situation. Exceptions will be reviewed and adjudicated on a case by case basis by the Finance Department, and are not to be interpreted as regular Maryland University of Integrative Health policy.

A student who withdraws and seeks to return to the institution must contact their Academic Advisor. The Office of Graduate Admissions will ensure that student fulfills all documentation requirements and pays all fees prior to resuming coursework. A student may be subject to additional requirements or conditional requirements for reinstatement. Re-acceptance is not guaranteed. A student wishing to reapply for financial aid must contact the Director of Financial Aid.

If the student does not submit a written request to the Academic Advisor from the program, an administrative withdraw may be initiated by the Academic Advisor or the Registrar.

Note: Students who withdraw from the University will have all unassigned grades (including incompletes) converted to a "W".

Involuntary Withdraw

Subject to the University's duties under the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended, a student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from the when the student:

- Poses a direct threat to the health or safety of self or others
- Has interfered with the rights of other students, faculty, staff, or other members of the educational community or with their ability to exercise of any proper activities, functions, or duties or has repeatedly harassed any member of the University community.

Graduation

Dual degrees are permitted with the approval of the Academic Director from both programs.

The awarding of certificates and degrees is conditional upon satisfactory completion of all program requirements and compliance with all other Maryland University of Integrative Health policies.

In order to be considered for graduation, students must have resolved any outstanding fees, charges of misconduct and must have complied with the terms of any sanctions.

Students must have demonstrated academic achievement and their records must indicate the following:

- Successful academic progress
- Completion of all non-credit requirements of the program
- Completion of the required courses as determined by the program curriculum
- Successful completion of any clinic, internship, practicum or research responsibilities
- Completion of program within the imposed deadlines

Degree Conferral Process

Upon successful completion of all academic requirements of a degree program, it is the responsibility of the student to apply for graduation through the Registrar. Students may graduate at different times throughout the academic year, although commencement occurs only once each year. The Registrar is able to accommodate individual graduation dates.

Diplomas

The graduate's name on the diploma will be their legal name, as it is reflected on their official student record. Any changes must be recorded in the Student Information System (SIS) prior to graduation. Name changes are only made for currently enrolled students who provide specific identification.

Only officially issued documents are accepted for name changes, such as a passport, birth certificate or legal document. A driver's license is not acceptable for proof of name.

Replacement or Additional Diplomas

Replacement or additional diplomas are available to all graduates and are issued with the name that the student used while attending the University unless a name change has been officially filed with the Registrar with necessary documentation. There will be a \$50 fee for replacement diplomas.

Graduates who would like to order a replacement or additional diploma, must include the following information in their written request:

- Name while attending the as recorded in the Student Information System (SIS) and printed on their transcript; this is what will appear on the diploma
- Graduation date
- Degree program
- Email address
- Telephone number
- Address to which the diploma should be sent

Requests should be mailed to:

Maryland University of Integrative Health
7750 Montpelier Road
Laurel, Maryland 20723
Attn: The Registrar

Please make checks payable to Maryland University of Integrative Health and allow approximately 8-10 weeks for the replacement diploma to be delivered.

FERPA

Access to Student Information Policy

Maryland University of Integrative Health complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of students. Students have specific rights and privileges regarding the University's release of personal information and records. Student records are protected by FERPA which stipulates that Institutions cannot release students' records to any third party without the student's consent. Students may complete a written waiver releasing their official records. This form can be located on MyMUIH under Forms & Policies For Students. Maryland University of Integrative Health maintains students' personal information and records and is responsible for their maintenance, release and disposal. Additionally, FERPA requires that students be advised of their rights concerning educational records maintained by the University. In accordance with FERPA, the policy covers educational records and allows students the opportunity:

- To view and inspect their individual records
- To challenge information in their individual educational records as inaccurate
- To maintain their educational records as private, unless they provide written consent to allow access to a third party
- To file formal complaints alleging a violation of FERPA with the Department of Education

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Definition of FERPA Terms

Custodian/Registrar: Individual possessing information about a present or former student

Directory Information: Personal information about a student: name, address, phone number, enrollment, program in which student is enrolled, dates of attendance and degree awarded

Educational Records: Student records or information directly related to a student, which may be found in print, tape, film, handwriting etc. secured by the University or an agent of the University. The following are not considered educational records:

Security or law enforcement records
Employment records, unless employment is a result of student status
Medical records

FERPA: The Federal Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment

Student: Current student attending the University

Alumnus/a: Former student who graduated from the University

Student Review of Records

Students have the opportunity to review their own educational records after providing a written request and a reasonable timeframe to the Registrar. An appropriate staff member will make the needed arrangements for access and notify the student of the time and place for the records to be reviewed within a reasonable timeframe within the presence of a staff member. If facilities permit, a student may obtain copies of their records by paying reproduction costs.

Request to Amend Educational Records

Students who believe that their educational records are inaccurate may ask the custodian of the educational records to amend the record. Requests to amend an educational record must be made in writing with any necessary documentation reaffirming the need for the amendment. The custodian of the educational records (Registrar) will decide whether to amend the record within a reasonable time after the request.

Request for Releasing Educational Records

Maryland University of Integrative Health will not disclose educational records or the personally identifiable information contained therein unless permitted by FERPA and under the following circumstances:

- Specifying type of information needing to be disclosed and purpose
- Identifying to whom the information must be shared
- The request is signed and dated by the student

Requests for reviewing records will be directed to the Registrar.

Section 3: CONDUCT POLICIES AND PROCEDURES

Purpose

Human beings grow and mature in communities. Living in a community assumes our mutual dependence and acknowledges our interconnection. We rely on and respect the knowledge, integrity and compassion of each other. In turn, the best communities help individuals mold habits and values that will enable them to achieve the highest personal satisfaction and to serve the larger community.

These conduct policies and procedures are designed to protect the unique learning community at Maryland University of Integrative Health. They foster a commitment to excellence and equity and affirm the shared values that make respect for diversity possible.

Student Rights and Responsibilities

The term "rights" comes with the responsibility to act with integrity and in consideration of the larger community.

1. Each student has the right to freedom of expression, assembly, advocacy and inquiry. Each student is responsible for complying with all rules, regulations, policies and procedures.
2. Each student has the right to be treated as a respected member of the community with freedom from discrimination or harassment based on race, color, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, religion, pregnancy, paternal or maternal status, marital status, citizenship, veteran status, genetic information or disability. Likewise, each student is responsible for acting in a respectful, nondiscriminatory manner toward all members of the community, including faculty, students, staff, visitors and patients/clients.
3. Each student has the right to offer opposing opinions as well as to keep silent about their views, beliefs, academic evaluations, political affiliations and educational records. Each student is responsible for respecting this right of others. Each student is also responsible for exercising their right of expression in a manner that is not disruptive to the University's mission or the mission of individual programs of study.
4. Each student has the right to learn with freedom from any action that unduly interferes with their rights and/or learning environment. Each student has the responsibility to not infringe on the rights of other students or other students' learning environment.
5. Each student has the right to participate in the formulation of relevant institutional, academic and student policies. Opportunities for such participation will be provided through representation on appropriate committees, and through feedback on issues presented at faculty, all-program, all-school, and other institutional meetings. As a participant in the institutional process, each student is responsible for complying with all policies and procedures, attending meetings and giving feedback on institutional policies with the welfare of the entire student body in mind.
6. Each student has the right to participate in the evaluation process of academic courses. Each student is responsible for rendering fair and accurate evaluations.
7. Each student has the right to fair evaluation by instructors, based upon clearly defined criteria represented at the beginning of the course. Each student is responsible for meeting all established requirements of the course in which they enroll.
8. Each student has the right to expect that the University's published procedures will be followed in any disciplinary action. Each student is responsible for following all rules, regulations, policies and procedures that apply to student conduct.

9. Each student has the right to file academic or general grievances against any faculty or staff member who has, in the student's opinion, displayed inappropriate behavior, as defined by Maryland University of Integrative Health's Institutional Values (see page 7).
10. Students are responsible for taking effective action in all matters and especially in accordance with the grievance policy or to be willing to let go of complaints and concerns.
11. Students are responsible for knowing and understanding all policies and procedures contained in publications such as the Academic Catalog, Student handbooks and Clinic handbooks.
12. Students must take responsibility for their educational endeavors, assignments and adhere to deadlines.
13. Students should expect a response from faculty and/or staff pertaining to a request within 48 hours.
14. Students are required to comply with the University's Drug-Free Workplace Policy, which was established to adhere to the Drug-Free Workplace act of 1988.
15. Students are responsible for formally requesting, in advance, reasonable accommodations for a documented disability and for providing documentation of this disability to the Academic Advisor as described in the Disability Services section of the Student Handbook. Grievances regarding accommodations should be first addressed with the Academic Advisor.
16. Each student has the right to the confidentiality of their academic records. Maryland University of Integrative Health follows the guidelines established by the Family Educational Rights and Privacy Act (FERPA) of 1974. Questions or requests may be referred to the Registrar.
17. Each student is expected to represent their skills and qualifications honestly, including educational achievements, licensure and professional affiliations. Outside of the student clinic, each student is expected to provide only those services that lie within the scope of their competence and licensure.
18. Students may not treat, practice acupuncture or moxibustion outside the course of training while enrolled, without permission from the Academic Director.
19. Students will not initiate or engage in any sexual conduct or sexual activities with a patient/client, including any behavior that could be construed as sexual.
20. Students will not initiate or engage in any sexual conduct or sexual activities with a faculty or staff member, including any behavior that could be construed as sexual.
21. Each student is expected to safeguard the confidentiality of all patient/client information according to State and Federal law. Students will follow all policies, regulations, codes and requirements as required by the state of Maryland or Federal law.
22. Students will not treat patients while under the influence of alcohol, drugs or medications that impair their abilities.
23. Each student will conduct all activities—personal, business and professional—with honesty and integrity.
24. Students are free to form, join and participate in any group for intellectual, religious, social, economic, political or cultural purposes.
25. Students are free to use campus facilities for meetings of student-chartered campus organization, subject to the policies governing the University and its facilities.

Complaint Policy

Informal/Formal Complaint Policy

In any diverse community there are bound to be disagreements and misunderstandings. Direct, open, and cooperative dialogue, in which all parties acknowledge and understand their contributions to a conflict can often lead to a better understanding of the situation and a satisfactory resolution. The clear preference of Maryland University of Integrative Health is that any resolution of concerns, complaints, or conflicts proceeds in the spirit of interconnectedness, reconciliation, and healing. Restorative justice is the choice over retributive justice. This possibility is enhanced when the parties can come together and craft an agreement. Any efforts that serve to achieve reconciliation are therefore encouraged. Parties to complaints are encouraged to take whatever steps appear appropriate to achieve reconciliation.

When presented with a complaint, the academic and administrative staff will make a determination of the appropriate actions needed. If the matter is of a serious nature, requires immediate attention, or is determined to be a violation of the Student Code of Conduct policy, specific procedures are in place to address these situations.

Timeframes for Submitting Complaints

It is in everyone's best interest that complaints are dealt with as quickly as possible. Delays make it difficult to investigate properly. Therefore, issues should be raised as they occur. Students must report complaints within 48 hours of the occurrence. If there are extenuating circumstances in meeting this deadline, reports can also be filed with an explanation of the reason for delay in communication. The University may choose not to consider a complaint when it is raised for the first time 30 days after an incident occurred. All documented complaints and final reports will be housed in the Office of the Registrar.

ACAOM Non-Compliance Complaints

If a student believes that practices in the Master of Acupuncture, Master of Oriental Medicine, or Post-Baccalaureate Certificate in Chinese Herbs programs indicate that the program may be in noncompliance with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)'s Essential Requirements, Criteria, policies, or procedures (as defined by the Commission's most current Accreditation Handbook), he or she may forward a complaint to the Commission. The Commission's procedure for the review of complaints is not a mechanism for adjudication of disputes between individuals and programs, and the complainant must exhaust institutional grievance and review mechanisms prior to forwarding any complaint to the Commission. A student who seeks to file a complaint should contact the ACAOM national headquarters at 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347 or call 952-212-2434.

Informal Complaints (Student to Student or Student to Staff/Faculty Complaints)

An informal complaint is when someone wants to voice a concern and ensure that a member of the University staff is aware of the issue. Informal complaints can be expressed to the Academic Advisor.

Procedures for Addressing Informal Complaints

The community values the right of individuals to disagree. Our preference is for parties to first resolve any internal complaint that is present and then respectfully address the concern directly to the person involved. The goal is for both parties to collaboratively address and resolve a complaint. Ideally, it is hoped that all parties will understand and acknowledge their contribution to the situation and their role in the resolution of conflicts. The Academic Advisors are available to provide consultation and guidance for students seeking help when addressing a complaint. They can also provide facilitation or coaching of the discussion between the parties prior to a meeting and can facilitate a meeting upon request. The Academic Advisors will submit a written report of any scheduled meetings they facilitate.

Documentation

If the matter remains unresolved, any party may choose to inform the Academic Advisor in writing about his or her attempt to resolve the complaint.

Formal Complaints

A formal complaint is when someone has a complaint that they want investigated and a formal response made to them. A formal complaint is further defined as any written account alleging an unjustified act or decision by a member of the Maryland University of Integrative Health community. Such acts are deemed a formal complaint when they, in any way, adversely affect the rights and responsibilities of students as described in the Student Handbook.

Note: Formal complaints should not include:

- Academic disputes such as grades or the attendance policies (see Student Handbook pages 10-11 for appropriate policy)
- Academic appeals (see Student Handbook page 20 for appropriate policy)
- Code of Conduct appeals (see Student Handbook page 36 for appropriate policy)

Filing a Formal Complaint

These complaint procedures are intended as a process to resolve differences in a respectful way that fully honors each person while maintaining harmony within the Maryland University of Integrative Health community. The procedures below describe the formal intervention that a student can expect the Academic Advisor to take in the event of a formal complaint.

A student with a formal complaint (requestor) must complete the *Student Grievance Form*, which will be available on-line https://my.muih.edu/?page_id=177 or in the Office of Academic Advising. The completed form should be submitted to the Academic Advisor if the student is seeking some type of resolution. Requests should provide as much detail as possible.

Process

1. The Academic Advisor s will acknowledge receipt of the formal complaint letter via email to the requestor within three days of receipt.
2. The Academic Advisor will consult with the Associate Vice President of Enrollment Management to determine if the formal complaint meets the definition as stated above and to determine the appropriate measures to follow. In the event that the complaint pertains to an institutional policy or procedure, the Academic Advisor will contact the appropriate executive management administrator for consideration and further action.
3. After the Academic Advisor determines that the matter meets the criteria for a formal complaint, the following steps are taken:
 - By day five, after having received notice, the responsible office will begin its formal investigation by informing those involved that a formal complaint has been filed and by asking for documentation.
 - Both the requestor and the responder should each document and describe the incident(s) including the date of the incident(s) and the name(s) of anyone who was involved. The

requesting student should also state the desired resolution. It will also be necessary to explain and provide documentation of any previous attempts to resolve the concern.

- By day 10, the responsible office will work to bring resolution to the formal complaint.
- By day 15, the responsible office will notify all parties, including the Academic Advisor, of the resolution of the formal complaint filed.
- If there are extenuating circumstances at any stage of the process, additional time may be granted by the Academic Advisor. Requests for additional time should be submitted in writing.
- The Academic Advisor is responsible for maintaining and tracking files on complaints.

Note:

All parties need to be aware that the principles of confidentiality apply throughout the process.

If the matter is determined to be a Code of Conduct violation by the Academic Advisor, the process of addressing Code of Conduct violations will be followed as outlined by the Student Handbook.

In certain situations, the Academic Advisor may request that another member of the University staff be appointed to serve as a facilitator to handle complaints. Within five business days of the date of the facilitation, the Academic Advisor should be informed of the outcome and any follow up that is needed.

Under some circumstances the Academic Advisor is subject to mandatory reporting to external agencies, for example where a request concerns potentially criminal acts, sexual misconduct, or violence.

To submit documentation for a formal complaint:

Email: complaint@muih.edu

Mailing address: Maryland University of Integrative Health

Attn: Office of Student Affairs

7750 Montpelier Rd

Laurel, MD 20723

https://my.muih.edu/?page_id=177 (Student Grievance Form)

For more information and guidance about this policy contact:

Chad Egresi, Associate Vice President of Enrollment Management

410-888-9048, ext. 6649 or cegresi@muih.edu

Academic Dispute Resolution

See *academic dispute resolution procedure* located under Section 2: Academic Policies for details on how to address academic disputes with faculty, such as disputes involving grading, deadlines, homework, etc.

See *academic appeals process* located under Section 2: Academic Policies for information on how to appeal academic suspension or academic dismissal. The decision of the Academic Director is final.

Cultivating a Healing Presence

In addition to academic work, each student may be evaluated by faculty on progress in cultivating a healing presence; in other words the student must demonstrate the maturity, emotional stability and good judgment that will allow him or her to become a safe, effective and independent practitioner.

The following outline lists some of the requisites for cultivating a healing presence:

- Willing to be a learner.
 1. Ask for help when needed.
 2. Listen receptively.

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3. Be responsive versus reactive.
 4. Be respectful.
 5. Be open to receiving coaching.
- Developing an observing self.
 1. Be aware of how you present yourself to others.
 2. Develop the tools and practices to “recover” the observing self when you are not being observant.
 - Holding oneself accountable for one’s actions.
 - Developing rapport skills.
 - Developing the ability to bring forth the appropriate mood, emotion or disposition.
 - Conscientiously using words and presence as instruments to effect change.
 - Being in partnership with others.
 - Exhibiting a professional demeanor.

Conduct Policies

Policy on Standards of on Campus and Virtual Classroom Behavior

Primary responsibility for managing the classroom environment, whether on campus or online, rests with the faculty. A student who engages in behavior prohibited by the faculty or exhibits behavior that results in disruption of a class may be directed by the faculty member to leave the class. Faculty must inform the Academic Advisor and document these situations.

In contrast, behaviors that enrich the learning community include, but are not limited to:

- Respect for all other students, classes and activities on campus.
- Meeting all requirements for attendance, timeliness, deadlines, and contributions.
- Respect the faculty and fellow students and their unique opinions and contributions.
- Being prepared for and engaged in class. The learning environment is enriched by each student’s thoughtful contributions when everyone is prepared and engaged.

[Discrimination, Harassment, Sexual Misconduct, and Retaliation](#) Please review the Maryland University of Integrative Health policy on discrimination, harassment, sexual misconduct and retaliation, located on MyMUIH under the “Health & Safety” page.

Email, Computer Usage, and Internet Access

Maryland University of Integrative Health provides computers, email capability and access to the Internet to assist employees with certain aspects of their job duties and responsibilities and to assist students in their learning. This entails a considerable commitment of University resources for telecommunications, networking, software, storage, etc. Email is considered the University’s official means of communication and all University communications will use the muih.edu account. Students will be held responsible for all official notifications sent via email.

While in class on campus, an electronic device must be disengaged or placed on silent so as not to disturb or

interfere with classroom activities. These devices may not be actually used in the classroom, however. Cell phones or other electronic devices may be used in the core group room, when student practitioners need to communicate with clients.

Note: In the event that a student is spending too much time online, is disrupting the class, has been informed repeatedly by faculty to disengage in overuse or misuse of the electronic device, or if the faculty submitted a NFC (Notice of Faculty Concern), then the student may be brought up on charges for violating the Code of Conduct for misuse of electronic devices.

http://intranet.tai.edu:8000/uploads/assets/290808_100927_Email,_Computer_Usage,_and_Internet_Access.pdf

Drug-Free Workplace Policy

Please review the Maryland University of Integrative Health Drug-free Workplace Policy at the following link, located on the "Standards and Practices" page of MyMUIH:

https://my.muih.edu/wp-content/uploads/documents/forms-policies/general/standards-practices/human-enrichment/Drug_Free_Workplace.pdf

Respectfulness and Sexual Harassment Policy

Please review the Maryland University of Integrative Health Respectfulness and Sexual Harassment Policy at the following link, located on the "Standards and Practices" page of the Intranet.

https://my.muih.edu/wp-content/uploads/documents/forms-policies/general/standards-practices/human-enrichment/Respectfulness_and_Sexual_Harassment1.pdf

Code of Conduct Violations

It is important to respect other students, staff, and the faculty by demonstrating appropriate language, courtesy, and demeanor. Further, certain behaviors may be considered disruptive to the learning environment and/or may be disrespectful toward other students and faculty. A student may be asked to leave a program or levied an academic sanction, at any time due to failure to comply with the rules and regulations of the as stated in the Academic Catalog, Student Handbooks, Clinic Handbooks, or any version or addendum that may be issued by the University. Code of conduct violations include violations of State and Federal Law, and University violations that involve integrity, misuse of property, and/or affecting the health and safety of self and others.

Violations of State or Federal Law

A student who is charged with, or indicted for, a felony or crime may be suspended pending the disposition of the criminal charges against them. A student convicted of a felony while in school may be expelled from the University. A disciplinary hearing maybe conducted to determine if the student will continue as a member of the student body and not be detrimental to the health, safety, welfare, or property of themselves or other students or members of the campus community.

Integrity

1. Failure to adhere to the professional conduct of students' policy
2. Students will not treat or consult with patients/clients outside the course of training at Maryland University of Integrative Health
3. Improper practitioner-patient/client relationship
4. Improper student-faculty relationships
5. Intentionally furnishing false information or documents
6. Violation of patient/client confidentiality
7. Intentionally and substantially interfering with the freedom of expression of others
8. All forms of academic dishonesty including cheating, plagiarism, and misrepresentation of work are violations of academic integrity.

9. Forgery or alteration of records
10. Disclosure of confidential information during a Code of Conduct proceeding
11. Disclosure of confidential patient/client information
12. Deliberate disobedience or resistance to properly identified authorities acting in the line of duty
13. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code
14. Failure to comply with the rules, policies and regulations of Maryland University of Integrative Health, as stated in publications such as the Academic Catalog, Student Handbook, and Clinic Handbook
15. Failure to adhere to prescribed recommendation by a clinic supervisor
16. Misuse of an electronic device in the classroom

Misuse of property

17. Intentional obstruction or disruption of classroom, clinic, research, disciplinary or administrative activities, including the University's electronic devices and other events sponsored or authorized by Maryland University of Integrative Health including frequent misuse of electronic devices in class when informed to disengage.
18. Intentional damage to, destruction of, malicious misuse of, or abuse of University property or property belonging to another
19. Theft of property, or private property which is physically located on University-owned or controlled property
20. Misuse or destruction of the University's computer technology and network system on or off the campus. This includes but is not limited to the following: 1) copying or damaging software or files stored on University-owned computers 2) transmission of communication in any form (e.g. text, images, sound) where the content, meaning, and/or distribution of the message would violate applicable law or regulation, or be deemed obscene, threatening, or culturally offensive.
 - a. Violations that violate federal or state laws can also result in referral to the appropriate legal authority and are grounds for University disciplinary action, up to and including, academic dismissal.
21. Gambling on University-owned or controlled property
22. Unauthorized entry to or use of facilities, including all buildings and grounds
23. Unauthorized or fraudulent use of the University's facilities and equipment, including but not limited to the phone system, mail system and computer system

Health & Safety of Self and Others

24. Endangering the health or safety of other members of the Maryland University of Integrative Health community, visitors or patients/clients. Such behaviors include, but are not limited to, moving in a threatening manner without authorization, suicidal behavior, self-injury, explicit or implicit threats, disruptive behavior, disordered eating, and endangerment to the community.
25. Inciting other members of the community to commit serious rule violations or commit acts that endanger others
26. Illegal manufacture, distribution, dispensation, possession or use of a controlled substance at any of the University's facilities or sites (See Drug-Free Workplace Policy)
27. Drunkenness or being under the influence of illegal drugs on University-owned or controlled property
28. Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals or arms

classified as weapons on University-owned or controlled property. An instrument designed to look like a weapon, which is used by a student to cause reasonable apprehension or harm is expressly included within the definition of weapon.

29. Initiation of, or causing to be initiated, any false report, warning or threat of fire, bomb explosion or other emergency
30. Physical or verbal abuse, discrimination, intimidation, bullying, or harassment of any member of the community or visitor to the University. This includes use of intimidating or abusive language, making harassing or obscene comments or gestures or use vulgar language to other students, faculty, or staff members. Additionally, this includes sending harassing or obscene email or voice messages to other students, faculty, or staff, or approaching students, faculty, or staff members in an aggressive manner; yelling and/or using aggressive body movements.
31. Sexual assault and sex offenses as defined by Maryland state law (See Sexual Assault Policy)
32. Sexual harassment of other members of the Maryland University of Integrative Health community, visitors or patients/clients
33. Obscene or indecent conduct on University-owned or controlled property
34. Reprisal or retaliation against a person who makes an allegation of misconduct, appears as a witness or otherwise participates in these procedures
35. Invading one's personal space or blocking an entry way
36. Any act or behavior which violates the laws of the state of Maryland or of the United States

Procedural Protections

The established and published campus policies, including this *Code of Conduct Policy* provides direction for the handling of student conduct matters in accordance with appropriate procedural due process. Consistent with this requirement, procedures specified in this *Code* will be appropriate to the nature of the report of alleged violations and the severity of the potential sanctions.

A student accused of Code of Conduct violations (the respondent) is entitled to the following procedural protections:

- To be informed of the specific complaint against him or her
- To be allowed to request a resolution of the issue such as mediation
- To be allowed reasonable time to prepare an explanation of the facts
- To hear, read, and respond to the factual information on which the complaint is based
- To call and question relevant witnesses at the specified Code of Conduct hearing
- To bring an advisor of his/her choice to any meetings or hearings. The advisor must be a student, faculty member or staff member at the University. The advisor's role is to provide support and assistance to the respondent, not to present the case on his/her behalf, or to independently address the administrator or committee handling the issue.
- To have the process move steadily towards resolution with timelines defined for each stage
- To be assured of confidentiality, in accordance with the terms of the Family Educational Rights and Privacy Act of 1974
- To be allowed to request that any one person conducting a disciplinary conference, or serving as a conduct committee member or chair, be disqualified
- To be given the benefit of the doubt in the absence of clear and convincing evidence to the contrary
- To have a summary record of the hearing kept
- To be notified of the outcome of the adjudication process
- To have the right to appeal the decision that results from the adjudication process

Any member of the MUIH community may file a grievance in reference to the Code of Conduct, including students, faculty and staff members. Any Code of Conduct complaints must be filed in writing with the appropriate Academic Advisor.

Stage One—Investigation

When a complaint is registered, the appropriate Academic Advisor, in consultation with the Provost or designee, will take the following steps, not necessarily in order, within two calendar weeks of the date of this written complaint:

- Notify the individual in question (the respondent) of the specific alleged violation
- Give the respondent an opportunity to respond to the alleged violation
- If appropriate, offer to create a mediated conversation with a third party agreeable to all
- Create a separate, secure case file relevant to the alleged violation
- Conduct a preliminary investigation of the facts underlying the allegation of misconduct
- Determine whether there is cause to support the allegations of misconduct
- Prepare a written report. If the Academic Advisor finds that no violation of the Code of Conduct has occurred, the report will be placed in the case file documenting the lack of cause. If the Academic Advisor finds that there is a basis to be concerned, they will submit the report, along with the case file, to the Provost (or designee)
- Inform the respondent and the complainant in writing of the results of the investigation

Stage Two—Conduct Review

After receiving the report from the Academic Advisor, the Provost (or designee) will determine whether they can resolve the issue or if it is appropriate to convene a Conduct Review Committee and turn the case file over to the Chair of that committee. In certain circumstances, a student may be placed on interim suspension prior to the Code of Conduct proceedings or hearing as determined by the Provost or designee.

Stage Three - Code of Conduct Hearing

Conduct Review Committee

The Conduct Review Committee is appointed by the Provost or designee. The committee consists of, but is not limited to, a faculty member from at least three academic degree programs, a staff representative, and a student representative. The Chair will be appointed by the Provost and will vote only in the case of a tie. A quorum will consist of the Chair and at least one faculty member, one student, and one staff member.

Members of this committee who do not feel they can render an impartial judgment in regard to a specific case may be excused if they give written or verbal notice to the Chair of the committee prior to the notification of the scheduled hearing of the accused. The Chair will contact the constituency for the selection of an alternate. The respondent or complainant may request the replacement of any one member of the committee. The request to replace a committee member must be submitted to the committee within five days after notification. A decision will be rendered by the Chair of the committee.

The Office of Student Affairs under the authority of the Provost is responsible for compiling the initial documentation (official complaint, list of Code of Conduct violations) pertaining to a matter. The Office of Student Affairs will also assemble individuals to serve on the Code of Conduct committee. Once the committee is formed, the Office of Student Affairs will schedule the initial meeting for the committee and provide the committee with the necessary documentation.

The Code of Conduct review committee will have an initial meeting to discuss the case, determine if further investigation is needed and schedule a hearing.

Notice Regarding Time Limits

Administrators may adjust or extend time limits stated in these procedures as appropriate to provide fair and thorough review and resolution.

The Standard of Proof

The standard is not that of "beyond a reasonable doubt," such as found in a criminal case. The standard is that of a "preponderance of evidence." That is, based on the findings, a reasonable person in the same set of circumstances would find that it is more likely than unlikely, based on the "totality of the circumstances," that a violation of the policy has occurred.

Hearing Structure

The Chair will design a hearing structure suited to the individual case that guarantees the procedural protections identified above. The Chair will provide in writing to the respondent and complainant the specific complaint being adjudicated, the of the committee and the hearing date, at least ten days in advance of the scheduled hearing unless an earlier timeframe is acceptable by all parties. Prior to the hearing, the respondent may request and obtain copies from the Chair of the factual information to be introduced by the complainant. If new information comes to light during the hearing, a recess may be granted upon request. Failure of the respondent or complainant to appear at the hearing, after proper notice, will result in the committee making a decision in his/her absence.

Note: Prior to the hearing, the committee will meet to review the case file, and formulate questions to be asked at the hearing.

The respondent may select an advisor from the community of their choosing. However, the role of advisor will be limited to providing support and advice to the respondent; the advisor will not present the case on behalf of the respondent or independently address the administrator or committee handling the issue unless asked by the committee to do so.

Both respondent and complainant may invite witnesses to the hearing, and are responsible for notifying any witnesses and ensuring their presence at the hearing to the Chair. The committee may invite but have no authority to compel the appearance of any person who is neither respondent nor complainant. Witnesses (but not the respondent and complainant or any advisor) are generally excluded from the hearing room, but brought in individually before the committee to provide testimony. Both the complainant and the respondent have the right to question witnesses invited by the other party.

In cases where charges of sexual harassment or sexual assault are being considered, the Director of Human Enrichment and the counsel will act as advisors to the Conduct Review Committee, in order to ensure the committee is informed about current law and recognized procedures. In these cases, the committee may hear the evidence of complainant and respondent in separate hearings, if so requested by the complainant.

The Chair of the committee will have the duty of maintaining order at the hearing and will have the right to exclude any party or witness from the hearing, temporarily or permanently. All relevant facts based on the oral testimony of witnesses who are present at the hearing and all tangible objective information including photographs, charts, papers, and electronic or other recorded statements should be considered by the committee. Written statements by witnesses not present at the hearing may be considered, but the committee will decide how much weight, if any, will be given to such statements.

Information about a student's past record may be introduced if it serves to demonstrate a pattern of similar behavior. Past disciplinary action against the respondent may not be used to determine guilt or innocence during the hearing, but may be used in considering appropriate penalties that may result from the hearing.

Consequences of Violations

The committee will, after hearing all evidence and summations, meet to deliberate. The Chair of the committee in consultation with the Provost will notify the respondent of the decision in writing within two business days. Significant mitigating or aggravating factors will be considered when sanctions are imposed, including present demeanor and past disciplinary record of the offender, as well as the nature of the offense, and the severity of any damage, injury or harm resulting from it. The following are possible institutional sanctions in order of greater severity:

1. Letter of warning.
2. Restitution of property or working relationships with others, denial of certain privileges or restriction of activities.
3. Disciplinary probation: Prohibits the student from representing the University or serving on committees, with specific requirements of the probation crafted by the committee in consultation with the Academic Advisor. Probation also subjects the student to immediate suspension if found in violation of another offense during the period of probation.
4. Disciplinary suspension: Exclusion from University premises, and other privileges or activities, as set forth in the suspension notice. Notice of this action will appear on the student's academic transcript up until graduation, at which point it is expunged. A specified time frame must be included.
5. Disciplinary dismissal: Permanent termination of student status, and exclusion from University premises, privileges and activities. This action will be permanently recorded on the student's academic transcript.
6. Academic Dishonesty: If a finding of academic dishonesty is made, the student will receive a fail grade in either the assignment or the course, at the instructor's discretion.
If a student is found to be academically dishonest a second time, the student may be dismissed from their program and may be ineligible to re-apply for admission to the University. This action will be permanently recorded on the student's academic transcript.

Note: Based on sanctions imposed at the conclusion of a Code of Conduct hearing, the Office of Student Affairs will determine the appropriate student status.

The committee will issue a written final report with sanctions as appropriate to the complainant, respondent, Academic Advisor, and the Provost/Executive Vice President for Academic Affairs. The report of the conduct review committee, along with the case file, will be maintained as a part of the Academic Advisor's advising records and ordinarily will not be made a part of the student's official academic record. However, the action of disciplinary suspension will be made part of the academic record until graduation at which time it will be expunged from the record. The action of disciplinary dismissal will be made a permanent part of the academic record. The action of academic dishonesty will also be made a permanent part of the academic record. Therefore, in the case of disciplinary suspension, disciplinary dismissal and academic dishonesty, a copy of the committee report should also be forwarded to the Registrar.

Appeals

Either party may appeal a decision of the Conduct Review Committee. Appeals must be submitted in writing to the Academic Advisor within one week after receipt of the written decision, setting out the specific reason(s) for the appeal. The non-appealing party will be given the opportunity to submit a written response to the appellant's written appeal. Sanctions and remedies may be delayed pending a decision on the appeal. A student may continue to attend class during the appeal process if they were no recommendation for dismissal or suspension. Appeals may only be based on the following grounds:

1. Proper procedure was violated and the procedural error caused material prejudice to the respondent's or complainant's case.
2. The remedies and sanctions imposed were inappropriate for the violation found by the committee.
3. New and relevant evidence has arisen that was not reasonably available at the time of the hearing and that would have a material effect upon the outcome of the case.

Judicial Appeals Board

The Provost or designee will have the power to affirm, reverse, or modify the decision and/or the penalty imposed by the Conduct Review Committee, or appoint a judicial appeals board. Decisions of the Judicial Appeals Board are final.

The Judicial Appeals Board is appointed by the Provost (or designee). The committee consists of, but is not limited to, a faculty member from at least three academic degree programs, a staff representative, and a student representative. The Chair will be appointed by the Provost and will vote only in the case of a tie. A quorum will consist of the Chair and at least one faculty member, one student, and one staff member.

The Judicial Appeals Board will have the power to affirm, reverse, or modify the decision and/or the penalty imposed by the Conduct Review Committee after review of all documents. Decisions of the Judicial Appeals Board are final.

Section 4: SERVICES

Student Affairs

The mission of Student Affairs is to provide high-quality, individualized services to all students by:

- Providing proactive, personalized services that enhance the students' educational experience at the ;
- Maintaining accurate records;
- Delivering timely, efficient, and courteous services; including advising, coaching and advocacy
- Implementing and adhering to policies;

The Students Affairs unit is composed of the Associate Vice President of Enrollment Management, Director of Student Affairs, Registrar, Associate Registrar and Academic Advisors.

Student support services include: providing guidance and information in person, on the telephone and online, or directing the student to an appropriate resource. One of our primary modes of communication with students is via email. Students are required to have connectivity and to maintain their email accounts accordingly. The Office of Student Affairs reserves the right to investigate complaints, grievances, incidences, and other inquiries to determine whether a Code of Conduct violation has occurred. The findings from this investigation may be reported to the academic directors and the Provost, or designee as appropriate.

The Office of the Registrar

The Office of the Registrar serves as the custodian of student academic records, coordinates course enrollment and registration, and manages the student information system. Staff delivers administrative support for matters related to grades, transcripts, enrollment verification, as well as support for veterans and international students, graduation and commencement.

Academic Support and Counseling Services

The Academic Advisors often serve as the first point of contact for current students who have academic or personal questions and concerns. At the student's request, the Advisor is in a position to make recommendations and suggestions on a direction or course of action to help the student navigate a path to success in the program or to address a personal concern.

Students at Maryland University of Integrative Health can seek guidance and support from classmates, senior students, faculty members and administrative staff members. The Academic Advisors have specific roles in offering academic guidance and coaching.

Subject matter covered in counseling and advising sessions includes, but is not limited to:

- Being a learner and recognizing learning edges
- Taking effective action
- Tracking academic progress
- Operating within a community
- Understanding policies and procedures
- Obtaining referrals for disability evaluation and counseling services outside of the

Counseling Resources

Maryland University of Integrative Health will support any student who wishes to seek professional help to explore issues that arise while at school.

Any student may request that Maryland University of Integrative Health pay for an initial consultation with an appropriate professional approved by the Academic Advisor prior to engaging the professional service. The Academic Advisor will consider approval of the request based on the credentials of the professional or organized program, the reasonableness of the expense, and the responsiveness of the professional or program to the needs of the student. Any subsequent therapy sessions are at the student's expense. The student should see the Academic Advisor to arrange for reimbursement for the initial visit or the co-payment if the student has insurance.

Records

Student Academic File

Academic records are maintained in the Office of the Registrar, and the privacy of student records is protected in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as stated in Maryland University of Integrative Health's catalog.

Student Directory

Students can access Maryland University of Integrative Health's student directory through the intranet at www.muuh.edu. Since this information is not made available to the general public, each student must use their Maryland University of Integrative Health *username* and *password* to gain access. Students may request that their contact info not appear in the directory.

Note: Students are required to notify the Registrar every time they have a change of address, telephone number, email address, or name. This is required throughout the student experience at MUIH and we request that it continues after graduation.

Documentation and Communications

Students are advised to save all pertinent information received from faculty and staff members, and make copies of documentation submitted to the Registrar, or any other department. The Maryland University of Integrative Health email account is the official vehicle used by faculty and staff to communicate with students. Students are held responsible for all email notifications received from Maryland University of Integrative Health. It is the students' responsibility to check their Maryland University of Integrative Health email account, or they may miss important deadlines and critical information. Additionally, MUIH will communicate with students through mail and phone, so student contact information must be current at all times. It is essential that the Registrar is updated with changes in students' addresses, phone numbers and email addresses.

Grades

In an effort to more efficiently serve our students, students can immediately access their grades online on MyMUIH as part of their Student Data Portal. To access grades: Log on to MyMUIH (with your user name and password), click on Data Porta and choose the My Curricula link.

Transcripts

Students may request transcripts of their academic record while. An individual transcript is maintained for all students detailing their academic history while at Maryland University of Integrative Health.

Transcripts will only be issued if the student has met all financial obligations with the Maryland University of Integrative Health.

Transcript Fees:

- There is a \$5 fee for official transcripts.
- Unofficial transcripts are free of charge.
- There is a \$50 fee for preparation of transcripts or other supporting paperwork to be sent to credentialing agencies in California, Washington, Arizona, and New Mexico.
- Students are responsible for including and signing any forms the Registrar may need to complete to accompany a transcript.
- Should requests be made with special mailing instructions, students will be required to assume additional fees.
- It is the Registrar's policy that transcripts may not be emailed due to potential security risks.

Ordering Transcripts

- Students must complete a Transcript Request Form. Transcripts will be issued only upon the direct written request of the individual student or graduate, including the student's signature. Transcripts cannot be released without a student's signature.
- Transcript requests must include the individual's full legal name while enrolled at the University, program attended, and enrollment dates.
- Students must provide an address and phone number to complete the order.
- Students must include any forms to be filled out by the Registrar with signatures as necessary.
- Students must include the name and address of where the transcript is requested to be sent must be included in the request.
- A check payable to Maryland University of Integrative Health must be included with the transcript request.

Requests may be sent to:
Maryland University of Integrative Health
7750 Montpelier Road
Laurel, Maryland 20723
Attn: The Office of the Registrar

Students may also visit the Office of the Registrar to make a transcript request. Students must complete the *Transcript Request Form*, which is also available at <http://www.muih.edu/academics/office-registrar/academic-records-transcripts>.

Please be advised that processing time may be up to ten days.

ID Cards and Name Badges

Students who lose their ID or name badge for any other reason need a replacement should contact their Academic Advisor to replace an ID. Replacement ID cards are \$10 each.

Veterans Services

Students attending Maryland University of Integrative Health and receiving Veterans Benefits must be aware of the following:

- Students are expected to pursue approved degree programs.
- Students must achieve satisfactory academic progress toward degree or program completion.
- Students must report changes in enrollment including drops, adds, withdrawals, changes to audit, and changes to educational objectives to the Registrar as well as the Department of Veterans Affairs (DVA).

- Students who register for courses and do not attend without officially withdrawing are misusing federal funds.
- Students who repeat a course for which a passing grade was awarded are ineligible for DVA benefits for that course.
- Students who audit a course or register for a non-credit course will be ineligible for DVA benefits.
- Students who wish to receive Veterans Benefits must also notify the Registrar in writing one month prior to the intended start date of every trimester of enrollment.

For further information, please visit the Veterans Benefit website at www.va.gov or call 1-888-442-4551.

Disabilities Services Policy – Students

Maryland University of Integrative Health is committed to ensuring equal access for qualified individuals with disabilities and fully complies with all relevant federal and state laws. At MUIH, no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in access to services, benefits, and extracurricular activities at the University solely by reason of his or her handicap. A “qualified individual with a disability” is a person with a disability who has been certified by a professional qualified to evaluate the disability in question; meets the essential eligibility requirements for participation in or receipt of a program or activity; and is capable with accommodation as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student.

It is the responsibility of the student who has a disability and needs assistance in gaining equal access to services, benefits, and activities at the University to contact his or her academic advisor and provide the academic advisor with a completed and signed Confidential Accommodation Request Form along with documentation of the need for an accommodation. The Confidential Accommodations Request form is available on My MUIH (under Forms and Policies/For Students; under Disability Services) or can be requested from the academic advisor. As appropriate to the disability, documentation should follow these guidelines:

- This documentation must be issued by an appropriate professional such as a psychologist, psychiatrist, or physician. The credentials of the diagnosing professional should include information describing the certification, licensure, and/or the professional training of the person conducting the evaluation.
- The documentation should include a diagnostic statement identifying the existence and impact of the disability, date of the current diagnostic evaluation, and the date of the original diagnosis. The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services, or other State agencies and/or the current editions of either the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic taxonomies.
- The documentation should also explain how a disability limits an individual's ability to benefit from a particular delivery system, instructional method, or evaluation criteria, or to perform certain duties or functions. It should address the accommodation that is necessary and how the accommodation might mitigate the effect of the disability.

- A description of the impact of treatments and/or medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may affect physical, perceptual, behavioral, or cognitive performance should also be noted.
- A description of the diagnostic criteria and/or diagnostic test used. The description should include the specific results of diagnostic procedures, diagnostic tests utilized, and when administered. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available; then the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non- standardized evaluations should be described in enough detail that a professional colleague could understand their role and significance in the diagnostic process.
- New documentation may be required if (i) an individual's diagnosis changes, (ii) the individual requests an accommodation that is new or different from the accommodation(s) included in the documentation, (iii) if the documentation submitted is not pertinent to and/or does not support the accommodation request, or (iv) the documentation is outdated (three years or more). If an academic advisor determines that he or she will need additional information regarding an individual's disability, the individual will be contacted in a timely manner.
- The academic advisor will verify the disability and collaborate with the student in identifying accommodations and ways to implement these accommodations. Accommodations may include, but are not limited to, auxiliary aids and other services.
- Students will be notified of approved accommodations in writing within two weeks.
- Requests for accommodations will be considered on an individual, case-by-case basis.

Note that students with disabilities that are readily apparent will not be required to submit medical documentation confirming their disability.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for MUIH to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

Grievances must be submitted to the Disability Services Coordinator within 15 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Disability Services Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Disability Services Coordinator will maintain the files and records of MUIH relating to such grievances.

The Disability Services Coordinator or his/her designee will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Disability Services Coordinator or his/her designee by writing to the Provost within 15 days of receiving the decision of the Disability Services Coordinator or his/her designee. The Provost shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

MUIH will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Disability Services Coordinator will be responsible for such arrangements.

If you have any questions regarding this policy, please contact the University's Disability Services Coordinator at dscordinator@muih.edu. The Disability Services Coordinator's contact information is provided below:

Chad Egresi, Associate Vice President of Enrollment Management and Disability Services - Maryland University of Integrative Health, 7750 Montpelier Road, Laurel, MD 20723, Phone: (410) 888-9048, ext. 6649, or dscordinator@muih.edu.

Admissions

Office of Graduate Admissions

The Office of Graduate Admissions counsels prospective, newly admitted, transfer and international students. The admissions team coordinates the admissions process closely with faculty and staff in order to guide prospective students to information and resources that will support their success in the programs.

Acceptance & Matriculation

The Office of Graduate Admissions uses three forms of acceptance when rendering an admissions decision:

1. **General/Full Acceptance:** This form of acceptance comes with no restrictions, provisions or conditions. Students may start their program on the trimester indicated within their acceptance letter.
2. **Conditional Acceptance:** This form of acceptance comes with specific conditions that must be met before the end of the first trimester in which the student starts their program. If the conditions are not met the student will be administratively withdrawn from the program and will need to reapply to be admitted in the future.
3. **Provisional Acceptance:** This form of acceptance comes with specific provisions that must be met before the student will be allowed to fully matriculate and start their program. Students in this status will not be able to attend any classes until all requirements have been met. Failure to meet the provisions before classes start will result in the student application being administratively withdrawn. Reapplication will be necessary in order to enter the program in the future.

Program Offerings

Please refer to www.muih.edu for the most up-to-date listing of academic programs and application procedures.

Privacy of Applications

The Family Educational Rights and Privacy Act (FERPA) requires that applications be kept confidential. The information contained within applications is to be seen by faculty, admissions committees and support staff for

the purpose of admission only. Staff and faculty without official connection to the admissions process are not permitted access to applications or the associated materials.

All materials submitted as part of the application to the Office of Graduate Admissions will become the property of Maryland University of Integrative Health. Transcripts and other documents that are submitted will not be returned to the applicant or admitted student.

Transfer Policy Students who wish to transfer to a different program (in- or outside of their current academic department) must complete the application for admissions and fulfill all requirements set by the Office of Graduate Admissions in order to be reviewed for acceptance to their new program. Students are encouraged to contact the Office of Graduate Admissions for guidance in starting this process.

Additionally, the Office of Graduate Admissions will ensure the reduced "transfer fee" is charged in place of the traditional application fee.

English Language Proficiency

All international applicants whose native language is not English must submit an official Test of English as a Foreign Language (TOEFL) score. The required TOEFL score for admission is 80 on the Internet-based Test (IBT).

Additional Special Conditions for International Applicants:

- Federal regulations prohibit students on visitor visas (B-1 and B-2) from enrolling in school. Students who enter the United States on a visitor visa should not plan to study.
- Federal regulations prohibit F-2 spouses of F-1 students from engaging in full-time study, and F-2 children may engage in full-time study only from kindergarten through 12th grade. F-2 dependents may engage in study that is vocational or recreational in nature. F-2 dependents seeking to pursue full-time or degree study in the United States must change their status to F-1.
- Students enrolled at the University in F-1 status must maintain full-time enrollment each trimester. Full-time status for international graduate students is defined by the Office of the Registrar as following the standard course progression as outlined for each program by its academic department. Full-time students can expect to carry between 9-19 credits a trimester, depending on their program. F-1 students do not qualify for part-time or online programs.
- Admission for international students is offered for the fall (September) and spring (January) trimesters.
- Prospective students who seek to enter the United States in F-1 immigration status, or who seek to attend Maryland University of Integrative Health following attendance at another US school, must complete the Financial Responsibility Form/I-20 Application, which can be downloaded from www.muoh.edu/ _____. This form and financial support documents must be submitted to the Registrar.
- Students already in the United States should submit copies of immigration documents verifying current nonimmigrant status. This documentation should be submitted with the application for admission.
- Prior to issuing an I-20, the University is required to verify that a student has sufficient financial support to pay for both educational and living expenses. If the financial source is a sponsor, confirmed funding must be documented for the first year of study, typically with a sponsor letter and current bank statement, or a scholarship award letter. The source of funding for subsequent years must be shown; although for sponsored students a bank statement is required only for the first year. Students who are self-funded must show funds on deposit for the full term of their program. The Financial Responsibility Form/I-20 Application gives an estimate of annual expenses, including tuition, living expenses, and health insurance; and it also explains what type of documentation is accepted.
- Financial sponsors who wish to be billed directly must provide a U.S. billing address. Maryland University of Integrative Health does not bill third parties overseas. It is the student's responsibility to make sure tuition and fees are paid on time.
- Maryland University of Integrative Health requires all F-1 visa students to maintain health insurance during their time in their academic program.

- International students applying for 100% online graduate programs with the intention of completing them while in their home country must fulfill all of the above general and international admissions requirements, but are not required to submit the Financial Responsibility Form/I-20 Application, or go through the F-1 visa application process.

Auxiliary Services

The Meeting Point Bookstore

Located off Maryland University of Integrative Health's main lobby, the Meeting Point Bookstore is dedicated to nourishing your mind and body. The store offers many of the required texts for the school's academic programs, and students can place special orders for titles they don't see on the shelves. The store tries to match online pricing whenever possible and in some cases can offer lower prices. The Meeting Point also carries a variety of freshly prepared and pre-packaged lunch and snack items and can cater to a number of dietary preferences. A unique selection of gift items is available as well.

Contact Information

Phone: 410-888-9048 ext. 6632 or email: bookstore@muih.edu

Store Hours

Store hours vary with the schedule of classes and the needs of students and faculty. For current hours, please see www.muih.edu

Student Email Accounts

Each currently enrolled student is assigned a Maryland University of Integrative Health email account. At the start of their program of study, each student receives a username, password, and directions for access from the Office of IT. Passwords vary and are randomly assigned.

To access a Maryland University of Integrative Health student email account, a student should visit Maryland University of Integrative Health's homepage at www.muih.edu and click on "Current Students" at the top of the page. On the Current Students page select "Email access" and provide your username and password when the Outlook Web App loads. We recommend students bookmark this page.

Official communication from the University and faculty will be sent by email to these muih.edu accounts. The University is unable to forward communications to a personal email account. Students are expected to check their MUIH email at least one time per day and to delete unneeded email messages from both the main accounts and also the deleted items folder. Any messages stored in the sent mail folder must also be cleaned out at least one time per month. This will insure uninterrupted service to this account.

Each student's Maryland University of Integrative Health email account remains active for their entire time as a student and for several months after graduation. The account is deactivated if the student withdraws from the University. Any questions regarding a student's email account should be directed to the Academic Advisor.

Financial Aid

Need based and non-need based financial assistance is available to students who qualify. To be considered for financial aid, students must meet certain requirements and must also complete applicable application(s). Financial aid awards are usually awarded for one academic year and it is the student's responsibility to reapply each year. Please see the Director of Financial Aid for details.

Federal Student Aid

Maryland University of Integrative Health is approved by the United States Department of Education to participate in the William D. Ford Direct Loan Program. This program offers loans that are funded and guaranteed by the federal government (Title IV). The Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loans are offered through this program to Maryland University of Integrative Health students enrolled at least half time and

seeking a doctoral degree, master's degree or graduate certificate.

Eligibility Requirements for Financial Aid

To qualify for federal financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Be enrolled at least half-time in an eligible program as a regular student seeking a degree or certificate.
- Have a high school diploma, GED, or equivalent.
- Not be in default on any student loans or owe a refund on any grant under the Title IV federal student aid programs.
- Be registered with Selective Service if you are a male between the ages of 18 and 25.
- Not be ineligible due to a drug conviction.
- Not have borrowed in excess of the annual or aggregate Federal Stafford Loan limits.
- Maintain Satisfactory Academic Progress.

Scholarship and Alternative Loan programs may have different requirements.

Types of Financial Aid Available

The William D. Ford Direct Loan Program

Maryland University of Integrative Health participates in the Federal Direct Loan Program. This program offers loans that are funded and guaranteed by the federal government. The Federal Direct Stafford and the Federal Direct Graduate PLUS loans are offered through this program to Maryland University of Integrative Health students attending at least half time and seeking a master's degree or graduate certificate.

Federal Direct Stafford Loan

The Federal Direct Stafford Loan can be subsidized and/or unsubsidized. The subsidized loan is awarded on the basis of financial need. Students that qualify for a subsidized loan can receive up to \$8,500 and the federal government pays the interest on the loan until they begin repayment and during authorized periods of deferment thereafter. The unsubsidized loan is not awarded on the basis of need. If a student qualifies for an unsubsidized loan, they can receive up to \$20,500 less subsidized eligibility. Students will be charged interest from the time the loan is disbursed until it is paid in full. Students can choose to pay the interest while they are in school or choose to have the interest added to the principal of the loan. The interest rate is fixed at 6.8 percent; an origination fee of 0.5 percent and a default aversion fee of 1 percent may be deducted from the loan before it is disbursed.

Repayment of the Federal Direct Stafford Loan begins six months after the last date of attendance, or if the student's enrollment status drops less than half-time. Students who have prior loans that are in repayment may be eligible for an in-school deferment. Students should contact their prior lender to verify if they are eligible.

Federal Direct Graduate PLUS Loan

The Federal Direct Graduate PLUS Loan is a non-need based loan, which, before approval, requires a credit check by the lender to determine that the student does not have an adverse credit history. Students must apply for their annual Stafford Loan maximum eligibility before applying for this loan. The student can receive up to the cost of attendance less other financial aid in the Federal Direct Graduate PLUS loan. The interest rate is fixed at 7.9 percent; however, the federal government may offer interest rate reductions. An origination fee of 3 percent and guarantee fee of 1 percent may be deducted from the loan before it is disbursed. Interest begins to accumulate on the date of the first disbursement, and repayment begins six months after you graduate or if the student withdraws or drops below part-time enrollment. Lenders may offer deferment and/or forbearance repayment options. Students should contact the federal government for details.

How to Apply for Federal Financial Aid

To apply for financial aid, a student will need to complete the FAFSA online at www.fafsa.ed.gov. If the student does not have a personal identification number (PIN), they should go to www.pin.ed.gov to request one. The student will need their federal tax returns, social security number, bank statements, investment records, and Maryland University of Integrative Health's school code (G25784) to complete the FAFSA.

Once the FAFSA is processed by the Department of Education, the student will receive a Student Aid Report (SAR), which will indicate their expected family contribution (EFC). The EFC is used to determine if a student qualifies for need-based aid. The way this is determined is by subtracting the EFC from the Cost of Attendance (COA). The COA is an estimate of expenses that includes tuition and fees, books and supplies, transportation, room and board, and personal expenses for the period of enrollment.

Once the financial aid office receives the SAR from the Department of Education, the student will receive an award offer in the mail indicating the types and amounts of financial aid for which they qualify. The student will need to accept or decline the award offer and submit it, along with additional forms, to the Office of Financial Aid.

If the student is selected for verification by the Department of Education, or if there is data on the SAR that is incomplete or conflicting, the student will be asked to submit documentation required to complete the verification process.

Financial aid funds usually are disbursed at the beginning of each trimester or at the beginning and midpoint of the academic year, depending on the academic program. Financial aid funds in excess of tuition and fees will be mailed by check to the student within 14 days of disbursement if the student is eligible.

Student Withdrawal/Return of Federal Funds

If a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of a trimester or period of enrollment, Maryland University of Integrative Health is required to return any federal funds disbursed and not earned by the student to the lender no later than 45 days after the effective date of the student's termination of enrollment.

The amount to be returned will be calculated. Any balance remaining on the student's account once funds are returned to the lender will be due to Maryland University of Integrative Health. If a student earned more aid than was disbursed, Maryland University of Integrative Health will owe the student a post-withdrawal disbursement which will be paid within 120 days of the effective date of the student's termination of enrollment.

Probation

Eligibility for financial aid may be affected by placement on academic probation. Students who are placed on academic probation should speak with the Director of Financial Aid to determine the status of their financial aid.

Re-Establishing Federal Student Aid Eligibility

Students who fail to meet Satisfactory Academic Progress (SAP) after their probation period or who are placed on academic jeopardy as defined by the University's academic progress policy will be ineligible to receive any additional federal financial aid until SAP is re-established. The student will need to meet with their Academic Advisor to create goals to re-establish SAP. Once the goals have been met and the student has re-established SAP, the Office of Financial Aid must receive written verification from the Academic Advisor before federal financial aid eligibility can be re-instated.

Appeal

Students who failed to meet Satisfactory Academic Progress (SAP) due to extenuating circumstances such as medical reasons, death in the family or circumstances beyond the student's control may submit a written appeal to the Director of Financial Aid. The appeal must include the reason for the appeal along with supportive

documentation and the steps that will be taken to meet SAP. Students will be notified in writing of the decision.

Leave of Absence

Students who have circumstances that require them to take a temporary break in attendance may request a Leave of Absence (LOA) in writing to their Academic Advisor. Loan funds cannot be disbursed during a LOA. Students should consult with the Financial Aid office before taking a LOA.

A student may, in extenuating circumstances, only enroll in clinic courses without any other classes due to the nature of learning and the requirements that must be met in clinic. In this case, the students' status would be part-time. A part-time student is still required to fulfill the requirements of clinic. Each academic department may establish pre-requisites or co-requisites to determine when a student is eligible to use this option. All decisions for this option should be made by the academic leadership.

Institutional Scholarships

Maryland University of Integrative Health offers a variety of student scholarship opportunities. Current scholarship offerings are listed on the University's website at: <http://www.muuh.edu/admissions/financial-aid/institutional-scholarships-and-fellowships> For further information, students can see the Director of Financial Aid.

Maryland State Scholarships

Maryland State Scholarships are available to Maryland residents who qualify. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) by March 1 of each year. Recipients will be notified by the Maryland Higher Education Commission.

Outside Scholarships

Outside Scholarships are financial aid funds awarded through outside agencies to assist students with their educational expenses. Contact the Office of Financial Aid for a list of scholarship websites.

Alternative Loans

Alternative loans are available to students who need additional assistance with their educational expenses, or do not qualify for Stafford Loan funds. In an alternative loan, a student can receive up to the cost of attendance less other financial aid. A list of possible lenders is available in the Office of Financial Aid.

Short-Term Loan Program

Maryland University of Integrative Health grants a limited number of emergency student loans to cover temporary financial difficulties that may occur while a student is enrolled in an academic program. Emergency student loans may be requested for amounts up to \$500 and for a period of 30, 60, or 90 days. The interest rate is 1% per month. The loans must be repaid before the end of the next trimester and before graduation. Loan applications are available from the Registrar.

Library

The Sherman Cohn Library contains electronic and physical materials designed to support the academic programs offered by Maryland University of Integrative Health. Librarians are available in person, by phone, or online to provide assistance to students and faculty. The on-campus library contains equipment and resources for student use.

All of the Library's electronic materials, including our online catalog of holdings, are accessible through links on the Library's Research Tools page. Access the Research Tools page from the main MUIH web site at: <http://tinyurl.com/MUIH-Sherman-Cohn-Library/research-tools>

Students or faculty requiring assistance can reach the library by phone, in person, or using our Ask a Librarian Service. The Ask a Librarian Service provides answers to commonly asked questions and directs inquiries to the most relevant Library Staffer(s) via forms. The Service is available from the Library page on MUIH's Learning Management System (LMS) at <http://tinyurl.com/sherman-cohn-library> (online learning login is required).

The library promotes an information commons environment where talking and collaborative work groups are permitted. There are several open tables with chairs for student use. There are also computer workstations and a copier/printer/scanner. Travel-weary commuters needing rest or those seeking a space to meditate may take the library's blankets and pillows to the stacks.

Hours of Operation

Library hours change according to academic schedules and to accommodate students and faculty. Current hours can be found on the website at <http://www.muoh.edu/library> and can also be heard on the library voicemail at 410-888-9048 ext. 6644.

Borrowing Privileges

All current students, faculty, and staff who have been given muoh.edu email accounts are granted borrowing privileges. Community members and alumni are required to provide credit card information and a viable email address in order to borrow library materials. The library does not support remote borrowing of physical materials. Patrons may borrow materials in person at the library.

The regular collection loan period is four weeks for all active patrons. To support academics and the University's growth, there is a limit to the maximum items that can be borrowed.

Tuition Payments

Tuition rates for Maryland University of Integrative Health's degree programs are set annually for the academic year. Each student should refer to the tuition schedule for the current academic year for rates and due dates. It is the student's responsibility to make tuition payments on time. Statements are sent to each student as a courtesy; however, failure to receive a statement is not considered sufficient reason to delay tuition payments. Any student with questions regarding tuition payment should contact the Finance Department for guidance.

Campus Operations

Facilities

Administrative offices and classrooms are located at Maryland University of Integrative Health's campus in Laurel, Maryland. Maryland University of Integrative Health also operates the Faculty-Supervised Student Clinics.

Access

Maryland University of Integrative Health has parking spaces for disabled persons, and the building is wheelchair accessible. The second floor can be reached by elevator, and there are wheelchair-accessible rest rooms located on each floor. Questions about access for persons with disabilities should be directed to the Director of Business Services who functions as the disability services coordinator for the University.

Clinic Space

The Natural Care Center's clinic is located on the second floor. Each student is asked to remember that the shared clinic waiting room is designated for use by patrons of the clinics. Each student should be mindful of patients, clients, staff and others in the clinic space.

Clinical Services at the Natural Care Center

Acupuncture treatments and consultations (nutrition, herbal, yoga and coaching) are available to the public in this clinic. For more information or to make an appointment with the Natural Care Center please visit

www.muih.edu/ncc.

Tobacco-Free Campus

MUIH is a tobacco-free campus. No tobacco or vapor products (cigarettes, cigars, chew, or electronic cigarettes) may be used on campus. This includes the building, parking lot and grounds. Students wishing to use tobacco products must go out past the entrance to the MUIH campus.

Student Health Insurance

The University encourages students to visit www.healthcare.gov to review healthcare options that are compliant with the Affordable Care Act.

Students may also visit the Registrar to collect this health insurance information.

Security

The campus hours vary with the academic schedule and the needs of students, faculty and staff. Only select operations staff members have access to the campus building outside of normal business hours. The Vice President for Administration and General Counsel is responsible for campus security and informs the campus community of issues related to campus security. The Vice President for Administration and General Counsel ensures there is timely warning to the campus community of any and all crimes that threaten students or employees, whether reported to campus security personnel or local police authorities.

Criminal actions or other emergencies occurring on campus should be promptly and accurately reported to the security staff on duty. Any victim or witness to a crime has the option to make a confidential report of the criminal activity to the Vice President for Administration and General Counsel, or the Vice President for Business and Finance.

There is a daily security log maintained by security staff of any and all incidents, including crimes reported to security staff that occurred on campus, on public property, or within the patrol jurisdiction of the University's security staff. Any individual wishing to view the security log should contact the Vice President for Administration and General Counsel.

The Vice President for Administration and General Counsel, as required by the US Department of Education, prepares an annual security report. Copies of this report are available on www.muih.edu. This standardized report contains statistics on the following criminal offenses, if any have occurred on campus or on public property during the most recent calendar year, reported to campus security staff or local police agencies:

- Criminal Offenses
- Hate Offenses
- Arrests
- Disciplinary Actions/Judicial Referrals

Public Telephones

Each student should advise family, friends, and business associates that no routine phone messages are to be left for students at the reception desk. Staff members have been instructed to accept only emergency messages. Truly urgent messages for a student will be routed to an available administrator.

Maryland University of Integrative Health Voicemail

Students may leave voicemail messages for any Maryland University of Integrative Health staff member by calling (410) 888-9048 and the person's extension. Voicemail boxes may also be reached by dialing 1 and entering the first three letters of the staff member's last name. Please speak clearly and leave a name and number so a staff

member can follow up accordingly.

To contact a faculty member, please email the faculty member's muih.edu email account.

Inclement Weather Announcements

Announcements of Closings: In the case of inclement weather, a decision to close or delay opening will be posted on the Maryland University of Integrative Health website homepage (www.muih.edu) and on the University's main phone number: 410-888-9048. Decisions will be made as early in the day as practical and will be posted no later than 6:00 a.m. for morning closures and delays, and no later than 4:00 p.m. for evening closures. Only changes in the normal schedule will be communicated; if no announcement is made, the University will be open as scheduled.

Classes and Make-Ups: In the event of a late opening or early closing, a scheduled class will meet and students will be expected to attend the class as long as there is at least one hour or more remaining time in the class after a late opening or prior to an early closing. If a class is cancelled, the faculty member will communicate with students regarding making up the class work.

Announcements and Postings

On campus: In the corridor of the student kitchen and in Information Alley, there are bulletin boards that are used to post required legal notices and other University announcements. All University posted messages will be dated.

Photocopier

There is a paid photocopier for student use in the library on the first floor of Maryland University of Integrative Health's campus.

Student Progress Meetings

Periodically, faculty members and the Academic Advisor may convene to evaluate the progress of individual student or students. The format varies according to the academic program.

Faculty members participate in the evaluation process as appropriate to their teaching responsibilities; no single faculty member determines a student's qualifications and readiness to advance

APPENDIX

Students in the Acupuncture, Chinese Herbs, Nutrition and Integrative Health, and Therapeutic Herbalism programs are required to comply with specific health-related requirements. For a list of requirements, please contact Health, Compliance, and Safety Coordinator Jen Yocum at jjocum@muih.edu.

As part of this compliance, students are also responsible for reading and following the information in their clinic handbook.