

Maryland University
of **Integrative Health**

PCE
Professional and
Continuing Education

Maryland University of Integrative Health
Office of Professional and Continuing Education

PCE Learner Handbook

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A Welcome from the Office of Professional and Continuing Education (PCE)

Thank you for choosing to expand your skills, knowledge, and credentials with Maryland University of Integrative Health (MUIH) Professional and Continuing Education (PCE)!

This is an exciting time for you to make a significant impact as the field of complementary and integrative health rapidly expands. Upon enrolling in a PCE offering, we welcome you into our community as a professional learner and consider you a leader in the wellness revolution. We hope your educational journey with MUIH will further contribute to your ability to transform health and healthcare at the individual, community, and policy levels in the 21st century.

We aim to infuse MUIH's values – community, mindfulness, integrity, inquisitiveness and discernment – into our offerings to provide a transformational learning experience for you, an active participant in your education.

We look forward to supporting you in accomplishing your personal and professional goals, which is why we have compiled this guidebook of helpful resources.

Thank you again for your passion for advancing the field of integrative health and for selecting MUIH PCE as your partner in education. We honor your contributions as a fellow wellness advocate and lifelong learner.

Enjoy the journey!

A handwritten signature in blue ink that reads "Beth Romanski". The signature is written in a cursive, flowing style.

In partnership,

Beth Romanski

Director, Professional and Continuing Education

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. 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.

Foundational Principles

At Maryland University of Integrative Health, we commit, individually and collectively, to practicing the following foundational principles, which we use 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 actions 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 new 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.

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 MUIH, 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 their 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, lifestyle, 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, contribute to a diverse and vibrant learning community. As members of this community, it is important that we practice self-care so that we can be fully present to our work and for each other.

Office of Professional and Continuing Education

Mission and Purpose

The Office of Professional and Continuing Education supports MUIH's mission by delivering progressive educational programs, fostering mutually beneficial partnerships, and expanding opportunities for fulfilling, successful careers for complementary and integrative health (CIH) practitioners. PCE offers advanced, distinctive, skills-based, alternative credit programming leading to relevant credentials and real-world application. Designed to provide superior quality, rigorous assessment, and educational innovation, PCE programs uphold the University's commitment to excellence in teaching and learning. As an agile incubator, PCE seeks to embody the University's entrepreneurial spirit and aims to support MUIH by diversifying revenue streams and elevating MUIH's brand as a global leader in CIH education.

MUIH Overview and Accreditation

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners, and deliver more than 35,000 clinical treatments and consultations each year.

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

Our 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 accreditation a university can achieve. The Middle States Commission 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 institution, not individual academic programs.

State Approval

Maryland Higher Education Commission

Each time we launch a new doctoral or master's degree or academic certificate program, it undergoes a rigorous review process by the [Maryland Higher Education Commission](#). Every one of our academic programs has been approved 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

The Master of Acupuncture and Master of Oriental Medicine programs of Maryland University of Integrative Health are accredited under master's degree standards by the Accreditation Commission for Acupuncture and Oriental Medicine, the recognized accrediting agency for

programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone (952) 212-2434; fax (952) 657-7068.

The Doctor of Acupuncture and Doctor of Oriental Medicine programs of Maryland University of Integrative Health are not accredited or pre-accredited (candidacy) by the Accreditation Commission for Acupuncture and Oriental Medicine. Graduates of these programs are not considered to have graduated from an ACAOM accredited or candidate program and may not rely on ACAOM accreditation or candidacy for professional licensure or other purposes.

International Association of Yoga Therapists

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

If a PCE offering has attained specific programmatic accreditation, it will be indicated in the individual course listing and course outline.

Online Learning

Maryland University of Integrative Health's online programs allow you to participate in courses with our experienced professional faculty, study with others who are passionate about this field, and become part of our vibrant community no matter where you live or work or how your life is currently structured. You will develop a healing presence and learn a method of working with others that is relationship-centered. You will thoughtfully design your future and become part of an impressive lineage of wellness leaders.

Canvas

Canvas is MUIH's learning management system. Canvas is technologically advanced, cloud-based, mobile friendly, and an easy-to-use learning system. MUIH uses Canvas for teaching, learning, collaborating, and evaluating academic performance. This is the platform where you will be taking your online courses. Depending on the type of PCE offering, you will be using a variety of different types of Canvas tools.

New to Canvas?

[View](#) the MUIH Canvas student orientation overview.

[View](#) Canvas student video tutorials.

Technical Requirements

Information about technical requirements to maximize the use of Canvas is available [here](#).

Minimum Hardware Requirements

Most offerings will include videos or audio lectures which require use of speakers or a headset. You will need a microphone to participate in webinars. To ensure a high quality and interactive experience, it is strongly recommended you use a headset with a microphone. You can purchase a computer headset with microphone at most office supply or electronics stores or online.

Canvas Assistance

All technical questions (non-academic) should be addressed to Canvas Support via the Help function found on the Canvas Global Navigation Menu in your course.

24-Hour Canvas Technical Support

24/7 technical support is available through Canvas Support Hotline at 844-414-5052. From the Help screen, learners can contact the Canvas Help Desk to chat with Canvas Support, access the Canvas Guides, and report problems or call 844-414-5052.

[Learn](#) how to get Canvas Help as a student.

MUIH Online Support

If Canvas Support is unable to assist with your Canvas classroom, you may email online@muih.edu for additional assistance during regular business hours.

Canvas Catalog

Canvas Catalog is your course registration platform and Student Dashboard portal for all your PCE enrollments.

View our PCE Canvas Catalog Tutorial video [here](#).

View Canvas Catalog Guides [here](#).

24-Hour Canvas Catalog Technical Support

For 24/7 registration technical support, please contact 1-844-414-5052 or support@instructure.com.

Canvas App

The Canvas Student app is the mobile version of Canvas that helps students stay current with their courses anywhere. Download the Canvas Student app on Android and iOS devices.

[Canvas Student Android Guide](#)

[Canvas Student iOS Guide](#)

Managing Your Canvas Notifications

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. We recommend you update your settings to receive notifications to a frequently accessed email and/or enable text messaging so as not to miss important course notifications. To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#) or the [online guide](#).

Privacy and Security

MUIH takes seriously our responsibility to insure the integrity of our learning environment and protect the privacy of our student and faculty data and academic information. MUIH employs a variety of strategies to do this.

To ensure security of your Canvas login credentials all MUIH communications and password reset links are sent via your secure MUIH email, or email that you registered with through Catalog. If you need to reset the Password for your MUIH email contact help@muih.edu or visit

For Catalog registration and technical support, please contact 1-844-414-5052 or support@instructure.com.

To further verify student identity within each of our Canvas courses MUIH deploys the Canvas Authentication Tool. In some instances, you may find information about this tool within your

Canvas classroom. This verification information may only be used only to authenticate your identity for class assignments. No student responses to authentication questions will ever be stored or shared with any organization, firm, or institution, whether private or public.

Do not share your login credentials with anyone else for security reasons. Your course registration access is not to be shared with anyone else without prior permission from MUIH PCE Administrator. As part of the MUIH PCE Honor Code, you agree that you are the individual taking the course and related assessments. If we find a violation of course access, your ability to participate in the course, and future courses, may be revoked.

Accessibility and Disability Services

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 other activities at the University solely by reason of their 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.

To help you reach your maximized potential, our Director of Disability Services can work with you to create a tailored plan to help you address any barriers to success as well as support of resilience in the areas in which you're experiencing success. A few of the areas in which we can assist you:

- Time Management
- Learning Retention
- Test and Presentation Anxiety
- Study/Notetaking Skills
- Test Taking Strategies
- Adjustment to Online Courses
- Conflict Resolution
- Writing and Research Skill Development
- Management of Difficult Life Situations
- Accessibility and Disability Support Service
- Navigation of MUIH and Community Support Resources

If you are in crisis, know that we care about you! For confidential assistance at any time, consider contacting Grassroots. They are available 24 hours a day at 410-531-6677 or by visiting www.grassrootscrisis.org. (Call 911 in case of emergency)

Writing Support

Are you interested in improving your writing skills? Contact academicsupport@muih.edu with a request for assistance.

Disability Support Services

Disability Services is committed to cultivating a disability-inclusive culture in which all students have equitable access to thrive! Students are never required to disclose their disability but must do so to access accommodations. The process to register with Disability Services has three steps: Submitting a request for accommodations, submitting documentation from a qualified provider, and then self-report through an intake conversation. Contact dscoordinator@muih.edu for more information.

All MUIH online courses are designed following minimum ADA standards. If you have questions about online course accessibility, contact online@muih.edu.

If you have questions about MUIH Disability Services, contact the MUIH Disability Coordinator at dscoordinator@muih.edu.

Sexual Harassment/Sexual Violence

For members of the MUIH community affected by sexual harassment or violence (including but not limited to stalking, relationship violence, assault, and exploitation), please contact our Title IX Coordinator for assistance.

Title IX Coordinator's contact information:

Email: compliance@muih.edu

Office Phone: 410-888-9048, ext. 6627

The national domestic violence hotline has comprehensive information and highly specialized staff who provide confidential assistance both by phone and chat feature 24/7. Their website is <http://www.thehotline.org/>. Contact academicsupport@muih.edu to request support.

Confidentiality

Due to 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 patient/client. Students must control the distribution of written patient/client information with utmost care. Students must ensure that all communications about patients/clients are HIPAA-compliant. If a case is presented in an educational setting, students should include only the information that is necessary for presentation or discussion purposes, without any use of the patient's/client's "identifying information" under HIPAA. "Identifying information" includes, but is not limited to, names of individual patients, addresses, geographic 10 subdivisions smaller than a state, all elements of dates directly related to an individual, and ages of any individual over age 89. 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 a patient's/client's file should not be destroyed. For information regarding HIPAA, please email HIPAA@muih.edu.

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

[Building a Culture of Compliance](#)

[Patient Privacy - A Guide for Providers](#)

Pre-Requisites

Select PCE courses and programs will require pre-requisites and/or minimum admission requirements for enrollment. These will be stated on the individual course listing upon registration and in the Course Outline in Canvas. By checking the consent forms upon registration, you agree that you have met all course pre-requisites and admission requirements (as applicable) to be successful in the course. There may also be additional pre-requisite requirements within your Canvas course environment. If you have any questions or concerns, email the Office of Professional and Continuing Education at ce@muih.edu.

Course/Program Length

The course length will be indicated on the individual course/program listing upon registration. The course/program structure and policies will be outlined in the individual course upon enrollment. Some PCE offerings may have limited access while some may have lifetime access. Always refer to the individual listing for these specifications.

Required Materials

The required and optional materials will be listed in the course listing upon registration and in the individual course/program outline.

Course Participation

PCE offerings will vary in participation requirements, so it is important to reference the individual offering for those specifications and to consult the Office of Professional and Continuing Education with any questions at ce@muih.edu.

Instructor-led PCE offerings will delineate specific participation expectations and requirements in the individual course/program outline. Asynchronous on-demand offerings are self-paced and are typically not instructor-led, therefore, participation expectations may be minimal. Each offering will indicate expected amount of work and time to complete based on average assumptions; keep in mind this may vary for individual learners.

Respectful Communication

MUIH upholds standards of respectful communication in both face-to-face and online offerings. If you violate these policies, you may be administratively unenrolled from the course/program.

Online Courses

“Netiquette” refers to online etiquette. At MUIH, the use of netiquette is another opportunity to demonstrate our values of Community, Mindfulness, Integrity, Inquisitiveness and Discernment in a meaningful way. Written online communication can easily be misinterpreted or misunderstood. The following are suggested guidelines to support and demonstrate our values:

Use discernment in your choice of words. Aim to maintain a positive tone. Be conscious regarding use of humor and sarcasm. Both can be misunderstood.

Be mindful of how your communication may be received by others. Using all capital letters, for example, may be interpreted as shouting.

Use integrity in all your communications.

Use discernment by reviewing all discussion postings before posting your own to prevent redundancy.

While we value community and our interconnection, communicate personal messages with instructors or classmates through email.

Respect others' opinions. Practice inquisitiveness to best understand different points of view.

Be polite.

Treat your fellow learners with respect.

Insulting, condescending, or abusive words will not be tolerated.

Do not harass other learners.

Polite debate is welcome as long as you are discussing the ideas, not attacking the person.

Be sensitive.

Remember that MUIH PCE is a global forum with learners from many different cultures and backgrounds.

Be kind, thoughtful, and open-minded when discussing race, religion, gender, sexual orientation, or controversial topics since others likely have differing perspectives.

Post appropriate content.

Content that violates the [Honor Code](#) or [Terms of Service](#) is not permitted.

You may not post inappropriate (e.g., pornographic or obscene) content.

Do not post copyrighted content.

Do not advertise or promote outside products or organizations.

Do not spam the forums with repetitive content.

Posts that violate this Code may be deleted or made invisible to other students by any forum moderator.

Students who repeatedly break these rules may be removed from the course and/or may lose access to the MUIH online site.

Please note that deleting your MUIH account does not remove your work or forum posts from MUIH courses.

Report abuse to ce@muih.edu.

If someone is violating the Code of Conduct, you can report them by contacting ce@muih.edu.

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 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.

Any form of academic dishonesty, including cheating, plagiarism, and misrepresentation of work, is a violation of academic integrity. Students are responsible for understanding and avoiding academic dishonesty and plagiarism, whether intentional or unintentional. Violations of Academic Integrity include the following, but are not limited to:

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).

Plagiarism: submitting work without attributing the correct sources to information that is not one's own work. **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.

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. **Falsifying Records or Documents:** any alteration to documents that impact academic records; forging signatures for the purpose of authorization (academic, clinical etc.).

Unauthorized Records Access: viewing or altering University records, whether physical or electronic is expressly forbidden.

Violation of Confidentiality: unauthorized sharing of patient/client information; discussing private information in a public setting; unprotected storage of patient/client health information. Students suspecting someone of violating academic integrity should report it to their instructor and the Director of Professional and Continuing Education. All charges of academic dishonesty will be investigated and resolved by the Director or designee.

Academic Writing

Plagiarism is an infraction of Maryland University of Integrative Health's Academic Integrity Policy and may result in administrative withdrawal from the course.

Plagiarism is defined as using the published or unpublished words or ideas of another, in a direct quote, paraphrase, or summary without properly citing the material used and its source.

A quote is the use of another's exact words to express an idea. Quotes need to be relayed within quotation marks and attributed to the individual who created them.

A paraphrase is the use of another's ideas and, usually, another's textual structure or flow, to convey information in one's own words. The length of a paraphrased passage tends to be about the same as the length of the passage created by the original author. Paraphrased material needs to be attributed to the individual whose ideas are expressed in the original work.

A summary is the concise presentation of the main ideas within someone else's work. It is written in one's own words and must be attributed to the individual whose work has been summarized.

To best represent the authoritative voice of the Maryland University of Integrative Health in the field of integrative health all scholarly/academic writing, MUIH uses American Psychological Association style formatting for writing and citations. In some instances, faculty may require the use of APA style in-text citations and reference lists entries alone, without the use of the APA style writing formats. Full or partial use will be noted by assignment within your course syllabus, assignments, and modules.

While not all PCE programs will involve substantial writing assignments, it is important to make a concerted effort to follow professional writing practices and proper grammar as a professional learner.

The [Purdue OWL Writing Lab](#) is a helpful resource to reference for both general writing and scholarly writing.

Copyright and Fair Use

Copyright is an area of law that provides creators or “authors” of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

Fair Use: A provision for fair use is found in the Copyright Act at Section 107, and the Copyright Act also provides specific exemptions from infringement in other sections (e.g., Section 108 – Reproduction by Libraries and Archives) are provided. Under the fair use provision, a reproduction or other use of someone else's copyright-protected work for the purpose of criticism, comment, news reporting, teaching, scholarship or research may be considered a fair use depending upon the circumstances.

If the reproduction or use is for one of these purposes, a determination as to whether the reproduction or use is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work (whether the work is fiction or fact-based);
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

How to obtain copyright permission

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the MUIH Copyright Officer has a copy of each permission form or letter. The time to obtain permission may vary and, where possible, it is recommended to start the permissions

procedure at least six months prior to the time that you wish to use the materials. If you need a quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly. Often, Copyright Clearance Center (CCC) is your quickest one-stop resource for obtaining copyright permission. In situations where the CCC does not have a relationship with the publisher or copyright holder, it can be more expedient to contact the publisher or copyright holder directly.

MUIH Sherman Cohn Library for PCE Learners

MUIH Sherman Cohn Library for PCE Learners

PCE offerings provide the content required for completion of the course/program within the course itself. [The Sherman Cohn Library's Professional and Continuing Education Resource List](#) provides a variety of open access resources for PCE learners which may be useful when engaging in supplementary academic research and writing. PCE learners local to MUIH main campus may visit the Library and sign up as community borrowers. To reach the Library please dial x6644 from (410) 888-9048 or (800) 735-2968 or email the Library Desk at librarydesk@muih.edu.

Grading

Unless otherwise specified in the individual course/program overview, PCE programs are typically not graded following a standard credit grading scale. Rather, we expect learners to demonstrate mastery of the learning objectives through various assessments to earn their credential. Most PCE offerings may require minimum passing requirements to earn a Certificate of Completion and/or Certification. Refer to the individual course syllabus or outline or Canvas course content details for the exact requirements and expectations for your specific course/program to earn a Certificate of Completion and/or CEUs.

Certificate of Completion

Upon completing all of the requirements (e.g. readings, lessons, assessments, surveys) in each PCE course/program, you will receive an electronic Certificate of Completion from MUIH. The standards and requirements to earn a MUIH certificate are outlined in the individual course/program outline in Canvas. You may [view your Certificate of Completion](#) for completed courses in your [Catalog Student Dashboard](#) account at any time in the future.

View our PCE Canvas Catalog Tutorial video [here](#).

Continuing Education Units (CEUs)

CEU stands for Continuing Education Unit. According to the [International Association of Continuing Education and Training](#), a CEU is a unit of credit equal to ten hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. However, CEU guidelines vary per industry or certification body. CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards.

MUIH PCE considers the following when establishing CEUs for PCE offerings:

- Relevant professional organization guidelines for CEUs
- MUIH PCE CEU Philosophy
- ACE and IACET standard of 10 contact hours = 1 CEU

MUIH PCE CEU Philosophy

MUIH strives to maintain rigorous standards in the design and delivery of its Professional and Continuing Education learning experiences.

Traditionally CEUs have been based on the amount of time spent in a training event, and when a professional organization follows a time-based formula for awarding its CEUs, we first and foremost follow their guidance.

In addition to considering the time required to participate in a training event, we also award CEUs in our PCE courses based on a holistic appraisal of a variety of factors that contribute to learning and mastery of the course learning outcomes.

Mastery of learning outcomes: Our courses are designed to focus on specific, measurable, observable learning outcomes, which guide the development of course activities and assessments designed to ensure learners can demonstrate mastery of specific skills, attitudes, and behaviors appropriate to professional practitioners.

Instructor/SME expertise: Our courses are developed by our faculty and other subject-matter experts in their respective fields whose knowledge of the standards of their profession inform the choice of course topics, course content, and assessment of learning outcomes.

Learning design: Our courses are developed in collaboration with our team of professional instructional designers who guide the course design process according to current research-based principles of adult learning and quality course design.

Course content (text, audio, video, multimedia): Our courses are designed to include a variety of learning modalities to ensure that course content is appropriate for all types of learners and accessible to all participants.

Prior knowledge: Our courses take into account the prior knowledge learners bring to the learning experience, and provide the scaffolding necessary to ensure they successfully deepen their knowledge and skills.

Cognitive level and complexity: Our courses are designed to produce deeper levels of learning that go beyond rote recall of factual information. We strive to include learning objectives in our courses that require higher-order thinking, and that require participants to apply, analyze, evaluate, and create in order to demonstrate mastery of the course learning outcomes.

Practicality for immediate application: Our offerings are designed with the intention for immediate application and relevance to a professional learner as a practitioner.

Rigor of assessment: Earning CEUs for completing an MUIH Professional and Continuing Education course requires that participants pass a final assessment designed to demonstrate mastery of the course learning outcomes.

Alignment with professional standards: Our courses are designed to align with the standards of ethical and professional behavior expected of practitioners by the leading professional organizations who oversee the fields relevant to the courses.

Taken together, these standards provide a holistic framework for awarding CEUs in MUIH PCE courses that goes beyond simple computation of seat time and encompasses a variety of factors that focus on learning and our participants' ability to demonstrate mastery of the expected learning outcomes in each course.

Professional Requirements

Certain professions require that practitioners earn a specific number of CEUs per year to ensure that they are up to-date with current practices in their field. Proof of credits earned is necessary in order to renew a license or certification. The annual number of CEUs required varies by state and profession. Contact your professional organization or board with questions regarding your individual requirements.

Awarding CEUs

The International Association for Continuing Education and Training offers the most industry wide accreditation of official CEUs. Colleges, universities (such as MUIH), or any association, company, or organization that is willing and able to meet American National Standards Institute (ANSI)/ IACET standards and/or standards established for a particular industry may be accredited to award CEUs.

Specific industries, such as nursing, have their own accrediting processes for CEUs. Any accredited CEU generally has a preface of the accrediting body.

Continuing Education Opportunities

Continuing education opportunities involve educational activities both in-person and online. Specific requirements vary per industry/certifying organization. As an accredited university, MUIH is approved to offer and confer continuing education courses.

How to Request CEU Credit

Contact your licensing or certification organization and obtain a copy of their CEU request form. If they don't have a form, they will explain their CEU request process. Information usually will be listed on the website.

In most cases, expect to provide the following about the course(s) you attended:

- Certificate of Completion
- Course Description
- Length of Course
- Provider
- Course Agenda/Outline/Syllabus (most will ask the amount of time spent on each topic)

This information should be accessible in your MUIH Canvas course and on your Certificate of Completion. If additional information is needed, or if you have any questions, contact ce@muih.edu.

It is the responsibility of the individual requesting CEUs to submit to their respective professional certifying organization. If you are seeking continuing education credit for a specialty not listed in the course description, it is your responsibility to contact your licensing or certification board to determine course eligibility for your licensing or certification requirement.

Student Evaluation of Courses, Workshops and Faculty

MUIH values and encourages students' feedback on their educational experiences. Surveys and end-of-course evaluations are distributed to students at the end of designated courses to evaluate the efficacy of the course and the instruction (as applicable). 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 learners.

Tuition and Funding

Professional and Continuing Education offerings do not qualify for Federal Financial Aid. Various professional associations and organizations may provide financial reimbursement for continuing education: contact your respective association/organization for details on their policies and benefits. MUIH Professional and Continuing Education programs may be eligible for MUIH tuition discounts for MUIH staff, faculty, alumni, current students and partners. Contact ce@muih.edu with questions about PCE discount eligibility and details. Contact accounting@muih.edu with questions related to tuition billing and payments.

Discounts and Promotion Codes

Some Professional and Continuing Education offerings may be eligible for discounts and special promotions based on your MUIH affiliation status, organizational membership or other promotional rates. Refer to the offering listing for details or email ce@muih.edu to request a promotion code if verification is required.

Payments, Cancellations and Refunds

Payment Terms

MUIH requires payment in full for all programs as listed unless otherwise specified, which you can provide by credit card or PayPal at the time of online registration. Questions regarding payment processing may be directed to accounting@muih.edu.

Cancellations and Refunds Overview

The Office of Professional and Continuing Education reserves the right to refuse/cancel a registration or event due to low enrollment or other circumstances which would make the registration or event nonviable. Should circumstances arise that result in the postponement of a registration or event, registrants will have the option to either receive a full refund or transfer the registration to the same course, or a different course, at the new future date.

Due to the high demand for our services and participant limits for some of our programs we ask for your assistance in informing us of requests for cancellations as early as possible. This will allow us to offer your space to someone else on the course wait list. If applicable, if cancelled prior to the course start date, your deposit may be refunded per the individual course listing policy.

For online only programs with no designated start date (continuously available for self-paced learning), no cancellations, refunds or transfers are permitted.

For programs with a designated start date, transfers are not allowed. Cancellations may be requested following the process outlined below.

Cancellation policies are stated per the individual course listing.

Registration Cancellation / Refund Request by Participant Prior to Start Date

For programs with a designated start date, transfers are not allowed. Cancellations may be requested following the process outlined below. Registration cancellations received prior to the course/program start date may be eligible to receive a full or partial refund per the individual course/program/workshop/conference refund policy guidelines.

Please read all individual course and workshop descriptions and program information thoroughly for these details prior to registration.

The registrant or credit card holder must make the refund request to ce@muih.edu for approval.

Refund requests must include the name of the attendee and/or transaction number. Cancellations are accepted only by a signed fax or email and must be received by the stated cancellation deadline on the individual offering listing. Refunds will be credited back to the original credit card used for payment or another agreed upon method. All benefits and incentives received by the participant must be cancelled or returned to Maryland University of Integrative Health.

Registration Cancellation / Refund Request by Participant After Start Date

Registration cancellations received on or after the course/program, workshop or web conferencing workshop start date may or may not be eligible for a full refund per the individual course/program/workshop/conference refund policy guidelines. Partial refunds may be permitted depending on the course/program and circumstances. Please read all individual course and workshop descriptions and program information thoroughly to understand the applicable cancellation and refund guidelines.

The registrant or credit card holder must make the refund request to ce@muih.edu for approval.

Refund requests must include the name of the attendee and/or transaction number. Cancellations are accepted only by a signed fax or email and must be received by the stated cancellation deadline for the individual listing. Refunds will be credited back to the original credit card used for payment or another agreed upon method by the MUIH Accounting Department. Please allow timely processing of refunds. All benefits and incentives received by the participant must be cancelled/returned to Maryland University of Integrative Health.

Online Courses and Conferences

MUIH is not responsible for the inability of any participant to participate due to technical issues beyond our control. Participants are encouraged to conduct a technical and sound check at least one day prior to the scheduled start time of a live web conference on the computer that will be used for the workshop and allow enough time for any local technical support to prepare the computer. Instructions for participation in the web conference and completion of a technical check will be sent upon registration.

Technical Assistance

All technical questions (non-academic) should be addressed to Canvas via the Help function found on the Canvas Global Navigation Menu.

Academic Questions

Questions related to your learning content can be directed to ce@muih.edu.

24-Hour Canvas Technical Support

Technical support is available 24/7 through Canvas Support Hotline at 844-414-5052. From the Help screen, students and faculty can contact the Canvas Help Desk to chat with Canvas Support, access the Canvas Guides, and report problems or call 844-414-5052.

Goods and Product Refund/Return Policy

All returns of goods and materials purchased in relation to the course are the responsibility of the participant and are non-refundable by MUIH.

Dropping Courses

You can drop courses or programs from the Catalog dashboard (not the Canvas course). You can only drop a course while it is in progress, which means the course is between the course start date and end date. If your course or enrollment status has concluded, you can no longer drop the course.

[View](#) how to drop a course in Catalog.

Please be aware if you drop a course, you will need to re-enroll from the beginning registration process.

Note: Dropping a course does **not** confirm a refund; it will merely remove the course from your Catalog Dashboard. All course refunds are issued per the individual course refund/cancellation policy. Please email ce@muih.edu with your request to drop a course for a refund or cancellation per the policies above.

Disclaimer

These refund policies apply to all MUIH Professional and Continuing Education registrations unless otherwise noted. Please read all individual workshop and course descriptions and program information thoroughly. For questions, contact ce@muih.edu or accounting@muih.edu.

MUIH Campus Contacts

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ce@muih.edu

Office of Professional and Continuing Education: ce@muih.edu

MUIH Disability services: Disability Coordinator, dscoordinator@muih.edu

MUIH Career Services: careerservices@muih.edu

MUIH Alumni Services: alumni@muih.edu

MUIH Sherman Cohn Library: librarydesk@muih.edu

MUIH Office of Admission: admission@muih.edu

Billing and finance-related questions: Brian Donelan, bdonelan@muih.edu

The PCE Learner Guide is published by the Office of Professional and Continuing Education. The information in this handbook was collected and reviewed and was accurate at the time of publication. 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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