



STUDENT HANDBOOK

2022-2023

Effective August 19, 2022

Maryland University
of **Integrative Health**

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Welcome to Maryland University of Integrative Health

We are very excited to welcome you to Maryland University of Integrative Health (MUIH). Here at MUIH you will find supportive people and plentiful resources devoted to your success, and we encourage you to use these resources at times when you need assistance.

This Student Handbook serves you in two fundamental ways: first, it is an excellent place to start when you have questions about resources and support services at MUIH and, secondly, it serves as an excellent collection of university policies all in one centralized location. When you chose to join MUIH's community, you agreed to abide by the University's policies. We encourage you to become familiar with the Student Handbook and use it for referencing as you move through your time here at MUIH.

Your journey at MUIH will be both demanding and challenging, but these days, months, and years will also be some of the most productive, rewarding, and enlightening towards your career aspirations. We urge you to pursue opportunities inside and outside of class that will assist you in capitalizing the most on your great potential—please do this during your entire time here MUIH.

We wish you the greatest success and look forward to seeing the countless and diverse contributions each of you will add to our MUIH community.

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Laurel, MD 20723
Phone Number: 443-906-5829
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Who We Are

Mission

MUIH promotes whole-person and community health and wellness through relationship-centered integrative health education, care, and leadership.

Vision

MUIH is a global leader in advancing whole-person and community health and wellbeing.

Foundational Principles

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. Health care 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.

University Learning Outcomes for MUIH Graduates

The University Learning Outcomes articulate the common characteristics and essential learning outcomes that underlie all MUIH programs. These outcomes identify and define elements that all students will know and be able to demonstrate by the end of their program. They lay the framework for the curriculum, how student learning will be assessed, and students will demonstrate learning.

There are 11 University Learning Outcomes:

Business/Practice Management: Graduates apply best principles and practices in business management to sustain their livelihood while providing in-demand quality services to patients and clients.

Discernment: Graduates analyze information from a variety of perspectives to make a reasoned judgment based on evidence and reflection.

Ethics: Graduates apply ethical principles and standards in alignment with the guidelines of their profession to make decisions and take actions.

Healing Presence: Graduates demonstrate professional qualities, relationship skills, and professional behaviors that support the innate wholeness of individuals and their capacity to heal themselves.

Intercultural competency: Graduates distinguish the impact of race/ethnicity, gender, age, sexual orientation, disability, religion, socio-economic status, veteran/military and political ideology on individuals, groups, and communities and are proficient in establishing relationships across different cultures to impact health perspectives and outcomes.

Inter-professionalism: Graduates collaborate with individuals of other professions to address health and healthcare needs and maintain a climate of mutual respect and shared values.

Relationship-Centeredness: Graduates demonstrate awareness of self, individuals, and the community to develop shared goals, identify opportunities and barriers, and facilitate meaningful change.

Research Literacy: Graduates access, evaluate, and apply the best available evidence to answer questions and inform decisions.

Resilience: Graduates utilize personal assets, external resources, and positive coping strategies to adapt and thrive in changing environments.

Scientific Principles: Graduates use knowledge of scientific concepts as part of analysis and decision-making in health and health care.

Skillfulness: Graduates demonstrate proficiency in their field of study, integrating the knowledge and theories of their discipline into sound practice.

Healing Presence

Healing Presence is one of the 11 University Learning Outcomes. It is a hallmark of an MUIH education and an essential element of life at MUIH.

Healing Presence is a constellation of personal qualities, relational skills, and professional behaviors that can have a transformational influence on individuals, groups, and communities. Healing Presence is an antecedent to optimal health and healthcare interventions; it transcends technical skill and supports the innate wholeness of individuals and their capacity to heal themselves. The qualities, skills, and behaviors that make up Healing Presence can be intentionally cultivated through specific practices.

Healing presence is composed of the personal qualities of compassion, mindfulness, empathy, humility, and curiosity; the relational skills of listening deeply, practicing non-judgement, offering support, and communicating effectively; and the professional behaviors of respecting others, acting ethically, collaboration, and demonstrating cultural competence. It can be cultivated through the practices of self-awareness, self-regulation, and self-care. It manifests with individuals, groups, and communities in the form of safety, trust, empowerment, unconditional acceptance, increased self-efficacy, and increased resilience.

Valuing Diversity & Inclusion

Our commitment to diversity makes our organization stronger and is central to fulfilling our mission as healers. Read the full message on our website from President Marc Levin.

Accreditation

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

Campus Resources

Academic Advising

Academic advisors at Maryland University of Integrative Health work collaboratively with students as they pursue their academic and professional goals.

Our services include:

- Understanding plans of study
- Academic standing
- Understanding academic policies
- Modified plans of study
- Connection with campus resources

Students are not required to work with an advisor each term, but we strongly encourage them to contact us each term to make sure they are on path to timely degree completion. We are here to help our students complete their degree and meet educational goals. For general advising questions, students can email advising@muih.edu or reach out directly to their assigned academic advisor.

Academic Success

The Office of Academic Success provides individualized support to address any barriers to success that students may experience. This includes help with time management, learning strategies, test taking, and referrals for community resources and online tutoring (including writing, organic chemistry, and physiology). Students who are interested in utilizing these services should contact the Office of Academic Success at studentsupport@muih.edu.

Admissions

The admissions team is here to support student exploration of graduate programs at Maryland University of Integrative Health. The following are areas of support:

- Admission Requirements
- Program Start Dates
- Application Process
- Financial Aid

The Admissions Office offers small-group and individual information sessions by appointment. Please contact the Admissions Counselor to schedule a time to visit and get questions answered. Students may also reach out by calling 443-906-5745 or emailing at admissions@muih.edu.

Alumni Affairs

We strive to connect our alumni with a lifetime of opportunities to engage with the University and with other alumni, faculty, and the community. No matter where they live, what stage of life they are at, or what their goals include, the Alumni Affairs Office points alumni toward the events, groups, and networks that benefit them professionally, intellectually, and socially, and help them give back to the University's many communities.

Please contact our team at alumni@muih.edu if interested in joining the MUIH Alumni Association or MUIH Alumni Advisory Board.

Campus Safety

We are committed to ensuring the safety and security of all members of the Maryland University of Integrative Health community and have developed guidelines and resources for everyone's protection.

Canvas Classroom

Maryland University of Integrative Health uses Canvas as the learning management system (LMS). Canvas is a technologically advanced, cloud-based, mobile-friendly LMS. It seamlessly integrates hundreds of digital learning tools into a highly intuitive and easy-to-use learning system. It is used for teaching, learning, collaborating, and evaluating academic performance and is able to incorporate many features including social media, e-portfolios, and web conferencing. All online courses use Canvas and faculty who teach on-campus courses determine how they will incorporate the Canvas Classroom to complement their courses.

Students can access their Canvas account at learn.muih.edu. The IT Office sends personal login information via email. Canvas support is available 24/7. Students can contact Canvas by phone at 844-414-5052, by email at support@instructure.com, or use the Chat "Get Help with Canvas" or Canvas Guides in their Canvas Classroom. Please see updated information about [technical requirements](#) for the use of Canvas. In addition, each student is strongly encouraged to purchase a headset for use with online courses to ensure the highest quality of audio.

Career Services

Career Services serves as a liaison between the campus community and employers, while also providing students and alumni with career counseling and job search counseling. They also work closely with the academic programs to support external clinical, internship, and practicum placements. Find out more by visiting our [website](#) or e-mailing us at CareerServices@muih.edu.

CARE Team (Campus Assessment Response and Evaluation Team)

MUIH has established a multi-disciplinary team of professionals to evaluate and provide outreach and support for students who are in distress. Any member of the MUIH community who is concerned about the well-being of a student may reach out to the CARE team, which is led by the Dean of Student Affairs, by e-mailing wecare@muih.edu or submitting a referral [here](#). Please note that this e-mail is checked during business hours; for assistance after hours, please contact CrisisLink at 988.

Clinic Services at Natural Care Center

The Natural Care Center is the University's clinic located on the second floor of Main Campus. All students are encouraged to consider utilizing the services offered at the NCC which is open seven days a week. See the Student Health and Wellness Benefits section below for information about care opportunities and discounted fees available to students.

Acupuncture treatments, consultations in nutrition and Chinese herbs, yoga therapy sessions, and health and wellness coaching are available to the public in the Natural Care Center. For more information or to make an appointment with a clinical student intern or professional practitioner visit the Natural Care Center or call the NCC front desk at 443-906-5792.

Counseling and Wellness Services

The University offers free short-term confidential individual and group counseling for MUIH students. This is offered in-person and online. Referrals to local providers are offered for students who need intensive therapy or reside in states that do not permit telemental health services by out-of-state providers. To access these services, contact counseling@muih.edu.

Disability Services and Accessibility

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 their disability. 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 their disability, against a qualified prospective or matriculated student.

Students are not required to disclose their disability(s) to the University, but must register with Disability Services to receive accommodations. Accommodations are designed to eliminate or reduce disability-related barriers, and they are determined through a comprehensive, individualized process that includes the student's request, self-report, and documentation. Students with questions or concerns should contact dscoordinator@muih.edu.

Financial Aid

The Financial Aid Office is committed to helping current and prospective students with the financial aid process. Our approach is individualized and responsive to each student's specific needs.

To apply for federal financial aid, students should first complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. The Maryland University of Integrative Health school code to use when completing the FAFSA is G25784. To complete the FAFSA Entrance Counseling, Master Promissory Note, and/or Exit Interview, students should go to www.studentaid.gov. If you would like to receive a college financial plan formerly known as the shopping sheet, please email financialaid@muih.edu or call 443-906-5761 ext 2.

We are pleased to offer a free financial literacy tool, the iGrad Financial Literacy Platform, as part of our library of resources that we provide to our students. This tool includes educational resources for repaying student loans, budgeting, saving and investing, managing debt, scholarships, job search tools, and healthcare options. Information about this service is accessible on the Financial Aid website and New Student websites, or directly from the [iGrad Website](#).

Library

The Sherman Cohn Library contains a collection of physical materials and a wealth of online electronic resources designed to support the academic programs offered by Maryland University of Integrative Health. The on-campus library contains equipment and resources for student use. Information on library resources, services, and hours is available on the library's online Research Tools webpage and

the library's Canvas page. Librarians are available to provide assistance to both on campus or remote students and faculty. Library staff can be reached via the online contact form, by email at librarydesk@muih.edu, or by calling 443-906-5782.

My MUIH

My MUIH is a tool only for Maryland University of Integrative Health students, faculty, and staff. It is a focal point for University-wide policies, forms, and other information. Students can also access their Data Portal through My MUIH. My MUIH and the Data Portal are secured sites, the information presented is password-protected. Students can access My MUIH from MUIH's website or the Data Portal. MUIH Data Portal contains essential information and functionality specific to their role at MUIH. For technical assistance regarding My MUIH and subset sites, please contact help@muih.edu.

University Policies

The full, updated list of University policies are located on [this page](#).

Professional and Continuing Education

The Office of Professional and Continuing Education (PCE) supports Maryland University of Integrative Health'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 programming leading to relevant credentials and real-world application.

Students are eligible for free registration in a selected set of non-credit, self-paced online courses offered through MUIH's Office of Professional and Continuing Education (PCE). To view the list of available courses eligible for the benefit, go to <https://ce.muih.edu/> and look for courses designated as "MUIH Community Benefit". To retrieve enrollment directions and the complimentary promotion code, go to <https://my.muih.edu/campus-resources-2/professional-and-continuing-education>. All other PCE learning opportunities are eligible for MUIH student discounts. To learn more, visit the PCE website or contact ce@muih.edu with questions.

Registrar's Office

The Registrar's Office processes registration requests, course schedules and maintains class lists, enforces the rules for entering or leaving classes, and handles transcripts, and keeps a permanent record of grades. Contact them by email at registrar@muih.edu, or phone at 443-906-5806. The Registrar is open from 9 a.m. to 5 p.m., Monday through Friday.

Student Support and Advocacy

Graduate education is both highly challenging and rewarding. The Office of Student Support and Advocacy encourages and supports student success by providing a variety of support services, programs, and activities to enhance the student experience and to assist students in meeting the many demands of their personal and academic life. Our broad range of support enriches student development and includes services related to academic and personal assistance, referral to campus and community resources, student activities, conflict mediation, and assistance with grievances.

Student Delegation

The Student Delegation serves as a voice of the student body, playing an integral role in enhancing the student experience; promoting growth, direction, and impact as stewards of Maryland University of Integrative Health's mission, vision, foundational principles, and values. This forum provides a platform for online and on-campus students to discuss opportunities for improving the student experience across all programs, and for building our student community. For more information contact provost@muih.edu.

Student Email Accounts

At the start of their program of study, students receive a username, password, and directions for access from the Office of Information Technology. All enrolled students receive a Maryland University of Integrative Health email account. To access muih.edu email accounts, visit the [Current Student](#) page and select "Email access" and provide your username and password when the Outlook Web App loads. For information regarding your account or password, please contact help@muih.edu.

Student Health and Wellness Benefits

To offer students affordable, health-focused services throughout their academic journey, student health and wellness benefits (SHWB) are provided through the teaching clinics in the University's integrative health center, the Natural Care Center. The SHWB offers students a wide range of integrative health services at the reduced price of \$15 per service, the same discount available to MUIH staff. Students are allowed up to 10 visits per trimester. The affordable services available to students through the SHWB include:

- Acupuncture
- Chinese Herbal Medicine
- Yoga Therapy
- Nutrition

Students interested in the SHWB should contact the NCC at 443-906-5792. or naturalcarecenter@muih.edu.

The Meeting Point Bookstore and Café

Located off Maryland University of Integrative Health's main lobby, the Meeting Point Bookstore is dedicated to nourishing 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 do not 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 snack and drink items that cater to a number of dietary preferences. The Meeting Point also has a unique selection of gift items that are available. Store hours are Monday -Saturday 8am-9pm and Sunday 8:30am-6pm.

Email: bookstore@muih.edu

General University Policies

Policy 1015: Non-Discrimination Policy

Maryland University of Integrative Health (MUIH) operates with the expectation that all persons are entitled to respect and that each person has a responsibility to act in a way that is respectful to others. Each faculty member, staff member, and student of MUIH is expected to take personal responsibility in helping to promote a workplace and learning environment that is respectful of others and free of harassment and discrimination.

Policy 1020: Sexual Harassment, Sexual Misconduct, Sexual Assault, & Retaliation Policy

Maryland University of Integrative Health ("MUIH") operates with the expectation that all persons are entitled to respect and that each person has a responsibility to act in a way that is respectful of others. MUIH is committed to maintaining a positive learning and working environment. MUIH does not discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, veteran or military status or any other basis protected by federal, state or local law or ordinance or regulation. While MUIH will not tolerate any acts of discrimination, as stated in its hiring, employment, and student policies, the purpose of this policy is to specifically address discrimination based upon sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity and gender expression), marital status, registered domestic partner status, sexual orientation, and any other basis protected by federal, state, or local law or ordinance or regulation as they may pertain to these characteristics.

Violation of this policy or questions about this policy should be directed to the Title IX Coordinator Melissa Cahill at titleix@muih.edu.

Policy 1030: Alcohol and Drugs

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, Maryland University of Integrative Health is committed to maintaining a safe and healthy school and workplace, free from the influence of alcohol and illegal drugs. Accordingly, MUIH will not tolerate any drug or alcohol use that imperils the health and wellbeing of its students, faculty, and staff or threatens its patients or visitors.

Policy 1045: Social Media

Maryland University of Integrative Health recognizes that social media is a widely used medium for personal and business use in the world. The use of social media carries with it certain risks and responsibilities, some of which can impact on our relationships with students, other faculty and staff members of the MUIH community, and others we interact with outside of the University.

Policy 1055: Name Standard and Changes

Personal names are used for identification purpose, although they are not necessarily unique. A person's record for Maryland University of Integrative Health is based upon their legal name, in addition to other identifiers such as social security number. For a variety of reasons, there may be

a time when a name change must be made, and this policy addresses the procedures to update a name.

Policy 1065: Children on Campus

MUIH is obligated to ensure the safety and well-being of children on campus, and to ensure that the learning, work, and treatment environments are not disrupted by children on campus. This policy provides consistent practices for the presence of children (minors under the age of 18) in classrooms, offices, the Natural Care Center, and common areas of the MUIH campus. This policy also recognizes that family is an important aspect of our lives and specifies provisions for children on campus in specific circumstances.

Title IX

Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. The University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, national or ethnic origin (including accent), gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. The University is committed to broadening the diversity of its faculty, staff, administration, student body, and Board of Trustees. For more information, contact Title IX Coordinator Melissa Cahill at mcahill@muih.edu.

Finance and Business Policies

Policy 2040: Student Refund

This policy outlines the rules and regulations for student refunds for face-to-face (F2F) and online courses at Maryland University of Integrative Health.

Information Technology Policies

Policy 4010: Information Security Program

University information, including third party information that may be accessed or stored by Maryland University of Integrative Health, (“Data”) is a valuable asset to the University and requires appropriate protection. Unauthorized use or disclosure of Data could have adverse consequences for the individuals involved and could subject the University to fines, lawsuits, and government sanctions.

Policy 4015: Email, Computer Usage, and Internet Access

Maryland University of Integrative Health (MUIH) provides information technology, including computers, email capability, and access to the Internet/Intranet, to assist employees with certain aspects of their job duties/responsibilities and to assist students in their learning. This policy outlines the University’s expectations for the use of these services.

Facilities, Health, and Safety Policies

Policy 5000: Emergency Closing

Maryland University of Integrative Health will not normally close in response to inclement weather. The University will only close for inclement weather that is so severe that most businesses, industries, and colleges in the immediate area are also closed. Employees and students should use their judgment to determine if they can report to work or classes without taking unnecessary risks regarding their safety and communicate this decision to their supervisor or instructors should that decision differ with the University's decision to stay open.

Beyond inclement weather, there are instances where the University may close one or more of its sites for reasons beyond its control or when concerned about the safety of community members. These could include, but are not limited to, power outages, fire, water line breaks, or unsafe conditions at the University or the surrounding area. In these instances, depending on the situation, key personnel may be required to come in to work, but all others are expected to refrain from coming onto campus property.

Policy 5005: Health and Safety Incident

Maryland University of Integrative Health (MUIH) is committed to promoting a safe and healthy environment for its students, employees, patients, and visitors. To ensure a safe and healthy environment, this policy clarifies the types of incidents that should be reported, how these incidents should be documented, and steps for taking corrective action.

Policy 5010: Animals on Campus

In order to maintain the health and safety of individuals and animals and the cleanliness of the campus, Maryland University of Integrative Health places certain restrictions for bringing animals to campus. Please read more information regarding Animals on Campus.

Tobacco

Effective May 31, 2013, MUIH became a tobacco-free campus. This date coincides with World No Tobacco Day, a 24-hour abstinence from tobacco created by the World Health Organization in 1987 and celebrated annually around the globe.

Academic Policies

Policy 6000: Academic Integrity Policy

This policy lists and describes violations of academic integrity (i.e., academic dishonesty) as well as investigative procedures and possible sanctions for these violations.

Policy 6005: Program Completion and Program Extension

This policy establishes the maximum timeframe for program completion, describes the consequences of exceeding the designated program length, and outlines the procedures for requesting a program extension.

Policy 6010: Satisfactory Academic Programs (for Financial Aid purposes only)

This policy details the qualitative and quantitative standards for satisfactory academic progress (SAP) and Maryland University of Integrative Health (MUIH), as it pertains to financial aid. The policy details financial aid consequences of failure to maintain SAP status.

Policy 6015: Academic Citation and Format Standard

The Academic Citation and Format Standard outlines the University's standard for citation and format style in academic writing; the use of this style in academic courses; and the relationship between proper citation, plagiarism, and academic integrity.

Policy 6020: Attendance and Participation Standard

The Attendance and Participation Standard outlines the University's standards for attendance and participation in online and face-to-face courses.

Policy 6021: Religious Observances

Maryland University of Integrative Health (MUIH) recognizes the diverse faith traditions represented among its campus community and supports the rights of students to observe according to these traditions.

Policy 6025: Academic Communication Standard

The Academic Communication Standard outlines the University's standards for communication within an academic course. It clarifies acceptable communication tools and email accounts as well as standards for online etiquette.

Policy 6030: Course Audit

This policy outlines rules and regulations for auditing courses at MUIH. Procedures for audit requests, as well as fees for audit registration, are in the policy.

Policy 6035: Grading in Academic Courses

This policy outlines the standards for course grades at MUIH and helps ensure that grading in academic courses is transparent, equitable, and timely. The policy also provides procedures for grade dispute resolution.

Policy 6040: Request, Approval, and Contract for Grade of Incomplete (I)

This policy offers guidelines and processes for requesting, approving, and resolving the Grade of Incomplete (I). When unexpected exceptional circumstances make it impossible for a student to complete course requirements, the student may request a grade of I from the faculty member.

Policy 6041: Request, Approval, and Contract for Grade of Incomplete (I) in Clinic Courses

This policy provides guidelines and procedures for requesting, approving, and resolving the Grade of Incomplete for all Maryland University of Integrative Health (MUIH) clinical courses.

Policy 6045: Transfer Credits

This policy outlines the University's acceptance of transfer credits.

Policy 6050: Course Drop and Withdrawal

This policy establishes the conditions under which a student can drop or withdraw from a course and describes the procedures for a course drop or withdrawal.

Policy 6051: Unofficial Withdrawal Policy

This policy clarifies the criteria for an unofficial withdrawal and the student's financial liability when these criteria are met.

Policy 6055: Voluntary Break in Enrollment

The purpose of this policy is to clarify the circumstances under which a student is considered active at Maryland University of Integrative Health (MUIH), regardless of a break in enrollment, and to delineate the circumstances under which a student will be administratively withdrawn from the University due to inactivity. The policy also addresses procedures for returning following a voluntary break in enrollment.

Policy 6060: Change in Program or Curriculum

The purpose of this policy is to clarify the circumstances under which a student may change academic programs, or change curriculum within a program, without reapplying through the Admissions Office. The policy also describes the conditions of the program or curriculum change as well as the relevant procedures.

Policy 6065: Assignment of Credit Hours

Maryland University of Integrative Health (MUIH) has a definition of a credit hour that is consistent across courses and congruent with state laws, federal regulations, and federal guidelines.

Policy 6070: Program and University Withdrawal

This policy outlines the policy and process for withdrawing from a program or the University.

Policy 6075: Earning Multiple Degrees or Certificates

This policy outlines the conditions under which students can earn more than one certificate, degree, or combination of the two from Maryland University of Integrative Health (MUIH).

Policy 6080: Academic Standing

Academic standing serves as an overall summary of academic performance at MUIH. This policy defines the various levels of academic standing and describes how academic standing may affect the student's continued enrollment within their program.

Policy 6085: Academic Re-Instatement

The purpose of this policy is to explain the processes suspended and dismissed students must adhere to in order to be considered for re-instatement at the University.

Family Education Rights & Privacy Act (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. Educational Records include student records or information directly related to a student, which may be found in print, electronic records, 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), and medical records.

Students may complete a written waiver giving consent to release their official records. This form can be located on my.muih.edu 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, send to:

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

Student Affairs Policies

Policy 7000: Code of Student Conduct

It is important to respect students, staff, and the faculty of Maryland University of Integrated Health by demonstrating appropriate language and demeanor. It is imperative to be mindful of behaviors that are disruptive or disrespectful to the learning environment in and outside of the classroom. Failure to comply with the rules and regulations of MUIH as stated in the Academic Catalog, Student Handbook, Clinic Handbook, or any version or addendum issued by the University, could result in sanctions.

Code of conduct violations include, but are not limited to, 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.

Policy 7005: Student Grievances

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. This possibility is enhanced when the parties can come together and

develop 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.

The grievance process begins in the Student Affairs Office, either with the Dean of Student Affairs or an appointed representative. A grievance against an MUIH official arises when a student believes they have been subjected to inappropriate behavior by University faculty or staff member acting within their role and duty. A grievance may also arise if a faculty member or MUIH staff person subjects a student to personal misconduct. These types of grievances may arise when a student is subject to inappropriate behavior outside of the faculty members or staff's role and duties at MUIH.

For more information email: grievance@muih.edu.

Policy 7010: Disability Services

This policy provides guidelines and procedures for students with disabilities requesting accommodations and grievances.

Clinic Services Policies

Policy 8005: Teaching Clinical Protocol Violation

The purpose of this policy is to outline violations of protocols in the University Teaching Clinic at the Natural Care Center (NCC) and describe the procedures and sanctions for remediation of the violations.

HIPAA

Maryland University of Integrative Health is committed to treating patients and clients with respect. Individually identifiable health care information related to health condition, provision of health care, or payment for health care, referred to here as protected health information (PHI), will be kept confidential, consistent with the rule of law and the standards of professional practice. In particular, these Standards and Practices are intended to assure that the treatment services of MUIH are in all cases performed in compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information, contact Dr. Michelle McNear at mmcnear@muih.edu.

Thank You

We appreciate you taking the time to get to know the policies, standards, and procedures of Maryland University of Integrative Health. Please use this Student Handbook as a reference and resource to become acclimated to our University community.