



STUDENT HANDBOOK 2024-2025

Effective September 1, 2024

Maryland University
of Integrative Health

7750 Montpelier Road, Laurel, MD 20723
410-888-9048
www.muih.edu

Table of Contents

Section	Page Number
Welcome	3
About MUIH	4
University Resources	9
University Policies	14

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.

Christina Sax, Ph.D.
Interim President
7750 Montpelier Road
Laurel, MD 20723
Email: csax@ndm.edu

About MUIH

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 MUIH, 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.

Change of Institutional Ownership

[MUIH was acquired by Notre Dame of Maryland University \(NDMU\) in February 2024.](#) In accordance with applicable regulatory requirements, NDMU will initially operate MUIH as a separately authorized and separately accredited postsecondary institution during a transition period following the change in ownership. Following the transition period, and again subject to applicable regulatory and third-party approvals, NDMU intends to merge MUIH into its operations and this could take a year or more from the date of the change in ownership to receive approval for the ultimate merger. At that time, upon the final merger, MUIH will cease to

exist as a separate institution and instead operate as the School of Integrative Health within NDMU.

During the transition period, enrolled students will be admitted based on the admissions and transfer policies established by an agreement between MUIH and NDMU, and as published on the MUIH Admissions Requirements webpage and in the MUIH Academic Catalog. During the transition period, students will follow the academic and student policies published on the MUIH Student Policies, Forms and Handbooks webpage. During the transition period and after the final merger, students' curriculum and program requirements will remain the same throughout their enrollment as specified in the MUIH Academic Catalog in effect at the time of their enrollment into the program.

Students who complete their degree before the final merger of MUIH into NDMU will receive their degree, diploma, and transcript from MUIH. Students who complete their degree after the final merger of MUIH into NDMU will receive their degree, diploma, and transcript from NDMU.

University Learning Outcomes for MUIH Graduates

The University Learning Outcomes (ULOs) 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.

Cultural Responsiveness: Graduates demonstrate knowledge, skills, and attitudes to respectfully collaborate with individuals and groups of diverse and intersectional lived experiences, backgrounds, and identities.

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.

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. To learn more about MUIH's commitment to diversity, visit <https://muih.edu/diversity-equity-and-inclusion/>.

Accreditation and Approvals

MUIH 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. To learn more about MUIH's accreditations, visit <https://muih.edu/about-muih/accreditation-approvals/>.

University Resources

Academic Advising

The [Office of Academic Advising](#) and individual academic advisors at MUIH work collaboratively with students as they pursue their academic and professional goals. Academic advising services include: understanding plans of study, academic standing, understanding academic policies, modified plans of study, connection with university resources. Students are not required to work with an advisor each term, but we strongly encourage students to contact their advisor 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.

Admissions

The [Office of Graduate Admissions](#) is here to support student exploration of enrolling in new or additional graduate programs at MUIH. The following are areas of support: admission requirements, program start dates, application process, and financial aid. The admissions office offers small-group and individual information sessions by appointment. Please contact the admissions office 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

The [Office of Alumni Engagement](#) strives 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 you are interested in joining the MUIH Alumni Association or staying in touch with the University after graduation.

Building Community Across the Distance Activities (BCAD)

MUIH holistically supports the members of its community providing free virtual Building Community Across the Distance (BCAD) events. BCAD events focus on aspects of physical, emotional, social, spiritual, intellectual, occupational, and financial wellness. BCAD events foster community - they are open to all students, faculty, and staff and are offered virtually. Events are offered at no cost to you. Watch for emails with 'BCAD' in the subject line.

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. The Annual Safety Report can be viewed [here](#). For more information about safety or to report a safety concern, contact <mailto:presidentsoffice@muih.edu>.

Canvas Classroom

MUIH uses Canvas as the learning management system (LMS) for its online classes and to supplement its in-person classes. 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, using their @muih.ndm.edu email address and password to sign in. [24/7/365 Canvas support is available to students via email, chat, phone, and tutorials](#). 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

The [Office of Career Services](#) serves as a liaison between the university 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.

Students of Concern

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 by e-mailing wecare@muih.edu or can fill out this [Students of Concern form](#). 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 \(NCC\)](#) is the University's student teaching clinic. It offers services in-person and via telehealth. All students are encouraged to consider utilizing the services offered

at the NCC. 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 students. For more information or to make an appointment with a clinical student intern contact the NCC at NaturalCareCenter@muuh.edu or 443-906-5794.

Counseling and Wellness Services

The University offers free short-term confidential individual and group counseling for MUIH students who reside in Maryland. This is offered in-person and online. Referrals to local providers are offered for students who need intensive therapy or reside outside of Maryland. To access these services, contact CounselCtr@ndm.edu.

Office of Accessibility

MUIH's [Office of Accessibility](#) 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@muuh.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 MUIH 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.

MUIH is pleased to offer a free financial literacy tool, the iGrad Financial Literacy Platform, as part the library of student resources. 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](#).

Library

Library resources and support are available to MUIH students through the [Loyola-Notre Dame University Library \(LNDL\)](#). Students can access these resources and support through [LNDL's MUIH Welcome Guide](#).

University Policies

University policies affecting students are located on the [Student Policies, Forms and Handbooks webpage](#) and in the [Academic Catalog](#).

Professional and Continuing Education

The Office of Professional and Continuing Education (PCE) offers advanced, distinctive, skills-based programming leading to relevant credentials and real-world application. Students enrolled in MUIH academic programs are eligible for free registration in a selected set of PCE's non-credit, self-paced online courses. 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 contact ce@muih.edu.

Registrar's Office

The [Office of the Registrar](#) processes registration requests, course schedules and maintains class lists, enforces the rules for entering or leaving classes, handles transcripts and diplomas, and keeps a permanent record of grades. Contact the Registrar's office at registrar@muih.edu.

Student Advocacy

Graduate education is both highly challenging and rewarding. The Office of Student 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 university and community resources, student activities, conflict mediation, and assistance with

grievances. Contact studentsupport@muih.edu or can fill out this [Students of Concern form](#) for services and questions.

Student Email Accounts

At the start of their program of study, students receive an official university Microsoft Office account, including an email account. This account is the means by which the university will communicate with students; students should plan to check this email account frequently to ensure they are aware of information transmitted to students. Students who enrolled in Fall 2024 and earlier will have received both an [@muih.edu](#) and [@muih.ndm.edu](#) email account. Students who first enrolled after Fall 2024 will just receive an [@muih.ndm.edu email](#) account. For information regarding your email account or password, contact the IT Help Desk at helpdesk@muih.ndm.edu or by phone at 410-532-5200.

University Policies

Policies are accessible to students at

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

General University Policies

Policy 1015: Non-Discrimination Policy

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

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 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, MUIH 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

MUIH 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 purposes, although they are not necessarily unique. A person's record for MUIH 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 the Title IX Coordinator at titleIX@muih.edu.

Finance and Business Policies

Policy 2040: Student Refund

This policy outlines the rules and regulations for student refunds for academic courses.

Policy 2042: Return of Title IV Funds

The law specifies how MUIH must determine the amount of Title IV aid (i.e., federal financial aid) students earned if they cease attendance without completing the period for which the Title IV aid was awarded. The Title IV programs at MUIH that are covered by this law include Federal Direct Unsubsidized Loans and Federal Direct Graduate PLUS Loans. This policy specifies the details for return of Title IV aid.

Information Technology Policies

Policy 4015: Email, Computer Usage, and Internet Access

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

This policy outlines the University's policy and operating procedures for campus operations during periods of severe inclement weather and other emergencies (e.g. natural disasters, major utility failure, or other reasons).

Policy 5005: Health and Safety Incident

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.

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 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

MUIH 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. For details, visit <https://muih.edu/academics/office-of-the-registrar/ferpa/>.

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 MUIH 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.

Policy 7010: Disability Services

This policy provides guidelines and procedures for students with disabilities requesting accommodations and disability services-related 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

MUIH 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.