



STUDENT HANDBOOK 2018-2019

**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 fantastic 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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Who We Are

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 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 eleven 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 eleven 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 Steven Combs.

Accreditation

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

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:

- Course scheduling
- Academic action plans
- Academic standing and progress
- Understanding academic policies
- Leave of absence and holds

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 and one of the Academic Advisors will assist them.

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
- Prospective Students

The Admissions Office offers small group and individual information sessions by appointment, Monday - Friday between 10am and 4pm. Please contact the Admissions Counselor to schedule a time to visit and get questions answered. Students may also reach out by calling 410-888-9048 ext. 6647 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 at CareerServices@muih.edu.

Clinic Services at Natural Care Center

The Natural Care Center (NCC) is the University's clinic located on the second floor of Main Campus. Each student shares the clinic waiting room as designated for use by patients and clients. Each student should be mindful of the needs of patients, clients, staff and others in the clinic space. The NCC is open seven days a week.

Acupuncture treatments, consultations in nutrition and Chinese herbs, yoga therapy sessions, 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 410-888-9048 ext. 6614.

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 extracurricular activities at the University solely by reason of his or her 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.

It is the responsibility of the student who has a disability and needs assistance in gaining equal access to services, benefits, and activities at the University to contact the Office of Disability Services.

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.fafsa.ed.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.studentloans.gov. If you would like to receive a financial-aid shopping sheet, please email financialaid@muuh.edu.

Library

The Sherman Cohn Library contains electronic and physical materials designed to support the academic programs offered by Maryland University of Integrative Health. Librarians are available in person, by phone, or online to assist students and faculty. The on-campus library contains equipment and resources for student use. Library hours change according to academic schedules and in an effort to accommodate students and faculty. Current hours are available on the library web page or by calling 410-888-9048 ext. 6644.

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 announcements, policies, and forms. Students can also access their Data Portal through My MUIH. My MUIH and the Data Portal are secured sites, the information presented is 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@muuh.edu.

Professional and Continuing Education

The Professional and Continuing Education (PCE) Office 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. 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 represent MUIH as a global leader in CIH education.

Registrar Office

The Registrar 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 410-888-9048 ext. 6620, or fax at 410-630-3545. The Registrar is open from 9 a.m. to 5 p.m., Monday through Friday.

Student Affairs Office

Graduate education is both highly challenging and rewarding. The Student Affairs Office 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, career services, disability and counseling services, student clubs and activities, and tutoring support. If students have a question or need assistance, they should call 410-888-9804 ext. 6627 or send an e-mail to studentaffairs@muih.edu.

Student Delegation

The Student Delegation serves as the 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.

Student officers lead the organization and membership is open to all MUIH students. The advisor for the organization is the Associate Vice President of Student and Alumni Affairs. Meetings are held every month and all students are welcome to join and participate. For more information visit <https://my.muih.edu/campus-resources-2/staff-delegation>.

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 [Current Student](#) page and select "Email access" 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
- Health and Wellness Coaching

Students interested in the SHWB should contact the NCC at 410-888-9048 ext. 6614 or naturalcarecenter@muih.edu.

Students' Observance of Religious Holidays

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

- I. Students shall not be penalized because of observances of their religious holidays.
- II. Students who miss a course session because of an observance of their religious beliefs must be allowed:
 - a. To make up any examinations, other written tests, or class work;
 - b. To have access to any handouts or other material distributed in class;
 - c. To have the opportunity to obtain or review any duplicated lecture notes or slides presented in class; and
 - d. To schedule or reschedule clinic appointments.
- III. Students who will be absent for religious observance should notify their faculty member(s) two weeks in advance so that proper consideration will be made.
- IV. MUIH prohibits faculty from scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, Good Friday, and Eid al Fitr. MUIH will provide the dates of these holidays to faculty in advance of the trimesters so that these dates are adhered when scheduling examinations.

Student Support Center

The Student Support Center provides individualized support to address any barriers to success that students may experience. This includes help with time management, learning strategies, test taking, mental health support, 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 Student Support Center at academicsupport@muih.edu. The MUIH Student Support Center also maintains a Canvas presence with a wealth of resources at <https://learn.muih.edu/courses/295>.

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 freshly prepared and pre-packaged lunch and snack items and can cater to a number of dietary preferences. The Meeting Point also has a unique selection of gift items that are available.

Store hours vary with the schedule of classes and the needs of students and faculty. For current hours, please visit the [Meeting Place Bookstore and Cafe web page](#).

Contact Information

Phone: 410-888-9048 ext. 6632

Email: bookstore@muih.edu

Student Code of Conduct

Code of 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, would result in expulsion or academic sanction.

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.

Student Grievance Policy

In any diverse community there are bound to be disagreements and misunderstandings. Direct, open, and cooperative dialogue, in which all parties acknowledge and understand their contributions to a conflict can often lead to a better understanding of the situation and a satisfactory resolution. The clear preference of Maryland University of Integrative Health is that any resolution of concerns, complaints, or conflicts proceeds in the spirit of interconnectedness, reconciliation, and healing. 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 Associate Vice President of Student Affairs or an appointed representative. A grievance against an MUIH official arises when a student believes he or she has been subjected to inappropriate behavior by a Department or University representative (faculty or staff) 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.

Grievances Not Covered By This Policy

- Grade disputes, academic evaluation disputes and other matters related to a faculty member's assigned duties. Students are advised to relay any complaints about these matters to their faculty member and/or the Department Chair. Visit https://my.muih.edu/wp-content/uploads/Policy_6035_Grading_in_Academic_Courses.pdf for more information.
- Grievances related to sexual harassment, sexual misconduct, discrimination or any other acts covered under MUIH's [Sexual Harassment, Sexual Misconduct, Sexual Assault and Retaliation](#) policy;
- Grievances related to disability discrimination, failure to provide accommodations or any other acts covered under MUIH's Disability Services Policy or email dscoordinator@muih.edu; and
- Grievances that are covered by any MUIH policy for which there is a separate grievance procedure.

For more information email: grievance@muih.edu.

Student's Rights and Responsibilities

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

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

14. Students are required to comply with the University's Alcohol and Drug Policy, established to adhere to the Drug-Free Workplace act of 1988.
15. Students are responsible for formally requesting, in advance, reasonable accommodations for a documented disability and for providing documentation of this disability to the Disability Services contact provided in the Student Handbook.
16. Each student has the right to the confidentiality of his or her academic records. Maryland University of Integrative Health follows the guidelines established by the Family Educational Rights and Privacy Act (FERPA) of 1974. For questions or requests referred to the Office of the Registrar.
17. Each student should represent their skills and qualifications honestly, including educational achievements, licensure, and professional affiliations. Outside of the student intern experience, each student should provide only those services that lie within the scope of their competence and licensure.
18. Students may not treat or practice outside the course of training while enrolled, without permission from the Department Chair.
19. Students will not initiate or engage in any sexual conduct or sexual activities with a patient/client, including any behavior that could be construed as sexual. (See Sexual Harassment, Sexual Misconduct, Sexual Assault and Retaliation policy)
20. Students will not initiate or engage in any sexual conduct or sexual activities with a faculty or staff member, including any behavior that could be construed as sexual. (See Sexual Harassment, Sexual Misconduct, Sexual Assault and Retaliation policy)
21. Each student should safeguard the confidentiality of all patient/client information according to State and Federal law. Students will follow all policies, regulations, codes and requirements as required by the state of Maryland or Federal law.
22. Students will not treat patients while under the influence of alcohol, drugs, or medications that impair their abilities.
23. Each student will conduct all activities—personal, business and professional—with honesty and integrity.
24. Students are free to form, join and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.
25. Students are free to use campus facilities for meetings of student-chartered campus clubs, subject to the policies governing the University and its facilities.

Academic Policies and Standards

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.

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.

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.

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.

Course Audit Policy

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.

Course Withdrawal Policy

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

Grading in Academic Courses Policy

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.

Leave of Absence Policy

This policy outlines eligibility, deadlines, and procedures for taking a leave of absence from an academic program and for returning from a leave of absence.

Program Completion and Program Extension Policy

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.

Program Withdrawal Policy

Students are responsible for initiating the withdrawal process in writing with their Academic Advisor or Registrar Office. Students will only be refunded a portion of their tuition if they completely withdraw from a program (as established by the [refund schedule](#)). Exceptions to the published refund policy will be considered only when requests are supported by written documentation that indicates compelling

justification from an employer, physician, academic advisor, or other authority and clearly documents responsibilities and or commitments that were not pre-existing at the time of registration, such as an emergency or other grave situation. Exceptions will be reviewed and adjudicated on a case-by-case basis by the Finance Department, and should not be interpreted as regular Maryland University of Integrative Health policy.

A student who withdraws from a program and seeks to return to the University must contact the Admissions Office. The Admissions Office will ensure that students fulfill all requirements and pay all fees prior to resuming coursework. A student may be subject to additional requirements or conditional requirements for reinstatement. Re-acceptance is not guaranteed, any student wishing to reapply for financial aid must contact the Director of Financial Aid.

If the student does not submit a written request to the Academic Advisor for a withdrawal from a program, an administrative withdraw may be initiated by the Academic Advisor or the Office of the Registrar. All grades earned at the time of withdrawal will be assigned to the student.

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

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.

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

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.

Satisfactory Academic Progress Policy

This policy outlines qualitative and quantitative standards for satisfactory academic progress (SAP) at MUIH. The policy also details academic and financial aid consequences of failure to maintain SAP status.

Transfer Credit and Course Exemption Policy

This policy outlines the University's acceptance of transfer credits and course exemptions. Procedures and deadlines for submitting transfer and exemption requests are within the policy.

University Policies and Procedures

Animal Policy

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.

Alcohol and Drug Policy

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.

Emergency University 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.

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.muuh.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

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. Jennifer Yocum at jyocum@muih.edu.

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 Dr. Tita Gray at tgray@muih.edu.

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.

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, Dr. Tita Gray at compliance@muih.edu or (410) 888-9048 ext. 6627.

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.