



ENERGY MEDICINE UNIVERSITY

DISTANCE-LEARNING GRADUATE PROGRAM

DEGREE PROGRAMS & NON-DEGREE CERTIFICATE PROGRAMS

FACULTY HANDBOOK REVISED JANUARY 2014

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ENERGY MEDICINE UNIVERSITY FACULTY HANDBOOK

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DEAR FACULTY:

The Faculty Handbook provides information on the administrative systems in place at Energy Medicine University and the overall structure of the Master and Doctoral Degree program.

ACADEMIC COUNCIL

Policy and Guidelines for Academic Council

The following guidelines are provided for the operation of the Academic Council. Through self-governance, it is intended that the Academic Council will modify and clarify the procedural guidelines, establishing the systems needed to carry out its mission.

Purpose of Council

The Academic Council has broad powers and responsibilities for all academic activities of the institution including the components of curriculum and instruction, research, academic support, outreach and recruitment. The Academic Council oversees the quality of conduct of academic programs; it recommends to the Academic Dean the establishment of new programs and the termination of existing programs.

It investigates and recommends new and revised academic policies, procedures, rules and guidelines, and submits reports regarding academic matters to the Executive Board and to the University Council. It is the body through which the Office of the Academic Dean administers matters impacting academic policy.

The Academic Council is concerned with:

- New and revised program curriculum
- Enhancement and improvement of instructional delivery
- Effectiveness of outreach, promotion and development of students and faculty
- Maintenance of research policies and procedures
- Effectiveness of student academic support
- University academic service to the worldwide community
- Relationships with other educational institutions and organizations

The Academic Council is encouraged to make policy recommendations to the Executive Board and to the University Council on any matter impacting the academic functions of the University and to advise on other such matters as the Office of the Academic Dean or Office of the Registrar shall place before it. It shall keep the faculty fully informed of its recommendations and maintain an ongoing informative faculty dialogue through the Faculty Forum. The Academic Dean, as chief academic officer shall coordinate and cooperate with all aspects of the operation of the Academic Council and the Faculty Forum. The Academic Council shall be considered a continuing body and shall have the authority to make continuing studies of significant issues.

ORGANIZATION

Voting Members

The voting membership of the Academic Council shall be limited to the Dean of Students, Dean of Faculty, Chief Academic Officer, Chief Operating Officer and President.

Non-Voting Members

The nonvoting membership of the Academic Council shall include senior academic officers and administrators of the University.

Terms of Office

Standard terms of office are two years. The terms of office shall begin with each organizational meeting in the first quarter of the year. Any officer rotated off the Academic Council will become eligible for a new term after one calendar year. In recognition that a member occasionally may have to miss a meeting due to professional responsibilities or personal emergency, such a miss will be an excused absence when prior notice has been given to the Chair by email in advance of the meeting. Initial Council appointments may be for one or two years to establish the continuity of the appointments, allowing approximately 50% of the committee to remain each year.

Nominations and Elections

The Council Chair shall be responsible for coordinating:

- The nominations process for electing the new officers for the Academic Council, and for reporting the election results to the University President and the Faculty. Tie votes shall be resolved by drawing of lots
- The elections process for new officers for the Academic Council, and for reporting the election results to the Office of the Registrar. Tie votes shall be resolved by drawing of lots
- The election process to fill vacancies on the Academic Council will be carried out by majority vote of the full Academic Council
- The Council Chair shall be responsible for reporting the election results to the Office of the Registrar, and the Faculty

COMPOSITION AND DUTIES OF COUNCIL OFFICERS

Council Officers and Executive Committee

The officers of the Academic Council include the immediate Past Chair, the current Chair, Vice Chair and Secretary. These four officers comprise the Executive Committee of the Academic Council.

Duties of the Chair

- Calling the annual organizational meeting of the full Academic Council. The immediate past chair shall not be eligible for an elected office during the year following incumbency
- Presiding over meetings of the Academic Council and over meetings of the Executive Committee
- Notifying faculty members of their election to membership in the Academic Council and to invite them to accept (or decline membership if other commitments would interfere with their attendance at the scheduled meetings of the Council)
- With the concurrence of the Executive Committee, to prepare and distribute notices of meetings of the Academic Council with agendas. Such notices shall be distributed via email at least seven days prior to all regular meetings
- To send a memorandum to the Executive Board, not more than a week after each meeting; calling attention to any resolutions passed by the Council and other matters of importance that arose
- To perform all other functions normally expected of the chair of a council

Duties of the Vice Chair of the Academic Council

- To preside over meetings and activities of the Academic Council in the absence of the Chair
- To monitor attendance at scheduled meetings and activities of the Academic Council, to encourage future attendance of those members absent from consecutive meetings, and to recommend resignations from those who encounter scheduling conflicts and become unable to participate effectively and attend regularly
- To coordinate activities, as requested by the Chair
- Duties of Secretary of the Academic Council
- To keep a record of attendance at meetings and activities, and whether advance notice was given of absences, all of which shall be included in the minutes
- To prepare the minutes of Academic Council meetings for duplication and distribution to the Chair within two weeks of the meeting for distribution the minutes at least a week before the subsequent meeting

Meetings of the Academic Council

An annual organizational meeting of the Academic Council shall be called by presiding Chair not later than the second quarter of the year, at which meeting the Academic Council shall elect a chair, a Vice Chair, and a Secretary. This organizational meeting may be held by teleconference, electronic forum, or by conference gathering. Election of the Chair, Vice Chair, and Secretary shall be by ballot of the entire Council that shall be conducted by exchange of email between the Academic Council membership and the Past Council Chair

Regular meetings of the Academic Council shall be held as often as required to successfully conduct the affairs of the bodies. The Chair of the Academic Council must issue, within seven days, a notice of the meeting including the time and duration. Extraordinary meetings, which may be called with less than seven days notice shall not be called during, scheduled University vacation periods. The purpose of all meetings must be stated by email notice issued by the Chair with sufficient materials and information distributed to Council members to enable sufficiency in preparation.

The scheduling of the regular meetings shall be determined each year during the initial sessions after the new Council Officers have been appointed. By the first day of the first quarter, the Executive Committee shall establish a calendar of meetings for the next twelve months, setting alternate meeting dates and times for those months in which members may have heavy schedules and scheduled vacations.

Visitors to Meetings

Regular meetings of the Academic Council are open to visitors upon prior written request to the Chair at least 14 days prior to the next regularly scheduled meeting. Visitors are not permitted in attendance at Executive Committee meetings. A visitor may only address the Academic Council if invited to do so by the Chairman.

Facilitating Purpose and Functions

To facilitate the purpose and functions of the Academic Council, the University President addresses the Council annually, for the purpose of reviewing the disposition of the Council's recommendations of the past year.

Conduct of Meetings

A quorum shall be defined as a simple majority of the total council membership. Participants are considered "in attendance" if there is written record of their contribution to the proceedings. When face-to-face meetings are scheduled, attendance may take the form of telephone or live Internet exchange, allowing for participation in the discussions, debates and voting. When virtual meetings are scheduled, attendance may take the form of postings to online forums or exchanges of email with the Council Chair to register input and vote on issues

Each member of the Academic Council shall have one vote in all proceedings

The Academic Council shall abide by Robert's Rules of Order in conducting its business when meetings are scheduled face-to-face. The format for the conduct of meetings held by electronic means shall be otherwise fully explained in writing prior to onset of such activities

Agenda Procedures

The Chair of the Academic Council (with the concurrence of the Executive Committee) shall prepare and distribute by email, at least seven days in advance of a meeting, a notice of the specific items or subjects to be on the agenda of that meeting. Resolutions concerning items not included in the agenda may be presented and seconded, but shall be placed on the agenda of the next meeting and not voted upon until that time. This rule may be suspended by at least three-fourths vote of all members.

A new motion or resolution for the consideration of the Academic Council must be submitted in writing. Motions or resolutions that are not amendments to these Guidelines can be placed on the agenda of the Council as follows:

- By presenting the written motion or resolution during progress of a meeting of the Academic Council for placement on the agenda of the next regular monthly meeting;
- By distributing the written motion or resolution to the Faculty Forum for discussion at least one month prior to the regular monthly meeting it is proposed for consideration, and written submission to the Council Chair, in which case it will be placed on the agenda of that meeting;
- By presenting the written motion or resolution at a meeting of the Academic Council together with a written motion for suspension of the rules and immediate consideration. The motion to suspend the rules must be approved by a three-fourths vote of all members present and voting;
- By giving the written motion or resolution to the Executive Committee not less than three weeks prior to the next meeting.

Motions concerning matters on the agenda may be made orally from the floor but must be in writing and provided to the Council Secretary before the vote will be taken on them, if either the Chairman or one or more members so request.

Any members of the Faculty forum may enter issues for consideration by the Academic Council by written petition, if presented by email at least three weeks in advance of meetings at which issues are to be considered.

An amendment to these Guidelines can be placed on the agenda to be considered at the next Council meeting by majority vote of those present and voting. These guidelines may be amended by placing a motion on the agenda and by a majority of those voting at a meeting of the Academic Council. Amendments may be submitted by vote of the full Council or by petition of any ten members of the Faculty Forum, if

presented by email at least seven days in advance of the meetings at which issues are to be considered.

FACULTY FORUM

The Faculty Forum is a closed forum, open only to authorized members of the faculty body and invited guests. It is the representative body of the entire faculty of the University with members representing all courses. Any approved member of faculty is eligible for participation.

The Faculty Forum is accessed through the media of the electronic forum, exploring issues presented by the University Deans or President or introduced to the Forum by any eligible member of the faculty. All new policies and procedures, as well as general information pertaining to new developments at Energy Medicine University are to be posted to the Faculty Forum, to aid the circulation of information between administration and faculty, and to encourage ongoing dialogue between faculty. Issues before the Forum are expected to be of importance to the University faculty and students relative to quality of faculty, curriculum, instruction, research, academic support, outreach and recruitment. Forum meetings may consist of ongoing discussions of issues and may incorporate presentations by invited guests. The Academic Council carefully monitors issues explored by the Faculty Forum.

FACULTY

The Energy Medicine University faculty are highly qualified scholars with 100% holding terminal degrees from accredited educational institutions in Australia, Britain, Canada, Europe and the United States. The faculty instructors of Energy Medicine University are dedicated to the professional approach of distance learning, and also teach in other universities or are practicing professionals widely recognized in their areas of expertise.

The policies and procedures in this section relate to the relationship between the faculty members, students and the administration.

RECRUITMENT OF FACULTY

University Administration recruits new members of faculty upon advisement of a Dean or the President. Formal applications include the completion of the Energy Medicine University application form, a full resume, a brief biographical sketch relative to the position, a current list of publications, educational transcripts, letters of reference and a recent photograph. These materials are intended to demonstrate an applicant's academic excellence and career experience relative to mentoring students in the field of Energy Medicine and in a distance education environment.

Energy Medicine University operates according to the principles of equal opportunity and anti-discrimination. All procedures and decisions which may impact upon human rights such as those regarding faculty and administrative staff appointments, student admissions, and student assessment and grading, as well as the conduct of academic, student and administrative staff, are governed by the policies contained in the

California State and United States legislation which has been adopted as policy by Energy Medicine University.

Energy Medicine University employs the occupational health and safety guidelines as contained within the California State code.

Procedures for Verifying Quality of Faculty

The procedures for verifying the quality of faculty fall into two main categories. The first is inherent within the process for hiring and promotion. The second is contained within the faculty evaluation systems.

Initial applications for faculty are received and reviewed for completeness by the Office of the President.

Curriculum Vita is then distributed to the University Deans.

Faculty applications are reviewed according to the strength of the candidate's academic background and professional experience relative to the expectations of the job functions for the position in question. The Deans reply either as accepted or rejected.

Referees are consulted to verify the suitability of each candidate for the position under consideration.

Qualifications are verified by Administration for authenticity at the appropriate universities.

FACULTY ROLE DESCRIPTIONS

Procedures for Ensuring Academic Responsibility

The hierarchical structure facilitates the planning, implementation, coordination, delivery and assessment of policies and procedures throughout the University.

Office of the Registrar

This office facilitates essential aspects of the operation of academic programs in cooperation and in coordination with the Office of the President and Academic Council.

General responsibilities include the organization and maintenance of current faculty database and documentation, and reviewing inquiries and applications for faculty positions.

Assists and advises the President in relation to affiliations with other institutions.

Coordinates the proposal stage of new program curricula and oversees curriculum records and the provision of related academic support services.

Oversees student timelines and continuity of program delivery, monitors compliance with academic policies and procedures, and oversees the gathering of outcome statistics.

Works with relevant personnel with regard to interpretation of new academic policies and procedures.

Organizes and participates in academic team meetings and participates in special projects.

Serves as a member of the Admissions Committee, liaises with the Registrar in relation to enrollment, student progress matters and outreach.

Maintains the official permanent records and minutes of the meetings of the Academic Council and the University Council and distributes information, as required.

Participates as a full member of the Academic Council, the Academic Oversight Committee for Curriculum and Instruction and for Research.

Office of Student Services

This office coordinates essential aspects of the operation of the fiscal databases in cooperation and in coordination with the Office of the President and Registrar.

General responsibilities of the Student Services Coordinator include the organization and maintenance of current faculty database and documentation. Including operations such as, maintaining current database documentation of the fiscal reports such as, tuitions, profit and loss, expenses and end of year reporting documentations. The Student Services Coordinator supports the admission process by generating files and student records, maintaining and tracking related information and documents, and processing completed files for submission to the appropriate University department.

Office of the Dean of Students

Provide academic oversight for essential aspects of the operation of college level academic courses in support of senior administration.

General responsibilities include student support, and interviewing of new and potential students. Instructing the Program Planning course as the first required course in the EMU degree program. Maintaining current knowledge of the courses offered in the programs and various modes of delivery of courses to students. Contributing to the general curriculum and instruction, research, and academic support services.

Oversight responsibilities include support of student-faculty communications and coordination of the coursework planning with students.

Oversee the quality of program delivery to the students, evaluate learning outcome statistics, and propose upgrades of institutional policies and procedures in liaison with

the Office of the President. Participate with administrative staff in the conduct of effective outreach and recruitment efforts.

Participate as EMU faculty instructing courses within the program.

Review the assessment of faculty performance in regard to their support of student's learning.

Participate on the Academic Council and recommend representatives to the standing Academic Oversight Committees.

Office of the Dean of Faculty

Provide academic oversight for essential aspects of the operation of college level academic courses in support of senior administration.

General responsibilities include faculty support, oversight of conduct of delivery of academic programs to students, as well as, contributing to the general curriculum and instruction, research, and academic support services. Maintaining current knowledge of the various modes of delivery of academic programs.

Oversight responsibilities include support of the ongoing student-faculty communications and liaison between faculty and student if needed.

Oversee the quality of program delivery to the students, evaluate learning outcome statistics, and propose upgrades of institutional policies and procedures in liaison with the Office of the President. Participate with administrative staff in the conduct of effective outreach and recruitment efforts.

Participate as EMU faculty instructing courses within the program.

Review the assessment of faculty performance in regard to their teaching excellence and support of student's learning.

Participate on the Academic Council and recommend representatives to the standing Academic Oversight Committees.

Office of the Academic Dean

Provide academic oversight for essential aspects of the operation of college level academic courses in support of senior administration.

Provides academic support and organizational assistance of the degree program. The Academic Dean is supported by course instructors and the Office of the President. This office operates in cooperation with the Office of the President and Registrar.

Participate as EMU faculty instructing courses within the program.

Office of the Chief Operating Officer

This office facilitates essential aspects of the operation of the University's interface with other institutions and in the creation of support systems within the University in coordination with the Office of the President and Registrar.

General responsibilities include the organization of communication to collegial organizations, inter-communication of administrative members, liaison between all the offices within the University. Oversight of the database and internet systems, including operations such as, maintaining current database equipment.

Office of the President

Provide academic oversight along with the Offices of the University Deans for essential aspects of the operation of school level academic courses and concentrations.

General responsibilities include supervision of conduct of academic programs including quality of curriculum and instruction, research, and academic support services. Expansion of programs, courses and concentrations.

Responsibilities include review and oversight of faculty and Deans within the school and coordination of the communications of the various personnel and offices.

In collaboration with the University Deans oversee the quality of program delivery, evaluate outcome statistics, and propose upgrades of institutional policies and procedures.

Responsibilities include oversight of faculty integrity of academic excellence. Conduct the assessment of faculty performance. Convene reviews of faculty as needed and recommend procedures for improvement. Assess faculty contract continuations and review and hire new faculty.

Faculty Course Instructors

Are supported by the Offices of the Deans in the instructional delivery of individual course elements of the academic program and the interface with individual students.

Assure compliance with the instructional plans as mandated by course syllabi.

Provide for the effectiveness of program delivery and compliance with academic policies and procedures.

Carry out the necessary tutoring and student instruction, guidance to learning resources, and assessment of student learning relative to the approved objectives for each course.

Provide records and reports, to the office of the Registrar as required.

Conduct the updating of course syllabi and selection of learning materials and submit revisions 60 days before semester start.

Cooperate with the Office of the President and Office of the Dean of Faculty in the assessment of the curriculum and course effectiveness, student assess to learning resources, and maintenance of academic quality standards.

Thesis and Dissertation Program Chair and Committee Members

EMU professors are chosen by the student to serve as Chair and Members on Thesis and Dissertation Graduate Committees. Thesis committee is comprised of one Chair and one committee member. Dissertation committee is comprised of one Chair and two committee members. The Chair and 50% of the committee members must be EMU professors.

After student chooses a Chair and Committee Members and notifies the Registrar of these choices the rigor of the committee to serve the student will be assessed by the Dean of Academics and Dean of Faculty. After confirmation of the committee members the Chair of the Committee will notify the student to begin on the Timetable procedures for the Thesis Oral Review or A-exam. The student syllabi and Timetable for these courses can be accessed on the Student Only page.

Chair and Committee Members provide academic oversight for essential aspects of the operation of specific courses that pertain to the Thesis and Dissertation academic programs. Responsibilities include coordination and construction of Thesis and Dissertation course syllabi and delivering Thesis and Dissertation instructions to students in collaboration with the Office of the Academic Dean and the Faculty Dean. Follow the Thesis and Dissertation Timetable procedure managed by the Office of the Registrar and submit documentation in a timely manner to the Office of the Registrar.

General responsibilities include supervision of research, and provision of academic support services for students within the Thesis and Dissertation program. Instruct courses, as required.

Responsibilities include direction of program faculty within the Thesis and Dissertation courses and coordination of the work of Thesis and Dissertation Chairs and Graduate Committees. Assure the quality and completeness of program delivery and adherence to institutional policies and procedures.

Assist the Office of the President with the assessment of faculty performance in the Thesis and Dissertation courses. Make suggestions for academic excellence in Thesis and Dissertation committee member performance of instructional and support duties.

FACULTY SUPERVISION OF STUDENT PROGRAMS

In planning the program or delivery of a course, faculty members are expected to establish an effective introduction and student orientation, conduct a thorough academic assessment, and guide the student effectively in the selection of a program and course of study. Faculty members must also guide the student sufficiently in the development of a comprehensive learning environment, define course assignments in a complete and appropriate manner, and handle the administrative paperwork in a timely and efficient manner.

Procedure

In conducting a degree program or delivering a course, faculty members are expected to maintain appropriate supervision and direction over student progress, encourage and support the ideas of the student.

They should provide necessary direction to the student in finding learning resources.

Faculty members are also expected to motivate and facilitate the student to high levels of achievement.

They should maintain good mutual exchange and interaction with the student.

Faculty should direct the student in a thorough review of the academic literature relative to the program.

Faculty members are expected to maintain effective communication with the University and submit formal mid-term progress reports and final evaluations concerning their students on time and complete.

Administration should be informed immediately if students fall behind or experience difficulties, which could affect the outcome of their studies.

Faculty members are mandated to demonstrated mastery of their academic discipline, knowledge of University policies and procedures and to maintain enthusiasm and a positive attitude for leadership, mentoring and instruction of students.

MONITORING OF FACULTY INVOLVEMENT

The faculty is expected to maintain a high level of interactivity with the student body, their fellow faculty members, the Deans and the administrative staff of the University. In addition to the monitoring of expected interaction, the University maintains an array of other information that provides ample evidence of faculty involvement.

Oversight Procedure

The Offices of the President and the Office of the Faculty carefully review student instructor reports, which may identify inadequacies in the level of faculty participation.

Faculty and student reports are also closely monitored by Office of the Registrar who maintains the database entry of evaluations.

Administration faculty files include faculty agreements, records of correspondence, and curriculum materials prepared by faculty.

In addition to these records, the University maintains copies of the questions and answers and recorded oral elements of the Admissions to Candidacy Examinations and Oral Review/Defenses of Theses and Dissertations.

Faculty also participates in online forums, webinars, and semester commencement gatherings via internet presentations with students; and at times, on campus gatherings for which records are maintained. Faculty yearly meetings are conducted via webinar sessions.

At the conclusion of their programs, students complete a detailed assessment of their programs and the performance of their faculty members.

As all faculty work on an independent contract basis, if there develops a record of unsatisfactory performances, that faculty member is no longer assigned to students.

FACULTY ASSESSMENT SYSTEM

The goal of the University in assessing its faculty is to identify and correct inefficiencies within our operating systems and provide the necessary direction and guidance in support of each individual faculty member. In addition to recognizing the positive aspects of a faculty member performance, our evaluation system is meant to highlight areas where faculty members have encountered difficulties in the conduct of their duties or assignments.

Procedures

All faculty members are assessed by the Offices of the Faculty and President during the selection process and, again, at the end of an instructional period.

Faculty members are assessed in relation to the University's expectations in the areas of orientation of the student, planning of degree program, concentration or courses, course delivery, and conduct of the program, reporting student progress, and maintenance of quality standards.

The Office of the Faculty contacts faculty members who experience difficulties, for whatever reason, in accomplishing certain aspects of the academic program for dialogue and reorientation in the identified areas.

As appropriate, specific interventions will highlight for the administration any areas within the program structure that need immediate attention.

In cases where faculty members fail to meet academic standards and are unable to make the necessary adjustments, the Office of the Faculty will consider discontinuing the assignment of students. The Dean of Faculty would consider this resolution only as a final action, after further orientation of the faculty member and careful intervention.

FACULTY GRIEVANCE PROCESS

Should any member of the University community believe he/she has been unfairly accused of breaking the code of ethics and professional conduct, that person may submit a petition for grievance, according to the following guidelines.

Procedure

Informal Negotiations

The aggrieved individual is expected to first attempt to work out minor problems or disagreements through communication and informal negotiation directly with the individuals involved.

The individual will need to send a letter or other written communication to the appropriate individuals clearly outlining the nature of the disagreement and giving the full history.

Copies of all communications and essential documents must be kept in case administrative intervention becomes necessary.

Administrative Intervention

After having first made every effort to negotiate the dispute with the involved parties, if the aggrieved individual remains discontent with the way things are progressing, he/she will need to address a formal letter to the Office of the President.

This letter should clearly present the facts as known and request administrative intervention to resolve the conflict.

The aggrieved individual will need to send copies of the letter to all parties directly involved in the dispute.

The President will assess the situation to determine the applicable policies and whether the policies have been rightfully and fairly applied.

Every endeavor should be made to resolve the conflict to the satisfaction of all parties.

Formal Mediation

Should the aggrieved individual remain dissatisfied with the situation following the process of administrative intervention, an attempt should be made to reconcile the dispute or agreement.

One or more chief administrators of the University will conduct a formal mediation.

If this is unsuccessful, some other person or persons acceptable to both parties will intercede.

Binding Arbitration

If mediation is not successful, the aggrieved individual and University administration must abide by the results of binding arbitration.

The disputing parties shall attempt to agree upon a single arbitrator.

If they cannot agree, both parties shall each choose one arbitrator.

The two arbitrators shall together attempt to agree upon a solution.

If the two arbitrators cannot agree, they then shall jointly choose a third arbitrator and the decision of a majority of the arbitrators shall be final and binding on all parties.

ASSESSMENT**The Energy Medicine University Credit System**

The University has based its standard credit system upon the Carnegie System. Under the Carnegie System, colleges award one credit for each hour of class attendance per week over a 15-week period. In addition to class attendance, the Carnegie System also dictates that two hours of outside study time is expected to follow each classroom hour. Consequently, a commitment of 45 hours of total time is expected for each credit awarded. Energy Medicine University has adapted that total time commitment as the standard for the award of one credit.

Course Grading System

Course grading of assignments and examinations of all students is based upon the following standard system of grading and awarding of credit. Student transcripts make note of these requirements, as appropriate.

Faculty will award letter grades under most circumstances.

Graduate students are expected to excel in each area of study attaining a competency grade of "B" or better within each course as a minimum standard of "good standing" within the University.

As a guide for awarding letter grades, faculty should make use of the following percentage and grade point equivalence in grading the elements and in determining the final grade for each course:

Letter Grade	Percentage Grade	Grade Point
A+	above 97%	4.3
A	93 — 96%	4.0
A-	90 — 92%	3.7
B+	87 — 89%	3.3
B	83 — 86%	3.0
B-	80 — 82%	2.7
C+	77 — 79%	2.3
C	73 — 76%	2.0
C-	70 — 72%	1.7
D+	67 — 69%	1.3
D	63 — 66%	1.0
D-	60 — 62%	0.7
F	less than 60%	0.0

A grade of "A" would be equivalent to a 4.0, a "B" equivalent to a 3.0 and a "C" equivalent to a 2.0 within the grade point system, allowing the calculation of an overall grade point average for recording on the official transcript. A student's grade point average represents a weighted grade score, which takes into account the grades and credits for the courses completed through a simple weighted average conversion. A grade point average is computed by:

Multiplying each course grade point score by the course credit hours to produce a weighted grade point score.

Adding the weighted grade point scores for all courses.

Dividing the total weighted grade point score by the total credit hours for which the grade scores were awarded to produce a grade point average.

Course Grade Reports

The course instructor will determine the student's grades for any courses taught. The instructor will submit the grades electronically to the Registrar and during the Thesis and Dissertation phase, the Committee Chair using the Grade Report form from the office of the Registrar within the first week following the completion of the course taught. Students will be issued grade reports by the administration only after completion of the required course evaluations.

Portfolio Course

Any course requirements met by portfolio should be issued a grade. It should be indicated on the grade report form that the course was completed by portfolio.

GRADES FOR ADMISSION TO CANDIDACY**Thesis Review and Oral Defense**

The only grade permissible for the Admission to Candidacy Exam (written and oral), Thesis Review and Oral Defense is a Pass or Fail. Upon successful completion of the Admissions to Candidacy Examination Faculty are required to submit the Admissions to Candidacy Grade Report form to the Registrar.

Degree Overall

The Chair of the Committee can choose to issue the overall degree with distinction.

**ENERGY MEDICINE UNIVERSITY PROGRAM COURSES for
Degree in INTEGRATIVE HOLISTIC HEALTH****Program Statement**

A growing consensus among scientists, scholars, health-care practitioners and visionaries is that our understanding of the world is being transformed at an unprecedented evolutionary pace. From this transformation is evolving a renewed approach in these disciplines that recognize the causative centrality of consciousness, an approach which grounds us in a holistic understanding of our world and our role as human beings.

Program Overview

Students focus on the nature of consciousness and healing in historical and contemporary context. Relationships are explored between the conscious and unconscious mind, health and harmony of the body, and spiritual and religious nature of the person. Students distinguish experiences and ways of being that transcend the limits of psychological, philosophical and social paradigms. Transformative approaches to spiritual and holistic counseling are examined. Students receive an integral education that honors scholarly texts and the wisdom voice of the person.

Program Concentrations

Students pursue a sub-set specialty of Energy Medicine in conference with the Dean of Students during the Program Planning course. Concentrations are offered, however the students may upon advisement of the Dean of Students, create a Concentration in Energy Medicine which supports the student's chosen focus.

Required Courses

See the current course requirements and all offered courses on the EMU website.

NOTE:

As our University is an evolving entity refer to the website information for current course offerings and Concentrations

Master of Science in Integrative Holistic Health Courses
38 Semester Credit Hours required

Doctoral in Philosophy in Integrative Holistic Health
62 Semester Credit Hours required

NOTE:

Please refer to the current EMU SCHOOL CATALOG for the current information about the CERTIFICATE PROGRAM for Non-Degree & Post-Doctoral study.

Please refer to the current EMU SCHOOL CATALOG for the MS and PhD and combined MS/PhD course offerings.

TIME LIMITS**Standard Degree Periods**

The standard degree enrollment period is two years for a Masters and three years for a Doctoral. The minimum enrollment period for a master degree is one full year. For Doctoral degree level the minimum enrolment period is one and a half years. The maximum period of enrollment is four years for a Masters and six years for a doctoral. Students requiring an extension beyond the maximum period of enrollment may petition the University Administration in writing for additional time.

Degree Level	Standard Period	Minimum Period	Maximum Period
Masters	2 years	1 year	4 years
Doctoral	3 years	1.5 years	6 years

Course Load Limits

Students may not enroll in excess of 15 credits for a semester.

Minimum Course Duration

No student will be allowed to complete a course in less than 60 days. This standard will allow for maximum effectiveness on the part of course instructors for reviewing lessons and providing effective feedback on student assignment submissions. With written permission from the instructor, this minimum duration requirement may be waived.

Rolling Enrollment and Deadlines

Students may apply for enrollment and be admitted into the University at any time during the calendar year but should schedule their activities so they submit enrollment forms at least 30 days in advance of the start date of the semester in which they wish to commence study. After admissions to the University the student may begin the Program Planning course with the Dean of Students.

Tuition Refunds

Students may drop their university enrollment and receive a partial reimbursement of fees if a written request to withdraw is emailed to the Registrar within 30 calendar days following the formal course start date. Courses which a student has withdrawn from, within this 30-day period, will not show on the transcript.

Withdrawals

Students may formally withdraw from a course if the written request to the University Administration is postmarked within 90 calendar days of the formal course enrollment date. Withdrawals will show as such on the student's official transcript, indicated by the letter "W", and will be removed from the transcript only upon the student's successful completion of the course.

Incompletes

Students who remain enrolled, do not withdraw from the course within the time allowed and do not satisfactorily complete the course requirements within the allotted time frame, will fail the course. However, if an instructor specifically indicates that an incomplete status is not to count as a failure, this is indicated by the letters "I" on the transcript for that course. Incompletes will be removed from the transcript only upon the student's successful completion of the course. An incomplete status implying failure of a course will be indicated on the transcript by the letter "U".

The grade of Incomplete is not automatic and may be given only after discussion with the instructor and only if there is a good reason for such a grade. An incomplete will not be given because a student is "behind" in work, needs extra time, or simply because the student wants to delay the completion of the assignments. It may be granted in the case of illness, unforeseen tragedy or situations beyond the student's control. It is the responsibility of the student to communicate unusual circumstances at the earliest possible date.

Leaves of Absence

Under special circumstances students may request, and can be awarded, formal leaves of absence from their studies. It is expected that a leave of absence would begin following completion of courses presently being undertaken by the student. If confronted with extreme conditions such as serious illnesses, family emergencies and other major crises which would prohibit students from continuing their studies, students

would be allowed to exit their program without penalty, re-enrolling for the course when able to continue their studies. Under this latter situation, an indication of "Withdrawal" would be placed on the permanent transcript indicated by the letters "W-LA". Leaves of absence will count toward the maximum allowed period for completion of the degree, requiring a formal request for extension of time, should such be needed. Written requests for leaves of absence should be submitted to the Dean of Students for approval, copies are to be sent to the Registrar.

GOOD STANDING

As the standard for determination of the status of "good standing" for students, Energy Medicine University uses the minimum expectations of the faculty as a guide. Students at all degree levels should maintain full time status by enrolling for a minimum of six credits. They should maintain a "B" average at this graduate level. In addition, students are expected to maintain communications with their instructors, the Dean of Students and the University Administration. Students should progress at a rate that allows completion of the program within the maximum degree period allowed for the degree level. They should abide by the standards for academic integrity and maintain a positive relationship with the University community.

MID-TERM PROGRESS REPORTS

Faculty are asked to send Mid-Term Progress Reports. These reports are a required element of each student's program. This report will serve to notify the University regarding program delays and any difficulties they may have encountered with the faculty or administration.

CHANGES TO THE OFFICIAL STUDENT RECORDS

The official student records (transcript and diploma) are based upon the complete course titles, credit award, grades and dates of completion. As such this information is reflected on the Grade Report forms, unless an approved grade report addendum designates official corrections.

The senior research project or thesis title as presented on the face page of the approved manuscript will be transferred to the student's transcript in its entirety, unless otherwise designated by written agreement between the student and Graduate Committee.

Once the University has received the concluding documents, students are limited in the changes they may request from the University. At that point, changes to the diploma or transcript are made only when errors or omissions are identified in transferring materials from the official documents.

GRADUATE PROGRAM FORMAT

Please read the University Catalog and Student Handbook for the entirety of offerings. This is a partial list of the program format and offerings:

Program Planning Course

This is a compulsory course, which provides the student with a thorough introduction to the University. In this course students complete planned semesters for the entire degree program. This planned schedule establishes the program courses both required and electives that establish the timeline for completion of the degree. As students progress in the degree program they have the option to change this program plan and their elective and concentration choices. A revised Program Plan must be approved by the Dean of Students and then submitted to the Registrar who records it in the student file.

Required Core Courses

Core courses explore methods, principles, and practices, which reflect boundaries in the disciplines, as well as the historical, philosophical, cultural, and global implications of the program area.

Energy Medicine Internship

The majority of Programs at the University are conducted by 100% distance learning and do not require field or practical studies. However, the retention of field studies within the curriculum was deemed essential to retain program completeness and integrity; thus, the Energy Medicine Internship is a vital component of the program. Enrollment in these courses is therefore dependent upon the student obtaining prior comprehensive insurance coverage, which protects the student, the University, and any outside institution from liability claims. The insurance form must be submitted to the University before the student begins the University Internship course.

Research Preparation Courses

These are courses, such as, survey of research methods or statistical techniques, which provide an overview of types and techniques of research.

Prior Learning Portfolio

The portfolio course is available for advanced study within a program area. In some cases field studies by portfolio may be included as an optional 3 credit elective course. This course allows students to obtain credits for prior fieldwork by completing and submitting a portfolio of documented participation in external activities substantially related to the program. Only fieldwork conducted prior to the student's enrollment is acceptable for portfolio.

Special Topics Course

Students pursue advanced readings in specialty topics of Energy Medicine, as assigned by the faculty, conduct further library survey and reading of the research literature, conduct field investigation and prepare a scholarly paper suitable for publication.

Explorations in Energy Medicine Course

Students pursue advanced readings in a sub-set specialty of Energy Medicine, as assigned by the faculty, conduct further library survey and reading of the research literature, conduct field exploration and prepare a scholarly paper that may be suitable for publication.

Admission to Candidacy Examination

The Admissions to Candidacy Examination is the evaluative vehicle through which the University determines the fitness of candidates to undertake major graduate research.

Thesis/Dissertation Proposal

The objective of this course is for graduate students to prepare a manuscript proposal.

Oral Review/Defense

This is the final stage of the graduate program involving the student and Graduate Committee. The committee directs questions to the student about their manuscript in a conference setting.

GRADUATE DEGREE REQUIREMENTS**Masters Program Prerequisites**

Successful participants have extensive prior training in an Energy Medicine specialty, are computer literate and, for the duration of their program, should maintain access to a computer, electronic mail and the Internet as well as have a current Microsoft Word program. As a prerequisite for acceptance to the Masters program, participants should have completed a recognized undergraduate degree in an appropriate field of study and have at least two years of professional career experience and two years of career related experience. On occasion, selected students are accepted into the Masters program lacking a few elements of preparation, when they are deemed highly likely to succeed in the program, due to the strength of their overall background. In the event that specific prerequisites are absent at the time of enrollment, participants will need to add these as required elements to their program.

Masters Program Requirements

All Masters students will need to accumulate a minimum of 38 credits. Students accumulate 30 credits plus the 8 credit Thesis Project which includes an Oral Review of Thesis with their Graduate Committee.

Required elements of the Masters program include the Program Planning course, the required core courses, and additional elective courses, as needed, to satisfy the minimum credit requirements.

Regardless of total transfer credits and credits awarded for prior learning, as a minimum degree requirement, students are expected to complete at least 18 credits at Energy Medicine University and the Thesis Research component of the degree. The minimum enrollment period is one year or two semesters.

Doctoral Program Prerequisites

Successful participants have extensive prior training in the field of Energy Medicine, are computer literate and, for the duration of their program, should maintain access to a computer, electronic mail and the Internet. As a prerequisite for acceptance to the Doctoral program, participants must have completed a recognized Masters degree in an appropriate field of study and have at least two years of progressively more responsible career related experience. On occasion, selected students are admitted to the Doctoral program lacking a few elements of preparation when they are deemed highly likely to succeed in the program due to the strength of their overall background. In the event that specific prerequisites are absent at the time of enrollment, participants will be required to add these as necessary elements to their program.

Doctoral Program Requirements

Doctoral degrees combine research and coursework. All Doctoral students will need to accumulate a minimum of 52 credits plus the 10 credit dissertation according to University guidelines. Required elements of all Doctoral programs include the required core courses, research preparation courses, including the Dissertation Research course and additional elective courses, as needed, to satisfy the minimum credit requirements.

Immediately following completion of their basic academic program, and before undertaking the Dissertation Research course, all Doctoral students must pass the Admissions to Candidacy Examination. Following attainment of "candidacy," they may complete their Dissertation Proposal courses.

Regardless of total transfer credits and credits awarded for prior learning, as a minimum degree requirement, students are expected to complete at least 21 credits at Energy Medicine University, and the research component of the degree. The minimum enrollment period is one and a half years.

FACULTY PROCEDURES FOR STUDENT PROGRAMS

Faculty-Student Communication

It is essential that all parties respond quickly to correspondence from students, faculty or administration. Reply to a written communication within one week of receipt. A message by telephone, email and fax should be acknowledged within three days of receiving the message. If an answer cannot be given immediately to a communication, at least indicate that the message has been received and give an idea as to when the request will be addressed in greater detail. When faculty will be away for a period of time it is expected that they communicate the dates of their absence to their student and also to the administration by contacting the Administration.

Faculty Course Planning

It is recommended that you prepare a course packet for each of your classes that require the student to read articles, passages in texts and specific papers. The preparation of your course pack will save you valuable teacher-student communication time. Information for this service: *Campus Course Packs* follows. Instead of having to copy materials that they borrow from the reserve desk, your students will have the option of purchasing a course packet of required readings which will be custom made for your class. If you have any questions or need more information

Phone 1-800-254-PAKS Website <http://www.ccpaks.com/>

Or Email customerservice@ccpaks.com

Program Planning Communication

This is the first required Dean of Students communication which all students complete during their first semester of enrollment and prior to beginning any course. The student should work closely with Dean of Students and other faculty members to develop a planned program of course study, which will be achievable and thereby finalize their program schedule and timeline.

The Program Planning course communication is carried out through an ongoing dialogue with the Dean of Students. The essential outcome for the course is the completion of the formal Program Plan Schedule, which establishes the program elements and the timeline for completion of the Master or Doctoral degree. During the course communication students will be asked to read assigned textual materials including the University Program Catalog and the Energy Medicine University website and to participate in dialogue with the Dean of Students and other faculty. This is the appropriate forum for discussing general required program prerequisites. This is the time to explore the acceptability of course transfers and the approval of course waivers and to discuss elements of work experience and non-college training which might be eligible to receive college equivalency credit. This is also the stage at which ideas are discussed regarding the program courses and the final project as well discussing ideas related to special student-designed courses and individualization of course assignments across the degree program. Students will also be guided in the selection

of materials to guide their scholarly writing, manuscript preparation, and literature search and study skills.

Completing the Program Planning Schedule

Discussing Policies and Procedures

The Dean of Students should ensure the student clearly understands the degree requirements and the University's policies and procedures.

Identify Prerequisites

Students are directed to carefully review the University Program Catalog with the Dean of Students to determine the minimum entry requirements for the degree program. The Dean of Students will help to identify any required program prerequisites lacking in the student's background and preparation and will arrange to have these missing elements included in the program. This might include courses needed to fulfill general education requirements or theoretical or foundational studies needed as a basis for the successful completion of required elements of the program. The Dean of Students will help the student in clarification of the entry prerequisites.

Program Planning Course

During the Program Planning course students complete the Program Planning Schedule for their entire degree program. The Program Plan Schedule will be signed by the Dean of Students for review and final approval. If all is found in good order, the Dean of Students submits to the Registrar for entry into the student record. All parties will receive approved copies of the Program Planning Schedule.

Modifying the Program Planning Schedule

In the progression of the student's program, it sometimes becomes necessary to add or delete courses or to reschedule certain elements of the program. The Dean of Students must approve changes to the Program Plan Schedule and approval is usually automatic, so long as the overall program retains its integrity. Although students are given maximum latitude to study at their own pace, it is an essential element of each program that work and progress are scheduled based upon a realistic timeline. Faculty will consider these matters when making their final determination concerning the acceptability of changes to the Program Plan Schedule.

All alterations to the content or timeline of the official Program Plan Schedule should be initiated through renewed discussion with the Dean of Students. Once changes are agreed upon the student is expected to rewrite the Program Plan Schedule in its entirety and resubmit the document for review and approval, using a cover letter to make note of all altered sections. Once approved by the Dean of Students notation will be made of the revision date and the Revised Program Plan Schedule will be reviewed and approved by the Dean of Students and the document forwarded to the Registrar

for entry to the student record. All parties will receive copies of the Revised Program Plan Schedule.

TRANSFER COURSES AND WAIVERS

Acceptability of Transfer Courses and Waivers

The review and determination of the acceptability of transfer credits or the waiver of course requirements will take place after enrollment within the student's admission process according to an academic policy of assurances. If a course completed at an outside institution is the same as the course it is proposed to replace the transfer will be allowed only if not applied to a prior degree. The transfer course acceptability must also be approved by the Dean of Students and course instructor as well as the University administration.

Determining Transfer Courses and Waivers

The University administration will provide the Dean of Students and appropriate Faculty instructor with copies of student transcripts and other course completion materials from student admission applications. This might include copies of college transcripts and official completion records related to certification training and proficiency examinations. It is the student responsibility to provide the administration and faculty with any further documentation needed to make determinations concerning the awarding of transfer credits. Information needed may include course descriptions, verification of classroom contact hours, and statements from authorities concerning credit recommendations for formal non-college training and certifications. Students may also be asked to provide written statements concerning prior college courses, formal training and examinations to support final decisions related to credit transfers. Once transfers and waivers have been determined, the appropriate information should be noted on the Program Plan Schedule form.

Credits

As a guideline for determining the credit allowance for courses, the University has derived a standard from the Carnegie System by adapting that total time commitment to our independent study model. However, it is not expected that either the instructor or the student should maintain an exact calculation or complete record of time.

Courses are awarded in credits and designed in such a way to permit them to be interchangeable with all other credit systems worldwide and to be easily translatable into other credit systems. Our system allows a credit award at Energy Medicine University to be equivalent to the same value credit award at any other college conforming to the Carnegie system.

Approximately one Energy Medicine University credit may be awarded for each 45 hours of total time in independent study, including time spent in library research, reading and reflection, construction of course papers or other written materials, completion of assignments, projects and field placement activities, research and other academic investigations, professional enhancement activities, attendance at lectures,

classes, seminars and conferences, or any other form of study or investigation that is included as a planned, allowed or required element of the course.

Determining Credit for Classroom-Based Transfer Courses

For transfer of credit from classroom based colleges that follow the Carnegie system, it is customary to transfer the courses credit-for-credit. However, since not all classroom based colleges have adopted the Carnegie credit system, credit from other systems must be translated. When determining credit allowance for trimester, quarterly or other systems, the total hours of classroom time must be calculated, taking into consideration the number of weeks of instruction and the length and frequency of classes. These figures are totalled and divided by fifteen. It is appropriate to round the credit award to the nearest tenth of a point. If the college or certification transcript does not indicate the classroom contact expectations or length of term for the non-semester system, students must obtain this information in writing from the institution issuing the transcript.

Determining Credit for Non-Traditional Transfer Courses

For credit transferred from distance learning schools, independent study colleges and other self-paced external and non-traditional degree colleges, the translation of transfer credit is as follows. Following the Carnegie standard, approximately one Energy Medicine University credit may be awarded for each 45 hours of total time in independent study activities. If the transcript does not list minimum study time requirements or length of term, this information must be obtained from the institution. If the transcript indicates that the institution follows a standardized system, it is acceptable to transfer the courses credit-for-credit. For institutions that offer the same courses through both classroom based and external study programs the equivalency calculations use the parameters of their classroom based program. Courses taken at an institution that is not yet fully accredited or state approved will be evaluated on an individual basis. Students should provide a course description for these courses to clarify the academic material covered.

Transfer Courses from Foreign Institutions

With regard to the transferability of college courses conducted in countries that do not have a comparable transcript system, students will be asked to submit an official educational credential evaluation document at the time of enrollment. This credential evaluation report may be produced by any recognized credential evaluator organization in the United States of America.

Regarding Limits on Transfer Credits

The University has established limits on accepting transfer credits. It is essential that our students be required to pursue studies with Energy Medicine University for a sufficient length of time to allow adequate association between the student and faculty. It is our responsibility as a degree granting institution to be assured that our student's competencies in core areas of study are sufficient to recommend the awarding of the degree. To accomplish this assessment, it is essential students commit to completing at least one calendar year of full time enrollment (eighteen credits minimum) at the

Masters level and one and a half years (thirty credits minimum) at the Doctoral level at Energy Medicine University. Regardless of the number of transfer credits students need to complete this minimum enrollment period.

Transfer Credit Hours

Energy Medicine University courses are unique and specialized to the degree of Integrative Holistic Health. Transfer of credits is allowed only for a comparable course from an accredited university or college. The course equivalency must also be approved by the University administration. Transfer credits may not exceed 6 hours for the Master; or 30 for Doctoral degree program. A transfer of equivalency course fee of \$400.00 per course is incurred.

Accepted Equivalencies

Students who have earned a Master in Intuition Medicine® (MIM) diploma and completed the equivalent EMU courses at the Academy of Intuition Medicine may petition to transfer up to (six) 6 credit hours of Academy equivalency courses toward the 38 credit Energy Medicine University Master degree. A MIM diploma student entering the Doctoral program with an additional Masters degree from an accredited university may petition to transfer up to (eighteen) 18 MIM credit hours toward the Energy Medicine University Doctoral degree.

No transfer course fee is incurred for Academy of Intuition Medicine alumni students. These equivalency credits are registered in the Master and Doctoral student program only after courses totaling 15 credits for the Master and 24 credits for the Doctoral are completed. These equivalency credits are registered in the program schedule in the final semester of the degree program.

Prior Learning Portfolio

Some students may have appropriate college level learning from prior non-college training, work experience, unaccredited college studies, independent learning and professional achievements. If these elements of prior learning are determined to satisfy the learning objectives for any course the students may qualify for equivalency credit toward their degree and the study requirements for the related courses would be waived. Prior learning is eligible for credit equivalency evaluation through formal portfolio assessments and course challenge examinations. However, credit from prior learning assessment is limited at all degree levels and must compare to the specialized courses in the Energy Medicine University program. The acceptance of prior learning is reviewed by the offices of Dean of Students and President. Each 3 credit prior learning equivalency is incorporated into the students' program schedule and incurs the standard 3 credit course tuition fee.

Prior Learning Portfolio Credit Limit:

Masters Degree - 6 credits maximum

Doctoral Degree - 9 credits maximum

Students should carefully review the opportunities for prior learning assessment with the Dean of Students during the Program planning course.

Prior Learning Portfolio Assessment

The types of prior learning eligible for portfolio assessments include work experience, continuing education, employment training, conferences, seminars and workshops, and preparation for licenses, registrations and certifications. Portfolio materials are needed relative to each learning objective for each course involved with portfolio assessment. Credit is more likely to be awarded when copies of official documents and signed references and affidavits are available.

The portfolio assessment is a detailed evaluation of a student's prior learning in any defined area, including the gathering together of authentic documents to validate or demonstrate advanced level learning. The task of the faculty is to guide the students in the presentation and documentation of those experiences, as a prerequisite for the recommendation of college credit. To be awarded credit, all prior learning must fulfill the major elements of the course objectives listed in the course syllabus and reflect the appropriate level of academic learning. Duplicative credit may not be awarded. Each course approved for portfolio assessment is evaluated separately and is assigned for review by the most appropriate member of the University faculty or the Dean of Students.

The Dean of Students will direct students to prepare formal presentations of their prior learning which address all course objectives. Students will be required to attach copies of the necessary documentation, affidavits and a student narrative, which compares the prior learning experiences to the course objectives.

The portfolio document must allow a detailed formal evaluation to be made of the prior learning. While the portfolio document must include authentic documentation, the more important element is the student's narrative, which summarizes and discusses the knowledge, skills and competencies acquired in the professional setting, or through non-college training. Portfolios are allowed in all academic fields and are usually designed to permit the student to demonstrate higher levels of cognition where they have used the subject matter to address real world situations in a creative manner. Permission to submit a portfolio for assessment should be requested by the student at the time the program schedule is established.

Students who successfully pass course portfolio assessments have the study requirements waived for the courses in question, the courses are deemed complete and the specified credits are awarded on the student's permanent record. If a student is unsuccessful at passing the portfolio assessment, the instructor will assign additional text and journal readings and other exploratory activities in order to prepare the student

for an additional course assessment. After successfully completing these additional assignments and assessments, course credit will be granted.

Course Challenge Examinations

Prior learning may also be awarded college equivalency credit through conduct of course challenge examinations. Challenge examinations are the appropriate means for prior learning assessment when students have extensive college-level learning from non-formal training, unaccredited college studies, independent study and professional development and when sufficient documentation is unavailable relative to these learning activities to pursue a portfolio assessment. Challenge examinations are intended to allow the student to have study requirements waived in certain courses by passing an over-arching final examination conducted by the instructor. The actual course challenge may be an oral or written examination coupled with documentation in support of the prior learning, or it may be an assessment, by scholarly paper, covering the topics of the course or a project demonstrating the competencies expected in the course objectives. Each course topic and objective should be addressed and evaluated individually within the challenge examination. Students should enter the appropriate courses in the Prior Learning Assessment section of the Program Schedule, indicating whether a portfolio assessment or course challenge examination will be undertaken.

Upon completion of the challenge examination, course instructors prepare and send a written determination to the student. If the student has successfully passed the examination, course credit is awarded. If the student has not successfully passed the examination, a letter of determination prescribes corrective actions. These may include additional text and journal readings and other exploratory activities that serve to prepare the student for re-examination.

College Proficiency Examinations for Bachelor Degree

The following information is given in order to assist a student who has not completed a bachelor degree. College level proficiency and equivalency examinations are available across North America and in many locations around the world. These examinations include general education assessments in the areas of basic mathematics, basic English composition, humanities, natural sciences, social sciences and history. They cover a wide variety of specialized subject area assessments, such as composition and literature, foreign languages, history and social sciences, physical science and mathematics and business. They also provide job readiness assessments and experienced worker certifications in many occupational fields including business and office skills, drafting and design, electricity and electronics, agriculture, trade and industry, health occupations, vocational home economics and computer sciences.

Credits for equivalency examinations are applied to a student pursuing a Bachelor degree outside of the University program and on occasion to satisfy the prerequisites for entry at the Masters level, based upon the credit value recommendations of the American Council on Education (ACE) or the testing authority governing such examinations. Students may acquire credit through equivalency examinations taken before University enrollment.

The college equivalency testing services frequently used by undergraduates include:

College Level Examination Program (CLEP)
College Entrance Examination Board
CN 6600, Princeton, New Jersey, 08541-6600
Tel: (609) 771-8765 / Email: CLEP@ets.org

American College Testing Proficiency Examination Program (ACT PEP)
American College Testing Program
P. O. Box 4014, Iowa City, Iowa, 52243
Graduate Record Examination (GRE)

Educational Testing Service
P.O. Box 955, Princeton, New Jersey, 08541
Tel: (212) 966-5853

Regents College Examinations
Regents College Proficiency Examinations
7 Columbia Circle, Albany, New York, 12203

Defense Activity for Non-Traditional Education Support (DANTES)
DANTES Program
Mail Stop 3/X
Educational Testing Service
Princeton, New Jersey, 08541 USA

National Occupational Competency Testing Institute (NOCTI)
NOCTI
500 N. Bronson Avenue, Big Rapids, MI 49307-2737
Tel: (800) 334-6283
Tel: (616) 796-4695
Internet: www.nocti.org

Institute for Certification of Computing Professionals (ICCP)
ICCP
2200 East Devon Avenue, Suite 247
Des Plaines, IL 60018 USA
Tel: (800) U-GET-CCP
Fax: (847) 299-4280
Email at 74040.3722@compuserve.com

Energy Medicine University does not have information related to these organizations or provide counseling for a bachelor degree. Students seeking information should be advised to contact these organizations directly for introductory packets.

Required Research Preparation Courses

Graduate students will explore with the Dean of Students during the Program Planning course the courses needed for the type of degree research project planned. Research preparation might emphasize data collection, case study techniques, system and database modeling, data analysis, biological illustration, scientific literature, scientific writing, scientific and statistical methods, or introductory and advanced statistics. Such courses may be selected from outside the program area during the Thesis and Dissertation phase of the program under the direction of the Dean of Academics. Students who have adequate prior college preparation to undertake their proposed research project may have certain of the research preparation courses waived only under advisement of the Dean of Academics. Students should enter the necessary courses in the Research Preparation section of the Program Schedule.

Selecting the Advanced Study Electives

Students will need to work with the Dean of Students to determine the remaining elective courses needed to satisfy the minimum credit requirements for their degrees. Electives may be drawn from all appropriate course offerings.

Energy Medicine Internship

The majority of Programs at the University are conducted by 100% distance learning and do not require field or practical studies. However the retention of field studies within the curriculum was deemed essential to retain program completeness and integrity thus the Energy Medicine Internship is a vital component of the program.

Internship Placement

It is the responsibility of the student to locate a professional organization for internship. The organization and placement of student must be approved by the faculty professor assigned to monitor the internship. Student must be under the guidance of an approved sponsor or mentor at the field internship site. A written provision of your internship signed by your on-site supervisor or mentor must be provided to your instructor before approval to commence the internship is granted.

Internship Insurance

Enrollment in the Internship course is dependent upon the student obtaining prior comprehensive insurance coverage, which protects the student, the University, and any outside institution from liability claims.

Insurance Procedure

The student will, in consultation with the Office of the Registrar, submit an application to an appropriate insurance company in his or her region, requesting comprehensive insurance coverage for proposed field or practical activities. This coverage must protect the student, the University, and any host institution in which field studies are to be conducted. Insurance is at the student's expense.

Documentation must be approved and signed by the Office of the Registrar and then added to the student file.

UPON COMPLETION OF COURSEWORK: THESIS and DISSERTATION

Chair and Committee Members are given a documentation Timetable from the Office of the Registrar which is found on the Faculty Page. The documentation timetable must be followed in sequence to assure compliance with integrity of the process. This becomes archived documentation of the graduate student's research project planning.

Admissions to Candidacy Examination: Masters and Doctoral

The Doctoral Degree level requires all graduate students in the Doctoral degree programs, to submit to an 'Admissions to Candidacy examination' (A-Exam) at the completion of their coursework.

The Graduate Committee, Chair and Members, oversees the Admissions to Candidacy Examination under the leadership of the Committee Chair. The Admissions to Candidacy Examination is the evaluative vehicle through which the University determines the fitness of candidates to undertake major graduate research. The examination is administered in two parts including written and oral components. The written examination, administered in the form of open book essays, requires the student to creatively address the Graduate Committee's probing questions related to the core subject matter. By exploring real world situations, defining the problem, explaining the options, reflecting as a practitioner, proposing innovative solutions and problem solving, the student will demonstrate mastery of the subject matter. The oral component of the examination provides an opportunity for the Graduate Committee to meet with the student by telephone conference, video conference, or in person to creatively explore in careful detail the student's professional maturity and understanding of the subject matter. Successful completion of the Admissions to Candidacy Examination recognizes the student's academic competencies and readiness to undertake the thesis or dissertation process.

Procedures for the Written Component of the A-Exam

The Written Questions

The written examination is administered in the form of open book essays, requiring the student to address the Graduate Committee questions related to the core subject matter. Three essay type questions are presented to the students by email.

The questions are selected and prepared by the Committee Chair with written input by each of the Committee members. The essay questions should be rigorous and meaningful, requiring mature responses, and be drawn from within the Energy Medicine field of study and Integrative Holistic Health specialty of the student. The three essay questions should require the student to respond to the subject matter in a creative manner, addressing real world problems and situations, through professional reflection, decision making, and problem solving, and drawing upon the theories,

principles and practices which set the foundation for their program of study. Students are instructed in writing by the Committee Chair to submit their answers in complete and concise written form to each member of the Graduate Committee, by email, within two weeks of their presentation. Students are also advised to support their answers with recent and effective citations and references to the academic literature. No more than two weeks is allowed for the preparation of the student's written answers.

Graduate Committee Assessment of A-Exam

Members of the Graduate Committee should prepare written commentary on the student's written submissions, and send these to the Chair by email within one week of receipt. The Committee Chair, drawing consensus from the commentary of the Graduate Committee, determines the final grade of Pass or Fail. The Committee Chair should inform all parties of the decision in writing by email within one week of receipt of the Graduate Committee recommendations. The Chair of the Graduate Committee would need to assign the student additional coursework should a graduate student fail to achieve a Pass to merit movement to the Oral Comprehensive Examination. Following completion of the additional assignments, the student may petition the Chair to undertake the oral portion of a new comprehensive examination.

Procedures for the Oral Component of the A-Exam

Should the graduate student receive a Pass for the oral comprehensive examination the Chair will negotiate with the student a time frame for the voice or visual conference call. It is the graduate student's responsibility to arrange a suitable time when all members of the Graduate Committee would be available for the oral comprehensive examination and to schedule the conference call with a teleconference company. If circumstances do not allow a conference call to be made then other methods such as rapid-fire email can be used. In such cases a printed transcript of the event should be submitted in place of the required audio recording. The students are also required to send a reminder email to all committee members approximately three days prior to the voice or visual conference. At the time of the oral comprehensive examination the Chair will moderate the oral examination conference. Under the leadership of the Chair, each member of the Graduate Committee may ask one overarching question and pursue follow-up inquiries to gain maximum understanding of the student's responses. The oral comprehensive examination should not exceed one hour in duration, should be audio recorded by the teleconference company and be conducted at the student's expense. The audio recording must be postal mailed or electronically delivered to the administration of Energy Medicine University in California. At the completion of the oral examination, the student will depart the conference to allow the committee members a brief time for follow-up discussion before closing. Immediately following the oral examination, each member of the Graduate Committee will prepare and submit written commentary on the student's performance, and send these to the Chair by email within one week, including also a recommended Pass or Fail. The Chair will determine the final grade, drawing consensus from the commentary of the Graduate Committee. The Committee Chair should inform all parties of the decision in writing by email within one week of receipt of the Graduate Committee

recommendations. The Academic Dean will provide mediation services, so a final decision can be reached in the case of opposing opinions on the committee.

Administration Procedures

Upon successful completion of the Admissions to Candidacy Examination the Graduate Committee Chair is required to submit the Admissions to Candidacy Grade Report form to the Registrar. And at this stage administration direct the student to the appropriate curriculum for the Research Proposal Course and Guidelines for final Manuscript.

Denial of Candidacy

Should the student fail to successfully pass the Admissions to Candidacy Examination, the Chair of the Graduate Committee will assign additional coursework as a corrective measure. Upon successful completion of the assigned coursework, the student will be advanced to "candidacy" and allowed to enroll for the Thesis Research or Dissertation Research course, whichever is appropriate. If the student is unsuccessful at the second attempt candidacy will be denied candidacy and a transcript reflecting the courses completed will be issued.

Final Thesis and Dissertation Project Courses

Thesis Research and Writing Dissertation Research and Writing

At each degree level students are required to complete selected final project coursework, which provides a solid focus for effective planning and conduct of the final research. For Master students, the Thesis Proposal course is preparation for the final Thesis Research Paper or Project. Students should enter the appropriate final project Title in the Final Project Coursework section of the Program Planning Schedule. The Chair submits this Title to the Registrar for recording in the student file. The proposal is prepared as the primary assignment for the final course, Thesis Research and Writing for the Masters degree. Upon formal approval of the proposal, students are "released" to begin their work on the approved project or paper

And at the Doctoral level, Dissertation Research and Writing course is scheduled to immediately follow completion of the Admissions to Candidacy Examination. Students should enter the appropriate final project Title in the Dissertation Research and Writing course section of the Program Planning Schedule. The Chair submits this Title to the Registrar for recording in the student file. Following successful completion of the Admission to Candidacy Examination, the Committee Chair will guide the student in the submission of a formal research or project proposal. The proposal is prepared as the primary assignment for the final course, Dissertation Research and Writing Doctoral degree. Upon formal approval of the proposal, students are "released" to begin their work on the approved project.

Overseeing the Final Project

The Chair remains available to direct the student's project, even if the student receives a leave of absence for a time to conduct the project. The Chair should be consulted immediately if the student has any concerns with regard to conforming the project to the approved proposal, or with regard to reconciling the manuscript to an approved style manual.

THESES AND DISSERTATIONS

Minimum Standards for Theses and Dissertations

After all of the courses have been completed, the cornerstone of graduate degree work is the final project. It may take any of several forms, quantitative or qualitative research, participatory action research, or a major project demonstrating excellence, depending upon the specialty field of study and the expectations of faculty. But whatever form the final project takes it must represent the student's original work. At the Masters level, it is the demonstration of the mastery of a body of knowledge in a given field. The manuscript should be in the form of 50 or more double-spaced, typewritten pages. At the Doctoral level, it is an original contribution to the field. The final project may take the form of a dissertation of 100 or more double-spaced, typewritten pages.

Students are not to begin formal work on the final project until approval of the project proposal has been received in writing from the Committee Chair. It is best if students begin to think about their final projects as early as possible. The Graduate Committee Chair will begin exploring possibilities with the students from the start, so that their program plans might effectively serve as preparation for their final projects. Certain coursework will often be applicable toward the work, which must be done to best prepare for the final project such as completing bibliographic readings and gaining clarity on research methodologies. Students are advised to carefully review with faculty their expectations for the preparation of the thesis and dissertation manuscript. Students are also advised to obtain an approved style manual before the onset of the research proposal process.

Dissertations and theses allow students a controlled opportunity to demonstrate excellence in the discipline covered by the degree. The final project allows each student an opportunity to make an original contribution to the field and provides a uniform process through which to determine that the student has met minimum standards of competence.

The University need not be unreasonably rigid in its oversight of the process nor make undue assumptions, but Committee Members must be able to clearly determine that each student has met all of the minimum standards through a demonstration of scholarly excellence or an original contribution to the academic field.

Research Parameters

Each student is expected to learn the critical features of sound quantitative or qualitative research including subject selection, research design and statistical analysis

in order to develop a sound thesis/dissertation or project proposal. Each student will be expected to define an applied problem or theoretical issue which they wish to investigate, articulate a rationale for the study of the problem or issue and propose and implement a quantitative or qualitative method of evaluation of the issue or problem. Students will demonstrate the ability to complete a thorough scholarly literature review on the topic they wish to present. Students are encouraged to select research methodologies, which will assure valid and reliable evaluations of the effects of variables on individuals or groups being studied. The intent is to ensure that students have the competency to examine applied or theoretical issues in their fields of study and implement programs of intervention that are cogent, scholarly and make an original contribution to the body of information available in their fields.

Policy on Empirical Studies

All Energy Medicine University graduate students proposing to conduct empirical studies for their thesis or dissertation must have accomplished a satisfactory level of course work in statistics, data collection and research methodology. Identification of these prerequisites should be done with the Committee Chair. Where appropriate, the student must obtain prior comprehensive insurance coverage for research work, which protects the student, the University, and any outside institution from liability claims. Full documentation must be submitted to Administration prior to research commencement. Acquiring the insurance coverage is the responsibility of the graduate student.

Dissertations and theses, which do not meet the minimum standards for empirical research, will be denied approval until minimum standards have been properly addressed.

Regarding Human Subjects and Use of Live Animals

Committee Chair will address with their students, as needed, all issues related to research protocols concerning human subjects and use and care of live animals, and the securing of necessary equipment and facilities. Students will be required to present evidence of permits and outside agreements, which should be attached to the proposals, indicating that all legal and administrative arrangements have been finalized prior to commencement of the project. Acquiring any necessary permits, agreements and IRB approval is the responsibility of the graduate student.

Manuscript Outline

As an essential element of the proposal package, each student is asked to prepare an outline of the thesis or dissertation argument in the form of an extended outline which mirrors what will actually be presented in the document, chapter by chapter, section by section, issue by issue. This will serve to strengthen the student's scholarly presentation, allowing the Committee Chair to more easily determine weaknesses in the academic argument and permit substantive discussion to be carried out before any actual writing begins.

Most students benefit greatly from having their manuscript outline critiqued early in the research stage of their program. To learn more about effective academic argument and referencing, students are advised to inspect a number of theses, dissertations and journal articles within their academic field. They should model their work after what is found to be effective within the work of others. If students are vague about any point of protocol, they should state their questions in writing and ask their Committee Chair for references.

Conducting the Research Project

Once the Committee Members have approved the project proposal, students may initiate the research project. It is vital to the effective conduct of the final project for students to follow the procedures approved through the research proposal. It is strongly recommended that students acquire and take guidance from appropriate research guidebooks, which can inform their work. This includes the methodologies related to development of data gathering instruments, useful scales for use on questionnaires, classification of qualitative data, regression analysis and other statistical tests, analysis of data and effective presentation of findings in charts, graphs and tables. Many other aspects of your program can be helped by a careful review of available literature on research techniques.

Preparing the Manuscript

The preparation of the manuscript should be guided by the manuscript outline from the approved research proposal and conform to an approved style manual selected in collaboration with the faculty Chair. Most style manuals have complete guidelines for the preparation of the manuscript, chapter by chapter and include guidelines concerning format, margins, pagination, and fonts, paper quality and countless other issues. Students are cautioned to make extensive notations concerning the literature, which has informed every aspect of the manuscript, and make every effort to present correct and complete citations and references to the scholarly literature.

Review of First Draft

During the process of the actual review of the first draft of the thesis or dissertation, some Committee Members wish to have the document prepared and submitted in sections. Others choose to wait and review the entire document as a first draft. In any case, it should be clear to the student what the Committee Members expect before any writing begins.

Preliminary Pages of Manuscript

The student's preliminary pages are the title page, copyright notice, table of contents, acknowledgements, list of figures, list of tables, abstract, preface and other special sections. The page numbering and order of these pages and information pertinent to the style and structure of the manuscript are outlined in the approved style manuals.

Abstract of Thesis or Dissertation

The abstract is a very clear and concise summary of the thesis or dissertation and is to be submitted at the same time as the finished work. It should be no longer than 300 words.

RESEARCH PROPOSAL PHASE

Once graduate students in the Energy Medicine program are admitted to Candidacy, they may immediately enroll for their final course and undertake the research proposal phase of the degree program.

Procedures for the Preparation of the Research Proposal

Students will be guided in the submission of a formal research or project proposal by their Committee Chair. The minimum proposal shall include the tentative title of the project, a compelling statement justifying the importance of the project, an explanation of the primary research questions and an extensive discussion of the methodology and research instruments. The actual format and content of the proposals are assigned by the Committee Members in writing, and are usually dictated by the traditions, standards and expectations of the degree field. Committee Chair will address research protocols and ethical issues with their students as required. Students also must attach the required information relative to the University's policies on research with human subjects and live animals. Acquiring any necessary permits, agreements and IRB approval is the responsibility of the graduate student. At this stage the student should also identify the style manual to be used to guide the preparation of the manuscript.

Procedures for the Presentation of the Proposal

Every student is required to present a proposal submission prior to commencing the research project. A required element of the proposal package is the student's preparation of an annotated bibliography. The bibliography need include only those citations that represent the foundational works underlying the theoretical argument being presented in the manuscript. The annotations are usually a one paragraph statement covering the content of the literature, its importance to the field, and its contribution to the research study or major project. As an essential element of the proposal package, each student is asked to prepare an outline of the thesis argument in the form of an extended outline which mirrors what will actually be presented in the document, i.e. chapters, sections and issues. This will serve to strengthen the student's scholarly presentation, allowing the Committee Members to determine more easily weaknesses in the academic argument, and permit substantive discussion to be carried out before any actual writing begins. Most students benefit greatly from having their manuscript outline critiqued early in the research stage of their program. To learn more about effective academic argument and referencing, students are advised to inspect a number of theses, dissertations, and journal articles within their academic field. Students should model their work after what is found to be effective within the work of others. If students are vague about any point of protocol, they should state their questions in writing, and ask their Committee Chair for references. The proposal is prepared as the primary assignment for the final course Masters Thesis or Doctoral

Research. Once the f Committee Chair has given final approval for the research proposal, the student is then authorized to submit the research protocol to an Institutional Review Board (IRB). With IRB approval the student is then authorized to conduct the project according to the approved research proposal and to prepare the first draft of the manuscript.

Procedures for Conducting the Research Project

Once the faculty chair has approved the project proposal, the student may initiate the research project. It is vital to the effective conduct of the final project for the student to follow the procedures approved through the research proposal. It is strongly recommended that the student acquires and takes guidance from appropriate research guidebooks that can inform their work. This includes the methodologies related to development of data gathering instruments, useful scales for use on questionnaires, classification of qualitative data, regression analysis and other statistical tests, analysis of data and effective presentation of findings in charts, graphs and tables. Many other aspects of the program can be helped by a careful review of available literature on research techniques. Throughout the project, the student must maintain contact with committee members and the Administration of the University.

Procedures for the Final Stages of the Project

The Graduate Committee Members do preliminary reviews and commentary and recommendations are provided. The graduate student must effectively address the concerns of the Committee Members and submit a corrected draft of the manuscript.

ORAL REVIEW OF THESIS and DEFENSE OF DISSERTATION

Upon completion of the manuscript the student will undertake the Oral review of Thesis or Dissertation. Although members of Administration do not take part in the formal Oral Review, they should be aware of the student's progress through the process. This is a very stressful time for the students and faculty and administration should be available to give students support and encouragement.

Procedure for Oral Review of Dissertation Qualifying Exam:

California Code of Regulations Title 5. Education Division 7.5. Private Postsecondary Education

The formal evaluation procedures shall provide the committee as a whole with the opportunity to jointly examine the candidate.

If the candidate is not physically present and the evaluation must take place by telephone or other means of electronic communication, one of the following shall apply:

- (A) One faculty member on the student's doctoral committee from the main location (i.e., the state in which the program is licensed or otherwise officially approved) must be present at the location where the doctoral student is examined.
- (B) A proctor, selected and approved by the doctoral committee, shall sit as an observer with the student at the distant location and verify, under penalty of perjury under the laws of the State of California, the identity of the student and the facts that the student received no prompting by anyone and did not have access to unallowed materials during the evaluation process.

Scheduling the Review

Immediately upon receipt of the email authorizing the Oral Review by the Dean of Academics, the graduate student should prepare and distribute complete copies of the final research manuscript to all members of the Graduate Committee. Once the manuscript has been delivered to the Graduate Committee, the graduate student should work with the Committee Chair to determine a suitable date and time for the Oral Review of Thesis /Defense of Dissertation. The Oral Review/Defense should be scheduled approximately twelve weeks from the date the manuscript was finally approved. The Committee Chair shall communicate the details of the Oral Review/Defense to the student and all committee members by email at least three weeks prior to the event. The graduate student will make the actual arrangements, under the direction of Committee Chair. The Oral Review/Defense must be recorded. If circumstances do not allow an audio or video conference then other methods such as instant live Internet email can be used. In such cases a printed transcript of the event should be submitted in place of the audio or video recording.

Preparing for the Examination

The Committee Chair should direct the committee members to complete the manuscript reading within sufficient time before the Oral Review/Defense. This will enable them to prepare and send general comments, and a single focus question, which can be used to explore a salient aspect of the student's project and manuscript. The Chair should provide the Graduate Committee with instructions relative to the conduct of the Oral Review/Defense.

The Examination

During the Oral Review/Defense, committee members will present their focus questions relative to the research manuscript in an order determined by the Chair who assures that the important issues are covered in an expedient manner. The committee members will then have an opportunity to provide focused follow-up questions to the student. The Oral Review/Defense should not usually exceed one and one-half hour.

Graduate Committee Assessment

At the completion of the Oral Review/Defense, the student will depart the conference, allowing the committee members a brief time for follow-up discussion before closing. The final grade for the Oral Review/Defense shall be determined by consensus or vote of the committee. When the student returns to the conference they will be informed of the committee's decision.

In the Case of a Failure

Should a graduate student fail the Oral Review/Defense the Chair of the Graduate Committee would need to assign the student corrective actions which must be satisfactorily completed before the student may be authorized to complete the manuscript and receive final approval leading to the awarding of the degree. The Graduate Committee Chair may require the student to again undertake the full process of the Oral Review/Defense, at the student's expense.

Final Approval

The Program Completion form is completed by the Chair following the commentary and recommendations of the Committee. The Degree Program Completion form is then forwarded to the Administrative Office by whatever electronic or postal direction is in place. At that conclusion the Chair recommends to the Office of the President that the degree be awarded.

The Office of the Registrar:

- Reviews the completeness of the student's record.
- Verifies that the final manuscript and other necessary documents have been delivered to the University.
- Once satisfied that all elements on the form are in order the Chair of the graduate Committee signs and dates the final approval section. At this stage the Chair will determine whether the degree is to be awarded with distinction, taking into account the final evaluation report of the committee members.
- The Chair delivers the original to the Office of the Registrar. A copy of the final approval should be mailed to the student.

Once final approval is awarded, the student must email send one unbound copy without the signature page to the University for library archival. And postal mail one bound copy with the signature page. Printed Diploma not awarded until unbound and bound copies, as well as, the audio or video recording or printed transcript of Examination are received by the Office of the Registrar.

Binding is to be organized by the student at the student's expense.

The student must make arrangements directly with members of the Graduate Committee to provide bound copies of the final manuscript.

END OF PROGRAM PROTOCOL

End of Program Procedures

This is a very important time for both the student and the faculty because it marks the end of a substantial period of study and hard work. It is a time for celebration and congratulations. For Energy Medicine University it represents the successful conclusion of the educational program of a student. During this period all University documentation pertaining to the student should be checked for completion prior to the issuing of the transcript and diploma. No diplomas or transcripts will be issued unless the student file contains all relevant information. At the conclusion of the program Graduates will receive from the Registrar alumni forms to be completed as indicated in order to assess program completion and to provide valuable benchmarks for work accomplished toward degree award.

Graduate Questionnaire

At the conclusion of the program, graduates are asked to evaluate the Energy Medicine University program. As well as, the courses and tutoring they received from supervising faculty, and the support and service they have received from Administration.

Personal Questionnaire

This form provides the opportunity to gather personal background about the students with reference to age, race, country of origin and so forth. The information helps to establish the profile of the student body and provides data for future planning.

Peer Advisory Network

This document invites graduates to join the group of graduates who have volunteered to help counsel new students and inquirers about studying at Energy Medicine University.

Alumni Network Directory

This form gathers personal and professional information from graduates who wish to network with other Energy Medicine University graduates. As the information is published electronically or in paper form only graduates who have given written consent will be included in the Directory.

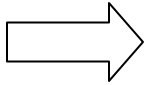
Faculty Handbook

It is our hope that the Faculty Handbook has provided you with complete information on the administrative systems in place at Energy Medicine University and the overall structure of the Masters and Doctoral Degree program so that you may be an informed, functioning member of the University community. Your faculty membership is valued. Please respond at any time with comments, questions or suggestions regarding this handbook and our University.

Energy Medicine Faculty Handbook
Signature Form

I have received, read and understood the Faculty Handbook which provides information on the administrative systems in place at Energy Medicine University and the overall structure of the Masters and Doctoral Degree program. Furthermore I have read the School Catalog, Student Handbook and have familiarized myself with the EMU website.

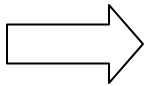
Print Name: _____



Signature: _____

Note: E-Signature is accepted by EMU as legal and binding.

Faculty Position and Courses or Concentration of Instruction:



Date: _____

Please submit with e-signature via email or with hand signature via postal mail to:

Email: Registrar@EnergyMedicineUniversity.org
Postal Mailing: EMU PO Box 564, Mill Valley, CA 94942 USA

REVISIONS TO THE CATALOG

The University reserves the right to make any changes in the curriculum, procedures, policies, location, schedule of courses, and tuition published in this edition of the Catalog.

All students, both those currently enrolled as well as those newly enrolled will be subject to the curriculum requirements of the new catalog. New laws and regulations are reflected in policies in annual catalog revisions.

Notice of Disclaimer

This catalog has been prepared with the best available information at the time of date of revision. The catalog is not intended as an irrevocable statement of policies, procedures, or other data, since these matters are subject to change. Energy Medicine University reserves the right to make revisions in its policies, procedures, curriculum, faculty, tuition, and fees, as necessary.

The curriculum overviews and course descriptions included in this catalog are based on the information available at the time the catalog is revised. The courses for each semester are influenced by curriculum requirements, faculty schedules, administrative needs, as well as, on-going improvements to EMU curriculum.

Please check with EMU administration for updates and confirmation as to the timeliness of the catalog.

Revised 1/4/2014

