



# ENERGY MEDICINE UNIVERSITY

DISTANCE-LEARNING GRADUATE PROGRAM

## DEGREE PROGRAMS & NON-DEGREE CERTIFICATE PROGRAMS

### STUDENT HANDBOOK

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## SECTION 1: INTRODUCTION

### Welcome to Energy Medicine University

We hope that pursuing your degree at Energy Medicine University will be one of the most rewarding, interesting and worthwhile projects that you undertake. We are delighted that you have chosen to study with us and we will do all we can to make the experience enriching and enjoyable.

Many distance education programs designed for mass audiences, by their very nature, present a narrow educational focus, lose the ability to personalize a student's program and have inadequate feedback mechanisms to answer student questions on important issues. However, at Energy Medicine University we offer you the unique opportunity to propose elements of your program, to participate in the planning and organization of your courses and to address your specific career goals and interests within the overall focus of your program. Many of our courses will permit, if not require, that assignments be individualized to enable students to address the subject matter first-hand through observation and external investigation.

In addition, highly qualified academic mentors working specifically with you will offer timely, effective communication and support. Our administration provides prompt assistance from a staff of professionals who are always available to answer questions throughout your program. We offer maximum flexibility in scheduling the completion of academic work around personal and professional obligations in recognition of the busy lives of adult learners.

Energy Medicine University self-paced, student-centered programs present opportunities for you to integrate your daily experiences and achievements throughout your study. You will be encouraged to enhance your personal and professional lives by applying your new knowledge from the commencement of your degree program. We encourage you to utilize home, community and work sites as learning laboratories and to draw upon the human resources available within your own personal environments.

### Information in this Handbook

This handbook contains the guidelines governing your degree requirements and the conduct of your program. We hope you will find this handbook useful. If you require further information, please contact us.

Your handbook explains the enrollment process and introduces you to the way the Energy Medicine University model of education works. We give you an overview of our academic structure, the roles of your faculty instructors and the policies that will relate to your degree program. Information is presented on how your degree will be planned and the procedures that will guide you throughout your program. The examination process is explained, followed by the steps you will undertake to graduate. Upon graduation an invitation is extended to you join our Alumni Peer Advisory Network and Alumni Directory.

You will remain under the authority of this handbook for the duration of your program, so long as you remain in good standing. If the University makes modifications to any policies during the term of your degree, you will receive the modification notice via your

access to this handbook on the Student Only private page and the changes will apply to you, unless you and the Administration agree not to change them, whereupon this agreement must be delivered to the University administration office in writing.

Please refer to the revision date of your handbook, found on the first and last page of this handbook, when questions arise about your program requirements, as it is this particular version that sets out the information necessary for the completion of your degree.

### **Communicating With Us**

We are here to assist you every step of the way. Our administration endeavors to be helpful, friendly, prompt, professional and efficient. You can contact us anytime and be assured of help, guidance, and information. We work consistently to improve our service to our students and to our faculty. If you have news, questions, problems or matters you wish to discuss, please do not hesitate to contact the University Administration.

Energy Medicine University is located in California, in the United States of America. Our administrative office and local campus is housed in Sausalito, California. The city of Sausalito is located at the North end of the San Francisco Bay, Golden Gate Bridge and is a picturesque Pacific Ocean town. The office is open from Monday to Friday between 9:00 am and 5:00 pm local time. Our fax number is available 24 hours a day. We can also be reached via email 24 hours a day, every day. Please, contact us anytime you have a question or comment concerning your program.

### **Energy Medicine University Postal Address**

To ensure the safe arrival of your documents and communications, *please use only our post office box*:

PO Box 564  
Mill Valley, California 94942 USA

### **Disclosure of Personal Information**

Your privacy is very important to us. As we have students, graduates and faculty in many countries, it is impossible to keep up to date with the various privacy laws. Unless we have written instructions in our files directing us to do otherwise, the University will not release information about applicants, students, graduates, and our administration or faculty. This policy insures that Energy Medicine University remains within legal limits on disclosure and protects the privacy of our applicants, students and graduates.

When we receive requests for information about a member of the Energy Medicine University community, we refer the inquiry to the relevant person to follow up with the inquirer.



## **SECTION 2: ACADEMIC STRUCTURE OF THE UNIVERSITY**

This section describes the academic structure of Energy Medicine University, the programs, the roles of our faculty members and how they will interact with you during your degree program.

### **ENERGY MEDICINE UNIVERSITY PROGRAMS**

The academic programs of the University are coordinated by the Office of the Academic Dean and the Office of the President.

Energy Medicine University is made up of one specialized College which awards degrees in Integrative Holistic Health as well as Concentration Certificates for non-degree and Post-Doctoral students.

#### **Degrees in Energy Medicine**

The College of Energy Medicine offers Master in Science and Doctor of Philosophy degree programs in Integrative Holistic Health. Our program is offered to health professionals and interested individuals who wish to increase the depths of their understanding of the emerging contemporary fields of Holistic Health and Energy Medicine and all of the sub-set specialties therein, such as, spiritual healing, transpersonal medicine, electromagnetic practices, indigenous and traditional practices, intuitive studies and so forth. See a more thorough specialties list in the University School Catalog.

We believe that Energy Medicine University is one of only a few Accredited or State Approved institutions in the world offering higher education degrees in Holistic Health. [If you know of another institution which offers a specialized degree in Holistic Health or Energy Medicine we would like to be informed so that we may amend this statement.]

#### **Energy Medicine University Faculty**

Energy Medicine University professors must meet rigorous requirements in order to be admitted to the faculty. All members of the Energy Medicine University faculty have earned an accredited doctoral or master and have many years of experience in their specialized area of Holistic Health and Energy Medicine. Our faculty members are required to uphold the highest of standards in teaching, scholarship and research and maintain current knowledge in their discipline. In all associations with students, they must strive to foster high aspirations, communicate effectively and instruct the subject matter diligently. During your program they will promote autonomous learning, establish a participatory educational environment, recommend the most appropriate learning resources and guide you in developing a wider network of professional colleagues and advisors.

Our faculty approach their relationship with their students in a co-operative and creative manner. You will find they exhibit sensitivity to and an understanding of the diverse academic, socio-economic, cultural, national, religious, spiritual, ethnic and geographic backgrounds of an international student body. They strive to foster a sense of integrity, responsibility and citizenship within a diverse international community.

### **Energy Medicine University Expectations of Faculty**

The University recognizes that the integrity of any degree is clearly governed by the quality of its academic content and the dedication of the program faculty and administration. In the initial planning of the program as well as the delivery of a course, faculty members are expected to provide an effective introduction and student orientation, conduct a thorough academic assessment of the student's preparation and abilities, and guide the student effectively in the selection of a program of study as well as appropriate course learning. An aspect of the University's educational model includes that the course instructor establish an essential plan of action for each course before permitting any coursework to begin. Faculty members 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 student's administrative paperwork efficiently.

In conducting a degree program or delivering a course, faculty members are expected to maintain appropriate supervision and direction over the progress of their students, to encourage and support their ideas and to motivate and facilitate them to high levels of achievement. They should provide necessary direction in finding learning resources and direct students in a thorough review of the academic literature relative to the program.

Clarification of course assignments, the provision of information and guidance are important roles of faculty members. They are expected to provide clear instructions concerning how students are to begin and carry out their assignments for the duration of the courses. Faculty should clarify the first assignments as early in the courses as possible. When assigning course papers based upon research of the literature, they should provide written instructions within the syllabus concerning due dates, topics and length and format for papers. If courses are evaluated by assessment of student portfolios, faculty should provide written requests for the documentation, affidavits, references and narrative statements needed for assessment. If course challenge examinations are provided, faculty should give written directions and explain the examination processes to be followed.

In like manner, faculty must ensure that, at all phases of the program, their students are under assignment and are clear as to what they should be undertaking at all times. Faculty should clarify when students are to communicate concerning the subject matter and course assignment completion dates. Faculty are requested to review the assignments, examinations, papers, portfolios and challenge examinations as soon as possible after their submission and notify their students of the outcome in a timely and meaningful manner. During the conduct of a course, faculty may be asked to provide the University Administration with samples of student written work as a representation of the quality of their scholarship.

They should maintain good mutual exchange and interaction with their students and with the University. Administration should be informed immediately if students fall behind or experience difficulties, which could affect the outcome of their studies. Faculty members must submit formal mid-term progress reports and the final evaluations of their students.

## **Energy Medicine University**

Throughout their programs, faculty members must demonstrate mastery of their academic discipline, knowledge of University policies and procedures and maintain enthusiasm and a positive attitude for leadership, mentoring and instruction of students.

### **The Roles of Faculty Members**

The specific duties of individual faculty members in relation to your program will be found in the chapters relating to the organizational aspects of your program and in the instructions you receive from your own faculty instructors. The following descriptions are for your general information, as they will give you a comprehensive overview of the academic administration of the University.

## **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. This Dean is the instructor of 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

## **Energy Medicine University**

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. 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.

## **Energy Medicine University**

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 Chairs**

Thesis students choose their one Committee Chair and one committee member from the faculty of EMU. The Dean of Academics gives final approval for committee members.

Dissertation students choose their one Committee Chair and two members from the faculty of EMU. Student has the option to choose one of the two committee members from another university. Final acceptance of this member is upon approval from the Dean of Academics who gives final approval for all committee members.

This committee provides 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 assigning course instructors to deliver Thesis and Dissertation instruction in collaboration with the Office of the President. 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 and CAO 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.

### **The Role of Thesis and Dissertation Committees**

It is the primary role of the Thesis and Dissertation Committee to provide each student with the degree requirements and research parameters that set the minimum standards for each particular degree. The Committee approves the program schedule, supervises progress, conducts the Admissions to Candidacy Examination, oversees the conduct of the final project, reviews the project manuscript and conducts the final Oral Defense. This Committee formally recommends the awarding of the degree.

### **Master Degree Committee**

Masters students have two faculty advisors on their Committee. This includes a Committee Chair and a qualified member of the EMU faculty approved by the Academic Dean.

### **Doctoral Degree Committee**

Doctoral students have three advisors on their Committee. This would include the Committee Chair and qualified members of the faculty and possibly other academia chosen by the student in conference with the Academic Dean. The Chair of the Committee is a qualified member of the EMU faculty and 50% of all Committee members must be from EMU.

### **Contacting Your Committee Members**

It is essential that you make contact with your Committee Members after the first month following approval of the committee membership.

### **Personality Conflicts**

All of our faculty have sought participation in this model of distance education and are eager to help our students achieve their goals. Under unusual circumstances, though, you may find yourself unhappy with the way things are going with an instructor. In this instance, we ask that you try to resolve the situation directly with your instructor. If this is not successful, please write a letter to the University Registrar explaining the situation in detail and send a copy of that letter directly to the Dean of Faculty. You may telephone the University Administration for guidance before writing the letter, but the written statement is required for the permanent record before the Administration can attempt any formal intervention.

### **Administrative Personnel**

The members of our administrative team facilitate essential aspects of the operation of all academic programs in co-operation and in co-ordination with the Office of the President. They organize and maintain the current faculty database and documentation



relating to faculty and students, oversee student timelines and continuity of program delivery, and monitor compliance with academic policies and procedures.

If you wish to communicate with us or have any difficulty in obtaining program related information, you should contact our Administrative office for assistance. You are welcome to contact us by email or by telephone. If our offices are closed, a telephone answering machine will take a message and a member of our Administration will contact you as soon as the University re-opens. Messages may also be sent by fax, as the fax machines are on twenty-four hours per day, every day.

### **SECTION 3: IMPORTANT PROGRAM INFORMATION**

Before you start planning the details of your program, we highly recommend you to study this section carefully, especially if you intend applying for transfer or prior learning credits. You may also have completed workshops and courses that could be applied to your program through Prior Learning Portfolios. This section contains information relating to enrollment details, credits and transfer credits, assessment and various details you may need during the planning or completion of your degree program and schedule.

#### **Standard Degree Periods**

Unless a student enters a program with advanced standing, the anticipated enrollment period would be three full-time years for a Doctoral and two full-time years for a Master degree. For Master degree level the minimum enrollment period is one year. For Doctoral degree level the minimum enrollment period is one and a half years. The maximum cumulative period of enrollment is four years for Masters and six years for Doctorals. If you require an extension beyond the maximum period of enrollment, you may petition the University Administration in writing for additional time.

<u><b>Degree Level</b></u>	<u><b>Standard Period</b></u>	<u><b>Minimum</b></u>	<u><b>CumulativeMaximum</b></u>
Master	2 years	1 years	4 years
Doctoral	3 years	1.5 years	6 years

#### **English Language Requirements**

We request that all communications, papers, assignments, senior projects, theses or dissertations, written or verbal, from students to faculty or the University Administration be in either British or American Standard English and be of scholarly standard.

#### **Ink Signed Official Transcript Documents**

All official documents, which are to be maintained in the University's permanent records in support of your transcripts, must be originals and signed, or initialed in ink by the appropriate parties. They must be delivered directly from the originating institution

directly to our University Administration. While you may use a fax copy in communication about your program and in interim discussions, ink signed copies of official documents are required as certification prior to final actions by the faculty or University Administration.

### **University Credit System**

The University has based its standard credit system upon the universal Carnegie System. This allows students from Energy Medicine University to receive an internationally recognized credit transcript. Under the Carnegie System, colleges award one semester credit for each hour of class attendance per week over a 15 week semester. 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 semester credit awarded. Energy Medicine University has adopted that total time commitment as the standard for the award of one credit.

### **Course 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. It is expected that both the instructor and the student should maintain an accurate calculation or complete record of time spent in contact and on study.

Energy Medicine University courses are credited in credits and designed in such a way to permit them to be interchangeable with all other credit systems world-wide and to be easily translatable into other credit systems. Our system allows a semester credit award at Energy Medicine University to be equivalent to the same value semester 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.

## **COURSE CREDIT TRANSFERS AND WAIVERS**

### **Course Transfer Credits**

Energy Medicine University accepts academic credit earned at a recognized university or college if appropriate to the degree program and the specific course has an equivalency within our program, and providing the credits have not been applied to another degree. The course grades should be equal to those required of Energy Medicine University students. Students must submit certified transcripts at the time of enrollment or immediately upon the completion of external courses taken during an

## **Energy Medicine University**

Energy Medicine University program. All transcripts must be delivered directly from the originating institution directly to our University Administration.

### **Course Waivers**

Courses taken and credited toward a completed prior degree used as the basis of enrollment are not normally acceptable as transfer courses between institutions of higher education. However, such courses may serve as the basis for a waiver of an Energy Medicine University course requirement. Course waivers do not show on the Energy Medicine University transcript and do not apply toward the minimum credits required for the Energy Medicine degree.

### **Determining Credit for Classroom-Based Transfer Courses**

For transfer of credit from classroom-based colleges that follow the semester system, it is customary to transfer the courses credit-for-credit. However, since not all classroom-based colleges have adopted the semester credit system, credit from other systems must be translated into semester credits. 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 totaled and divided by fifteen. It is appropriate to round the credit award to the nearest tenth of a point. If the college 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 college issuing the transcript.

### **Determining Credit for Non-traditional Transfer Courses**

For credit transferred from correspondence colleges, distance learning schools, independent study colleges and other self-paced external and non-traditional degree colleges, the translation of transfer credit is more complex. 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 college. If the transcript indicates that the college follows a standardized semester system, it is acceptable to transfer the courses credit-for-credit. For colleges that offer the same courses through both classroom-based and external study programs, it is appropriate to do the equivalency calculations using the parameters of their classroom-based program. Courses taken at colleges that are not yet fully accredited or state approved will be evaluated on an individual basis. In such instances, students should provide full course descriptions to clarify the academic material covered. For entry into a Doctoral program, it is our usual practice for our Dean of Academics to examine the thesis of any applicant who has an unaccredited Master degree. All final credit transference from correspondence colleges, distance learning schools, independent study colleges and other self-paced external and non-traditional degree colleges is dictated by review of the Offices of the Academic Dean and President.

## 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. All final credit transference is dictated by review of the Offices of the Dean of Students and President.

## Transfer and Waiver Acceptability

The review and determination of the acceptability of transfer credits or the waiver of course requirements will take place during your initial Program Planning course, according to a very strict policy of assurances. If the course is substantially the same and covers the same, or similar, foundational subject matter as the Energy Medicine course, the transfer will be allowed, or the Energy Medicine course requirement waived, whichever is appropriate. However, if upon careful inspection, any proposed transfer course proves obviously insufficient to satisfy a required element of the Energy Medicine degree, the transfer would not be allowed as such. Please note that if a number of college courses taken together serve to fulfill the requirements of a required course at Energy Medicine University, the transfer or waiver would be permitted, upon recommendation of the Dean of Students.

## Limits on Transfer Credits

It is essential is that our students are required to pursue studies with us for a sufficient length of time to allow adequate association between the student and faculty. Our faculty need time to observe our students in action, both in their interactions with faculty instructors and student members and through at least some minimum course requirements.

It is our responsibility as a degree-granting institution to do the essential assessments necessary to be secure in and of ourselves that the competencies of our students are sufficient to recommend the awarding of a degree. To accomplish this assessment, it is essential that students commit to completing at least one to one and a half calendar years of cumulative enrollment (15 - 21 credits) at Energy Medicine University. Consequently, regardless of what you have done through outside institutions, you would need some minimum course time with us.

## Credit from Prior Learning

Prior Learning Portfolio Credits are limited to:

Master level	6 credits
Doctoral level	9 credits

The University is very effective at assessing the value of our student's prior learning from employment and non-college training. This is done through focused reviews and evaluations initiated and controlled by University and Dean of Students. The portfolio prepared by the student is measured against the goals, requirements and outcomes of the courses for which exemptions are sought. The student may be granted credit entitlements with a grade, may be asked to complete a missing element of the course,

or may be asked to enroll and complete the course. The 3 credit Prior Learning Portfolio courses are the venue through which this credit is established and verified.

**Maximum number of credits for prior learning:**

- Of the first 30 semester units awarded students in the graduate programs, no more than 6 semester units may be awarded for prior experiential learning.
- Of the second 30 semester units awarded students in the graduate programs, no more than 3 semester units may be awarded for prior experiential learning.
- No credit for experiential learning may be awarded after a student has obtained 60 semester units in a graduate program.

**Documents required in the verification process:**

The University will only grant prior experiential learning if all of the following apply:

- The prior learning experience demonstrates a balance between theory and practice.
- The learning experience demonstrates a balance between theory and practice.
- The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
- Each learning experience for which credit is sought shall be documented by the student in writing.
- The documentation included should provide evidence of the learning in the form of certificates, reference letters, actual documents or products that the student created.

The Dean of Students, will be responsible for evaluating the prior learning and shall prepare a written report that includes all of the following:

- Documents in the student's record on which the determination of prior learning was made
- The basis for determining that the prior experience is equivalent to university level learning, and demonstrates a balance between theory and practice
- The basis for determining the university level the experience is equivalent and the proper number of credits to be awarded toward the degree for that experience.

**ENROLLMENT STATUS DETAILS**

**Full-time Status**

Students are considered full-time if they maintain a course load of 12-15 credits per five months period. Less than 12 credits per five months period a student is considered part-time status.

### **Good Standing**

Students at all degree levels must be enrolled for a minimum of three to six credits while doing coursework, and should maintain a “B” or better at our graduate levels. In addition, students are encouraged to complete 15 credits in a 5-24 months enrollment period. Throughout the program students are expected to maintain communications with the Dean of Students, faculty instructors and the University Administration as stated in university policy or as otherwise required. Students should progress at a rate that allows completion of the program within the lifestyle of an adult learner. Throughout your program, you are encouraged to maintain a positive relationship with the University community.

### **Course Load Limits**

To insure that students are not overextended, the University asks that students make special requests in writing to the Dean of Students if they plan to enroll for course credits in excess of 15 credits during any single enrollment semester.

### **Minimum Course Duration**

Students are not permitted to complete a course in less than 60 days. This policy allows for maximum effectiveness on the part of course instructors for reviewing lessons and providing effective feedback on assignment submissions. However, if a student has advanced standing entry, in very special circumstances, with written permission from the instructor, this minimum duration requirement may be waived.

### **Course Grace Period Extensions**

If required, students may request a Grace Period in writing from the instructor 30 days before the end of the enrollment period. We ask that you inform the University and your instructor immediately if a grace period is required.

### **Course Continuation Fees**

Continuation fees will be charged when a student fails to complete a minimum of 1 credit per month unless special leave has been granted. For example, if a student enrolls in an initial semester of 15 credits and has not completed those in 15 months time or if a student enrolls in a 6 credit semester and fails to complete the courses in 5 months time, a continuation fee becomes payable.

Continuation fees are charged as follows:

For 3 or more credits outstanding – 15% of course fees paid. For example, if 3 credits remain to be completed at the end of the period, a continuation fee of 15% of the 3 credits tuition in USD becomes payable (0.15x tuition fee x3). This will allow a further 3 months to complete the courses outstanding.

## **Course Start Dates**

Energy Medicine University offers two five-month semesters per year. The two semesters commence each year at the first of September and March. Plan your schedule so that you have ample time to complete the registration, interview and tuition payment before your initial semester begins and thereafter at each successive semester. All paperwork must be completed at least 30 days before the September 1 and March 1 semester commencement dates.

## **STUDENT WITHDRAWALS**

### **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.

### **Tuition Refunds**

An enrolled student who officially, in writing or by email to the Registrar, withdraws from Energy Medicine University will receive a prorated percentage of tuition refunded until 60% of the payment period has elapsed. After the 60% point, no refund is given. The effective date of withdrawal is the date that Energy Medicine University receives official written notification of the student's written intention to withdraw. Courses that are discontinued within this period will not show on the transcript. All refunds must be approved by the Administration. See the University's specific refund policy in the School Catalog.

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.

### **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 cumulative 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.

### **Emergency Leaves of Absence**

Even with the best intentions and the most reasonable planning, unusual circumstances do sometimes occur in the form of accidents, physical problems, and radical changes in employment or family disasters that may interrupt a student's degree program. Should this happen, an emergency leave of absence may be granted. The normal duration of emergency leave is up to one calendar year. An emergency leave presupposes no new expenditure of University resources or faculty and staff time on behalf of the student during the period of leave. We ask you to communicate with the Registrar as early as possible regarding unusual circumstances. We will attempt to work out a period of time during which you may suspend work on your program and attend to the situations that have arisen.

### **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 lagging in scheduled work assignments, 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.

### **Reactivation after Leave**

Reinstatement after any leave period will not require submission of an application form. However, it is essential that students communicate with the University within the agreed upon time frame so the necessary arrangements can be made regarding reinstatement. Upon the reactivation of a degree program following an emergency leave of absence it will be important for you to make careful introductory contacts with the Dean of Students to build a solid plan of action.

### **Involuntary Student Suspension**



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Students may be suspended from the University for failure to make scheduled tuition payments, for failure to maintain good standing academically, or for failure to communicate over one year. Periods of suspension may accrue toward the maximum allowed degree time.

### **Failure to Pay Tuition**

If a tuition payment is 30 days overdue and the University has not heard from the student, an overdue notice will be sent out. A second notice will be sent approximately 30 days thereafter. After 90 days, if we receive neither payment nor word from the student, the student file will be referred to the Registrar who will make one final attempt to resolve the problem. If no resolution is forthcoming, the degree program will be placed on suspension for failure to meet tuition payments. The faculty, Dean of Students and any Committee Chair will be instructed to close the student file and send any subsequent correspondence directly to the University. Should the student wish, within a period of one year from date of suspension, to resume his or her program, a reinstatement fee of US\$200 will be required, in addition to payment in full of all outstanding tuition.

Students who are suspended due to failure to make tuition payments are provided a maximum of one year from the date of suspension to bring their accounts up to date.

### **Failure to Maintain Good Standing**

On occasions it may be necessary to suspend certain students for a one-year period for failure to maintain good standing. Lack of progress, poor grades and failure to communicate is indication the student may no longer wish to continue with the degree program. Failure to maintain enrollment credit limits, to keep up with the grade standards expected of all students, or to maintain required correspondence with course instructors are all conditions which may lead to suspension. There are implied responsibilities on the part of both the student and the University and it is unreasonable to assume that the University should continue indefinitely in our commitment to students who are not maintaining good standing. Students who are suspended for failure to maintain good standing will be given a one year mandatory suspension.

### **Statement of Reaffirmation**

Students wishing to reactivate their enrollment following suspension should reaffirm in writing their wish to continue with their programs. The letter requesting reinstatement should indicate an agreement to re-establish communications with the Dean of Students, Registrar and modify the program schedule, as needed. The letter of reaffirmation should indicate a willingness to fulfill expected levels of communications with the faculty instructors, the maintenance of a calendar for completing course assignments and a journal for keeping records of contacts with faculty.

The student must agree in writing to respond to all telephone or other electronic communications with the faculty and the University Administration within 3 days of receipt and within 10 days of receipt of written correspondence. The student must also

agree, in writing, to submit mid-term and final evaluation and institutional evaluation reports in a timely manner. Students wishing to re-enroll following suspension would be asked to pay a reinstatement fee US\$200 and to send the Registrar a signed statement of reaffirmation.

### **Failure to Reactivate**

Once placed on suspension, students will have one year to adjust their lives in an effective manner in order to continue their studies and maintain good standing. Students failing to reaffirm their enrollment within one year of suspension will be removed permanently from the active student records and will need to reapply for admission at prevailing tuition rates.

### **Student Termination**

Students who fail to reactivate their programs in a timely manner following suspension and students found in default of the University's guidelines concerning academic integrity will have their programs terminated.

### **Exclusion for Plagiarism**

Plagiarism is an extremely serious offence, which is condemned by all scholarly communities. If a student at Energy Medicine University is proved to have presented work as part of a degree program that was, in fact, the work of another person, the student will be dismissed from the University, the enrollment terminated and all fees forfeited. If such information comes to light after the awarding of the degree, the degree will be declared invalid and the student's transcript imprinted to reflect that action.

Students are instructed to rely upon the guidance of faculty instructors in giving appropriate reference and credit in scholarly papers when it is due. In order to avoid any problems, students are encouraged to form, early on, the habit of making proper documentation and referencing the source of other people's information. It is also wise to keep all bibliographic information with notes and reflections and credit the source of inspiration where appropriate.

The University accepts only the highest standard of academic integrity. It is the responsibility of the students to gain the necessary guidance and information to conform their work to acceptable standards.

## **ASSESSMENT AND GRADES**

Assessment 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
- 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

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

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:

1. Multiplying each course grade point score by the course credit hours to produce a weighted grade point score
2. Adding the weighted grade point scores for all courses
3. 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.

### **Pass-Fail Grades: Used for A-Exams and Oral Defense**

Instructors award Pass or Fail grades for the A-Exams and Oral Defense. The letter “P” would represent a passing grade with an equivalent score of “B” or above. The letter “F” would represent a failing grade. Pass/Fail grades are not included in the calculation of your overall grade point average.

### **MID-TERM AND FINAL EVALUATION REPORTS**

Students are required to complete Mid-Term and Final Course Evaluation Reports. This report will serve to notify the University regarding program delays and any difficulties they may have encountered with the faculty or administration. This enables the University to check on your progress, on the availability of your resources and to

offer any additional assistance that may be necessary. The faculty also completes formal reports on the progress of their students.

### **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 within the first week following the completion of the course taught or if an extension or continuation is granted, upon completion of the course. Students will be issued grade reports by the Registrar only after completion of the required course evaluations.

### **COURSE NUMBERING SYSTEM**

700s	Master Level Courses
800s	Doctoral Level Course
890	Thesis Research
990	Dissertation Research

### **GRIEVANCE PROCESS**

The degree process and the programs of our students are guided by the general protocols of higher education, the degree program overview and the policies and procedures in effect at the time of enrollment. The University endeavors to provide excellent service to students and faculty, but should you become dissatisfied with the actions of your faculty instructors or Administration related to University policies, procedures or standards, the University provides the following process for pursuing a formal grievance.

#### **1. Informal Negotiation**

You are expected to attempt to work out minor problems or disagreements through communication and informal negotiation directly with the individuals involved. You should send a letter to all appropriate individuals clearly outlining the nature of the disagreement and giving the full history. Send copies of correspondence to administration and keep copies of communications and essential documents in case University intervention becomes necessary.

#### **2. Administrative Intervention**

If the dissatisfaction is not resolved after having made every effort to negotiate the dispute with the involved parties, address a formal letter to the Dean of Faculty or the University President clearly presenting the facts, requesting administrative intervention to resolve the conflict. Send copies of this letter to all parties directly involved in the dispute. The appropriate Dean or University President will assess the situation to determine the applicable policies and whether the policies have been rightfully and fairly applied, and will endeavor to resolve the conflict to the satisfaction of all parties within the standards held by the University.

### **3. Formal Mediation**

Should you remain discontented with the situation following the process of administrative intervention, any unreconciled disputes or disagreements shall be dealt with through formal mediation by one or more administrators of the University, by a student-funded reconciliation service or by another person(s) acceptable to both parties.

### **4. Binding Arbitration**

If mediation is not successful, you and the University administration must abide by the results of binding arbitration. The disputing parties shall attempt to agree on a single arbitrator. If they cannot agree, both parties shall each choose one arbitrator who will 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.

### **5. Cost of Mediation and Arbitration**

Both the student and the University administration shall share equally any costs of the processes of mediation and arbitration. The faculty carry absolutely no financial liability with regard to any aspect of the grievance process, including the mediation and arbitration procedures.

## **POLICIES CONCERNING USE OF TECHNOLOGY**

The University relies upon the principles of honesty, academic integrity, respect for others and respect for others' privacy and property. Concerns include those pertaining to property, privacy and publication in the physical sense as well to those areas that involve computers. These extend to when they entail use of, or publication via, the World Wide Web or Internet, or local news groups, bulletin boards or chat rooms and voice-mail or video and so forth.

University policies apply to technology administered by individual programs, to information services hosted for students using their own hardware connected to the University site, to the resources administered by central administrative entities and to actions originating from computer systems maintained by members of the University anywhere in the international community. When a member of the University community is found to be in violation of policy, any disciplinary action is handled by the usual University authority and via normal disciplinary process.

### **Practical Concerns**

The University is a "carrier" of information via electronic channels rather than a "publisher" (except with regard to official University publications) and so is not expected to be aware of, or directly responsible for material any individual may post, send or publish electronically as a member of the University community. However, the University will respond promptly and appropriately if any person or organization

complains about something that appears affiliated with Energy Medicine University's name.

### **Abuses of Technology**

The technological resources of the University are intended to be used for educational purposes and networking and to carry out the legitimate business of the University. Appropriate use of our resources includes instruction, independent study, research, networking and the official work of students, faculty, staff, affiliated organizations and programs of the University. All of these activities rely on reasonable performance from the participants and the connections, which allow interchange among them, and on the security and integrity of the resources.

You should not spread electronic messages or postings widely and without good purpose or bombard an individual, group, or system with numerous repeated messages. You are requested not to send large mass emailing or voice mailings without appropriate authorization from the University Administration.

Others, both within and outside the institution, commit the University to protecting members of its community from abusive actions. Anyone who experiences harassing or abusive incidents related to technology, which cannot be corrected, should report the matter to the University Administration.

Anyone, who receives harassing email from someone, should take individual positive action to try to eliminate the problem. Harassment implies repetition. Inform the responsible party that the messages are harassing and ask twice that they cease and desist. If the messages or communications continue, please report the matter to the appropriate University authority. If the harassment is from outside the University, report to the authority at the institution, company or service from which the sender is transmitting.

### **PROTECTION OF INTELLECTUAL PROPERTY RIGHTS**

Energy Medicine University has a strong commitment to the protection of intellectual property rights. Technology raises some specific concerns in this arena. The ease of access to information, images, software and other intellectual property might erroneously imply such things have become public domain. Unless the individual who creates the material states clearly that others are free to use or adapt it, it must be assumed that it is the property of the author or the holder of the copyright.

The University recognizes that rules of "fair use" pertain to the Internet and other electronic media in a manner similar to print materials. If members of the University community wish to make use of animation, a background pattern or a section of material from a website and to use or republish the materials elsewhere, they must first obtain permission of the owner or copyright holder. Unauthorized attempts to browse, access, solicit, copy, use, modify or delete electronic documents, files, passwords, images or programs belonging to other people, whether at the University or elsewhere, are considered serious violations.

However, feel free to establish links to those Web pages without notification of the author beforehand. If an individual has explicitly and intentionally established a World

Wide Web page on a public server, or clearly designated a set of files as being for shared public use, authorized public access is assumed.

Users are responsible for determining the restrictions on programs, packages and data before copying them in any form. If it is not clear whether free use is authorized, do not copy software until written permission is received. Users should not assume the right of redistribution if software is received from its creator or vendor, or from a member of the University, whether it is for test or for personal use. Physical possession of the property does not necessarily bring with it permission to pass it on to others.

Any person doing academic work is responsible for properly attributing material, data, images, ideas and verbatim text that were found through electronic sources. At a minimum, a citation should be provided for an electronic source, which includes the source's URL, author and the download date.

## **SECTION 4: DEGREE REQUIREMENTS**

This section describes Energy Medicine University's degree requirements and the sequence of courses at the Master and Doctoral levels. The information will assist you in the formulation of your Program Planning Schedule.

### **MASTER PROGRAM**

#### **Prerequisites**

Successful participants must have extensive prior training and be proficient in Standard English (British or American), be computer literate and, for the duration of their program, must maintain access to a computer, electronic mail and the Internet. As our common language as a distance education institution is via electronic communication students and faculty are required to use the same computer language by operating with the most current Microsoft Word program. As a prerequisite for acceptance to the Master program, participants should have completed a recognized undergraduate degree in an appropriate field of study and preferably have two years of career related experience. On occasion, selected students are accepted into the Master 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.

#### **Master Program Requirements**

All Master students will need to accumulate a minimum of 38 credits. Students may choose to complete 38 credits by coursework and Thesis Oral Review. Or Students may accumulate 31 credits plus the 7 credit Thesis Project which includes an Oral Review of Thesis with their Thesis Committee.

Required elements of the Master program include the Program Planning course, the required core courses, and additional Concentration and elective courses 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.

### **Waiver of Master Degree Requirement**

A waiver of the Master program is not recommended for students wanting to proceed to the Doctoral program. However, students who have superior preparation deemed equivalent with Master level requirements may be allowed to enter directly into the Doctoral coursework/dissertation program. Master degree equivalency is determined by the Dean of Students and Dean of Academics based upon the Doctoral program minimum entry requirements, the expectations of program faculty, the strength and completeness of the student's documentation, professional and academic affidavits and the student narrative provided in support of prior training.

For a successful waiver, the student's prior training and preparation must satisfy all of the core competencies designated for Master level study. If any of the core studies are lacking and the student is allowed to proceed with Doctoral study, the student would need to add these prerequisites as required elements of the Doctoral program. A minimum of 30 graduate credits in the discipline is highly desired. Official student transcripts and letters of reference are required. As a minimum standard for waiver of the Master degree requirement, the student's prior training should include a completed major work of research or a major project in lieu of research that is determined by the Dean of Academics to be equivalent to the Master degree final project requirement. Copies of the document or affidavits concerning the quality and effectiveness of the written work are required. The cost of the waiver is \$400.00USD.

## **DOCTORAL PROGRAM BY COURSEWORK & DISSERTATION**

### **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 Master 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



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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 (A-Exam). 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.

## **COURSEWORK FOR GRADUATE PROGRAMS**

### **Courses**

The University offers the fundamental theories, principles and practices, historical, philosophical, and social-cultural implications of the Integrative Holistic Health degree field. In order to establish appropriate sequencing of the courses all graduate students complete the Program Planning course during their first period of enrollment.

### **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.

### **Research Preparation**

These are the required research preparation courses. They may include studies in research techniques, data collection, statistics, qualitative studies and a vast number of other studies, including effective library and online research, and writing skills and interpretation of research findings. These courses may vary depending upon the type of thesis or dissertation the student proposes to undertake. As a part of their required research preparation all graduate students complete at least one final course during their final course enrollment: Thesis Writing at the Master Level and Dissertation Writing at the Doctoral level.

### **Areas of General Skills and Competencies**

In addition to specific degree requirements, all graduate students completing a program at Energy Medicine University are expected to demonstrate certain general skills and competencies. For instance, graduate students are expected to demonstrate

the ability to effectively interpret the writings and research of other scholars and make use of the literature in their chosen discipline. They should also be able to analyze, summarize and report the essence of the subject matter to their professional colleagues and effectively integrate new learning within their employment setting. Graduate students should demonstrate an ability to complete a major work of research through a thesis or dissertation, or a major project in lieu of research, stating a problem or formulating a hypothesis for intensive study and research. They are expected to demonstrate an ability to effectively interpret data and information from research studies, draw logical conclusions and competently report findings to other scholars. Graduate students are also expected to substantiate an ability to relate well with fellow scholars and colleagues within the wider professional setting and use what has been learned in a creative manner in addressing real world situations.

## **SECTION 5: THE ENROLLMENT PROCESS**

This section provides the guidelines for your enrollment and helps you to complete the various steps in the process. At this stage you should refer to your letter of acceptance and the specific details of your enrollment. Your application will remain valid for six months from the date of acceptance.

### **Reviewing Your Admissions Materials**

Your letter of acceptance details the facts of your admission and will state the timeline for enrollment for your first courses. Please carefully read all forms and letters that you receive from EMU. We ask that you download and print a University School Catalog located on our website. It is essential that you read these materials several times carefully and make notes of questions on items that you would like more clarification on. After reading these materials please contact the Registrar if you require further information or assistance.

### **Completing the Enrollment Form**

The Enrollment Form requires details of your full legal name and personal contact information, degree designation, a listing of your initial course enrollment and information about the method for payment of your tuition. You should enter the degree level to which you were admitted.

### **Personal Information**

You should include your full legal name and title (Ms., Mrs., Mr., Dr.), your complete street address, and mailing address, if different, your city, state/province, the country and the postal or zip code. You should also include your home, cell and work telephone numbers, your fax number, your website (if applicable) and all your email addresses. It is helpful to also include instructions for contact and the name and address of a family member or close friend who could be expected to know your current contact information.

## **Energy Medicine Concentration**

Although we do not require a student to enter the program with an intended Integrative Holistic Health specialty we encourage you to come into the program with an intended specialty pursuit. This Holistic Health specialty focus may be communicated upon enrollment or clarified in the Program Planning course. Students may have a change in their Concentration focus following enrollment and seek to make a shift in their program schedule. This change warrants a communication with the Dean of Students and upon advisement and acceptance a formal written communication regarding the change must be sent to the Registrar for inclusion in the student file.

## **Program Planning Course**

During the first period of enrollment, all Master and Doctoral students must participate in the Program Planning course with the Dean of Students. If you are intending to apply transfer credits and prior learning credits to your degree program, this will be reviewed during this initial communication with the Dean of Students. Please note that the transfer credits and prior learning credits are only registered after a minimum number of credits have been completed, 15 credits at the Master level and 21 credits at the Doctoral level and then only registered in your program in the last semester of your degree program.

## **First Tuition Payment**

Each student's letter of acceptance indicates the total tuition amount and the total credits for that semester enrollment. The University School Catalog and website outlines the available payment options. You should review this material carefully and take the necessary steps prior to enrollment to work out tuition payment arrangements. Please indicate the amount and the agreed upon method of payment on your form, and check carefully, before sending your Enrollment Form, to ensure you have included the tuition check, money order, or indicated payment via EMU website with a credit card.

## **Timeline for Enrollment**

Your letter of acceptance indicates a timeline for your first semester credit enrollment and the period for which your application is valid. Please indicate the appropriate month, either September or March, and year of your first course start date on your Enrollment Form. The University permits a 6 month period of acceptance within which you may begin your first semester. Should you fail to complete the enrollment process within that timeline you will be required to pay another semester enrollment fee.

## **Photograph for ID Card**

Upon enrollment as a student Energy Medicine University can provide you with an ID card. This will enable you to receive many student related benefits including discounts on books and entry to many public libraries. If you wish to receive an ID card, you

should submit a photograph, full face, which is at least 1" wide and 1 1/2" tall. The ID card will be issued during your first semester enrollment and will remain valid for the standard term of your program (either 2 years for Master students or 3 years for Doctoral students) or until formal withdrawal. If you are still working toward your degree past the card's expiration date, you will need to send another photograph, so we can prepare an updated ID card.

### **Admissions Address**

You may either email your Enrollment Form to the Registrar at Registrar@EnergyMedicineUniversity.org or postal mail it to the following address:

### **Energy Medicine University Postal Address**

To ensure the safe arrival of your documents and communications, *please use our post office box **not** our administrative street address:*

Post Office Box 564  
Mill Valley, California 94942 USA

### **Confirmation of Enrollment**

Upon receipt of your enrollment form and tuition payment, the Registrar will send you a Confirmation of Enrollment letter, the private URL to the Student Only page on our website. All EMU syllabi are accessible from this Student Only webpage. The course syllabi include the instructors contact information, all the lessons of the course and required reading lists for the course

Included in your confirmation letter are the details of your faculty instructors and their email contact details. It is your responsibility as a student to contact your instructors to set up an initial communication. The Registrar sends instructors the student file to study in preparation for the initial contact from the student.

## **SECTION 6: COMPLETING YOUR PROGRAM SCHEDULE**

### **Program Planning Course**

This is the first required Dean of Students mentored course 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 appropriate 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 Planning 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 School Catalog and the Energy Medicine University website and to participate in dialogue with the Dean of Students and possibly other student peers in the course. 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. The Program Planning syllabus will outline all these points.

## **Completing the Program Schedule**

### **Discussing Policies and Procedures**

The Dean of Students and Registrar 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 School and Student Catalogs with the Dean of Students to determine the minimum entry requirements for the degree program. The Dean or Chair 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 or Registrar will help the student in clarification of the entry prerequisites.

### **Program Schedule**

During the Program Planning course students complete the Program Planning Schedule. The Program Planning 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 will send to the Registrar for entry into the student record. All parties will receive approved copies of the Program Planning Schedule.

### **Modifying the Program 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 Planning 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 Planning Schedule.

All alterations to the content or timeline of the official Program Planning 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 Planning 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 Planning 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 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 or waiver course acceptability must also be approved by the Dean of Students and course instructor of the course identified as possibly same in content. Final approval is made by Office of the Registrar.

### **Determining Transfer Courses and Waivers**

The University administration will provide the appropriate Faculty and Dean of Students 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 Planning 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

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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 world wide 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 totaled 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 cumulative calendar year of full time enrollment (eighteen credits minimum) at the Master 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 (six) 6 semester credits for the Master or exceed (thirty) 30 semester credits for Doctoral degree program. A transfer of equivalency course fee of \$400.00 per course is incurred.

## Accepted Transfer Equivalencies from the Academy of Intuition Medicine®

Students who have earned a Master certification in Intuition Medicine (MIM) and completed the equivalent *Ethics, Anatomy and Personality & Intuition* courses at the Academy of Intuition Medicine may petition to transfer up to (six) 6 semester credits of Academy equivalency courses toward the 38 credit Master degree. An MIM certificate student entering the Doctoral program with an additional Master degree from an accredited university may petition to transfer up to (eighteen) 18 MIM semester credits toward the 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 core competency 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.

The office of the Dean of Students and President are responsible for review and acceptance of equivalency credits. All proper documentation, to include written records and transcripts of any formal education or training that are relevant to the



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student's qualifications for admissions, must be filed in the student permanent record with the Registrar. Equivalency credits are registered in the program schedule in the final semester of the degree program.

The Registrar will notify the student of the appropriate start date. Once the student starts, the Registrar will add to the transcript the courses accepted for transfer credit. The grade of "T" will be recorded for all transferred courses.

### **Accepting Transfer Credits from Accredited Schools**

Transfer credit will only be granted for courses:

- Taken at an a United States Department of Education (USDE) regional or national accrediting body; or a degree granting institution approved by the Bureau of Private Postsecondary Education (BPPE); or from a recognized International University.
- Taken in the same field of study as that required at the time of enrollment, as reflected in the University Catalog in effect at the time of enrollment, and for no greater number of semester units than that required;
- Verified through an official transcript requested by and received by University directly from the institution at which the course was taken;
- If required, for which the student has produced course descriptions, course outlines, copies of assignments and tests, textbooks, university or college catalogs or any other documents, materials or things deemed reasonably necessary by the University in order to perform an evaluation of the equivalency of the course in question;

### **Verifying the Equivalency of the Transcripts**

The following guidelines will be adhered to when evaluating transfer credits:

- Students must receive a C or higher in order for the credits to transfer.
- Student credits will be evaluated for credit on a case by case basis.
- The University does not guarantee that credits earned elsewhere will fully satisfy the EMU course requirements.

Initial determinations of transfer credit equivalencies are made by the Office of the Dean of Students through a comparison of course descriptions and/or course titles. If substantial similarity exists between a course taken at another institution and a University course, transfer credit will be awarded for the University course.

The Office of the Dean of Students evaluates the units completed by the student at other institutions and will submit a decision regarding the award of transfer credits to the Admissions Department within ten (10) working days. Within thirty (30) working days, the Admissions Department will notify the student by e-mail and/or postal mail. If a student wishes to petition this decision, student must appeal to University's Chief Executive Officer within ten (10) working days. The Chief Executive Officer will review

all work completed by the Office of the Dean of Students and will notify the student by mail within additional ten working days.

The following specific policy guidelines for establishing course equivalency have been adopted by the University:

- Semester units will be transferred on a one for one basis.
- Only courses for which the degree candidate has earned a grade of 2.0 (C) or better will be considered.
- The Office of the Dean of Students will review and evaluate the documents supporting course work in a student's major area of study for transfer.

### **Official Transcripts**

All degree candidates must provide official transcript(s), catalogs or course syllabi of previous coursework, and other documents to the University's Admissions Department for analysis of applicable transfer credits. Transcripts must be originals and signed, or initialed in ink by the appropriate parties. They must be delivered directly from the originating institution directly to our University Administration. Upon receipt of the documents, the Admissions Department will fill out a Transfer Credit Assessment Form and submit the form along with copies of official transcripts and other related documents to the Office of the Dean of Students for review and evaluation.

- Specifically, to receive previous academic learning, an applicant must provide documentation regarding the transfer of credit prior to the program start date. Students applying for transfer credit for courses taken at other institutions must observe the following guidelines:
  - Provide official student transcripts (verified through an official transcript requested by the student and received by University directly from the institution at which the course was taken);
  - Courses must have been completed with a grade of C or better; and
  - If requested, student provides a copy of the catalog containing the description of the course from the institution that the student attended.

## **COMPLETING YOUR PROGRAM SCHEDULE FORM**

### **Discussing Policies and Procedures**

Prior to your enrollment, we want to make sure that you have full information about the University and all of its policies and procedures as we endeavor to have happy, satisfied students. Ample information concerning the degree requirements and the expectations of the University is found through careful review of this handbook, the University Program Catalog and the University website. Please be advised to check the website often as that is the first place where new information, policy and general University news is posted.

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The time to discuss questions and concerns of your scheduling guidelines of courses and the policies and procedures related to degree programs must be done prior to your commencing the program. This procedure is done with the Dean of Students and Registrar through exchange of email, by telephone or another agreed upon means of communication. Once satisfied that you clearly understand the degree requirements and the University's policies and procedures, you should commence with the Program Planning course.

### **Identifying Prerequisites**

We advise you to carefully review the University required courses, electives and research courses with the Dean of Students to determine the minimum requirements for the degree program. Once they are identified, you should enter these courses in the appropriate section of the Program Planning Schedule. Follow the directions of Dean of Students in registering the required courses, research preparation courses and study electives. Indicate if a portfolio assessment or challenge examination will be conducted within a course by notating it as a Prior Learning Assessment on the schedule.

### **Listing Core Courses**

For most students, and given that we offer one specialized degree, the required core competencies of the program is predetermined and carefully outlined in the minimum degree requirement section of the Program Overview in the School Program Catalog. During the Program Planning, you should work with the Dean of Students to finalize course waivers and make the final determination concerning remaining core coursework and the timeline for core course completion. You should enter the information concerning remaining core course requirements on your Program Planning Schedule document.

### **Selecting Advanced Courses**

You will need to work with the Dean of Students to determine the remaining courses needed to satisfy the minimum credit requirements for your degree. These courses may be drawn from all appropriate classes and can be individualized by you for your particular needs and interests. You should enter the information concerning advanced courses on your Program Planning Schedule document.

### **Establishing Required Research Preparation Courses**

Near the time when you enter the Thesis and Dissertation phase of your program students should explore with the Dean of Students, Dean of Academics and faculty ideas for their thesis or dissertation and determine the research preparation courses needed for that type of research project. Research preparation coursework may include a minimum survey of research methodologies, or more advanced studies in statistics and quantitative techniques, or they may include studies in qualitative, participatory, or transpersonal research methods. 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. Specific research preparatory in regards to your Integrative Holistic Health Concentration will be discussed under the direction of the Dean of Academics. If you have had adequate prior college preparation to undertake your proposed research project, certain of the research preparation may be waived.

### **Selecting Final Project Courses**

At each degree level, all 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 5-credit Thesis Research and Writing preparation and Oral review courses; and at the Doctoral level, the 7-credit Dissertation Research Preparation course are scheduled to immediately follow completion of the 3-credit Thesis proposal for Master students; and the 3-credit Admissions to Candidacy Examination (A-Exam) for Doctoral students. See the course requirements section in the School Program Catalog.

### **Reviewing Your Degree Program**

At this point, you should again carefully review the degree requirements and other expectations outlined in the program catalog to insure that all program requirements have been included in your preliminary preparation. Discuss any remaining issues with the Dean of Students. With the preliminary discussions finished, it is now time for you to enter your coursework into the Program Planning Schedule document. This should be done under the direction of the Dean of Students during your Program planning semester.

### **COMPLETING YOUR ENROLLMENT FORM**

For your initial enrollment period and each subsequent semester, enter the course number, name and course credit. No program should indicate degree completion in any less than one year. When the Program Planning Schedule is complete, you must verify that the total credits satisfy the minimum credit requirement for the degree and check that all required elements have been scheduled.

## **APPROVAL OF PROGRAM SCHEDULE**

You should sign and send the completed Program Planning Schedule to the Dean of Students for review and approval. If problems are found in the Program Planning Schedule, you will be notified immediately and the corrections requested. If all is found in good order, the Dean of Students will sign and forward the Program Planning Schedule to the University Administration for entry into your permanent student record. All parties will receive approved copies of the Program Schedule.

### **Modifying the Program Planning Schedule**

In the progression of your studies 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 Planning Schedule and approval is usually automatic, so long as the overall program retains its integrity. Although we give students 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. The Dean of Students will consider these matters when making a final determination concerning the acceptability of changes to your Program Planning Schedule.

Any alterations to the content of the official Program Planning Schedule should be initiated through renewed discussion with the Dean of Students. Once changes are agreed to, you are expected to rewrite the Program Planning 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, notation will be made of the revision date and the Revised Program Planning Schedule will be reviewed and approved by the Dean of Students and the document forwarded to the University Administration for entry to your permanent record. All parties will receive copies of the Revised Program Planning Schedule.

### **Identifying Course Objectives**

Each course has a defined set of course objectives, which guide the course assignments and evaluations. You are advised to carefully review the course objectives listed in the syllabus and discuss these in detail with your instructor before undertaking any extensive work on the course assignments.

### **Clarifying Course Assignments**

Students are responsible for gaining clarity with regard to course assignments. At all times, you are responsible for knowing what the Dean of Students or course instructors expect of you and the timetable within which your work is to be carried out and submitted. Questions about assignments should be clarified before undertaking any new studies or producing any written work. If this is not provided, you should request written instructions from your instructor concerning issues which are unclear, such as research and reading assignments, the length, topics, and format of papers and their due date. When working on a portfolio assignment, you should understand what documentation, references, affidavits and narrative statements are requested. When pursuing a challenge examination, you should request written instructions outlining, in detail, the examination process. Be aware that these matters should be discussed

openly with your instructor. Our faculty will review your assignments, examinations, papers, portfolios and challenge examinations in a timely manner and they will provide prompt feedback regarding your level of achievement. You are encouraged at all times to explore with instructors any areas which remain unclear and, if appropriate, you should request additional independent study assignments to raise your level of comprehension.

You are encouraged to undertake your distance learning programs with initiative and a great deal of creativity and resourcefulness. You should set high demands for yourself and require no less of the faculty and the University. The following information and recommendations are meant to guide and motivate you.

### **Examples of Course Assignments**

Our predominant method of course delivery is guided, mentored independent study. Our single most important goal remains the empowerment of our adult students with the mastery and competencies essential to make creative use of the scholarly subject matter within their professional environment.

Energy Medicine University makes use of a wide variety of course delivery styles. Thus, our method of distance learning is personal, dynamic and comprehensive. Communication between student and faculty is conducted via various venues including the Internet, Skype, ooVoo, email, and chat-room session with peers; threaded discussions, and blogs; real-time and asynchrony lessons via audio and video web casting; telephone, facsimile, and in-person meetings when the opportunity presents itself. All students conduct exhaustive library research and on-line searches in a defined area of the subject matter. They are required to carry out detailed readings and maintain journal notations related to the salient points of their readings.

### **Scholarly Papers**

Most students will prepare scholarly papers relative to the subject matter in almost every course. Over time, these will improve in academic quality and writing style, incorporating effective scholarly discussions, academic arguments and thorough referencing of the literature. Many students even schedule, organize and conduct formal presentations of their scholarly papers before gatherings of academic or professional colleagues. Others prepare scholarly papers of publishable quality or chapters of textbooks and submit these for peer reviews by professional journals or textbook publishers. Many of the doctoral courses require these papers should be written while you are enrolled as part of the course.

### **Examinations**

Written examinations usually follow the essay style, with students responding to questions through open book investigation in a comprehensive fashion, pursuing the subject matter in a creative manner addressing real world situations. Our oral examinations follow a similar protocol, with students replying to probing questions in a creative, comprehensive and concise manner with dynamic, meaningful and well-founded responses.

In preparation for an examination, you should review course topics and course objectives listed in the course syllabus. Before undertaking any examination, you should be aware of the types of questions which might be asked, how they are to address the subject matter and what style of answers will be accepted. If necessary, your instructor will give you specific written instructions concerning the conduct of the examination.

### **Projects**

Most adult students have elements of career achievement, which can be successfully integrated into their studies, thereby strengthening their programs. Some students conduct projects in co-operation with a business, the government or community-based organizations through which they design or establish new systems, concepts, products, projects or a whole new organization. These students might submit extensive project portfolios, including photographic and multimedia presentations and actual sample materials from the project. Students might also conduct professional projects through which they strive to generate beneficial outcomes such as new systems, sets of written guidelines, directories, plans of action, or other useful products. Others organize practical science projects in collaboration with groups or organizations working in unison to achieve a common goal, design a solution, or overcome an obstacle.

### **Original Works**

Many students produce original works of art, books, or other creative products related to the academic subject matter or prepare and submit photographs, video or audiotapes relevant to an independent student project. Unless there are exceptional circumstances, these should be done while you are enrolled to accrue credit toward courses.

### **External Activities**

Students are allowed to prepare for and pass certification, registration, and licensing, qualifying, or continuing eligibility examinations in their career fields as an important element of their degree studies. The University does not prepare nor conduct licensing; however, we support our students academically to achieve satisfactory licensure whenever possible. Students may pursue special training relative to elements of professional practice or organize and conduct professional activities, which culminate in the actual presentation at events such as workshops, seminars, work-related demonstrations, training sessions or other professionally appropriate events, or activities. With prior written approval from Administration, and all legal board reviews documentation, (i.e. Institutional Review Board [IRB]) students might also conduct supervised science or medical laboratory activities, which permit their participation in and observation of valid experimentation or professional systems in action. It is the sole responsibility of the student to obtain proper insurance and IRB approval before conducting any research that is part of the degree program. This must be arranged by the student at the student's own expense.

However, participation in a field placement activity is dependent upon the student obtaining prior comprehensive insurance coverage, which protects the student, members of the Graduate Committee, the University and any outside persons or institutions from liability claims. The insurance must be arranged by the student at the student's own expense.

Documentation must be approved and signed by the student's Committee Chair, and then a copy forwarded to Office of the Registrar for approval by the Administration. This must be done at least 30 days prior to the placement commencement date. The Chair of the Committee is responsible for cataloging in a Timetable sequence the verification documents on the student's research process. For further information on Field Studies Guidelines check your local bookstore or library for a current reference book.

### **Scheduling Effective Communication**

The most essential element of your degree may well be the effectiveness of communication with the Dean of Students, Registrar and faculty instructors who are involved with your course of study. In determining the extent of communication required, you are advised to rely upon logic and common courtesy as the guidelines to follow.

It is a good idea to establish a standard schedule for communications with your course instructors and to abide by that agreement. Email and the Internet are by far the most efficient way to communicate. A fax machine is also an excellent way to quickly and efficiently transmit messages and information to faculty or the University Administration.

All students are advised to initiate a telephone conference with their courses instructors within two weeks after course enrollment. This initial contact will permit the transmission of clear expectations for completion of the program of studies. Periodic telephone interaction, at least monthly, is expected, at student expense and should continue for the duration of the program.

You should also initiate frequent email communications with faculty instructors early in your studies and continue this communication for the duration of the program. Email communication related to each of the courses may be required as many multiple times per each month. Send other communications and materials via postal mail, express postal service, and fax, as appropriate. We also encourage students and faculty to make personal contact, when possible, for face to face interaction.

It is essential that students respond promptly to all correspondence from faculty or the University Administration. We recommend replying to a written communication within one week of receipt and to telephone, email and fax messages within three days. 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 given an assignment with a specific timetable for completion, follow that schedule. When unable to complete any task on time, you should make arrangements



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to adjust the schedule in an appropriate manner. Again, logic and common courtesy can be the best guidelines, allowing time beforehand to make the necessary adjustments.

It is also a good idea to communicate periodically by telephone with the Registrar regardless of the distance. Again, initiate communications following a prearranged schedule and assume responsibility for the cost of the call. Some telecommunications companies now offer inexpensive packages – including free calls at the weekend, so it would be wise to investigate such deals. Prepare beforehand, so that telephone communication is as effective as possible. Monthly telephone contact of at least 15 minutes is a reasonable guide to follow, with more frequent email, fax and postal communications in the interim, as needed.

### **Establishing a Study Schedule**

Our model of distance education is most successful for mature students who are motivated self-starters capable of pursuing their studies in a self-paced, self-directed manner. Our instructional methods are designed for students who already have some measure of knowledge and experience in their chosen field of study and these require that students maintain engagement with the process, establish and keep study schedules, set aside time for reflection and integration of new information and keep their mentors and the University Administration informed of their progress. We suggest that you organize your study environment at the commencement of your program to facilitate the most effective use of your time and resources.

### **Private Space for Study**

Many adults who are returning to formalized learning find it difficult to form stable study habits and to stay on schedule when they first begin their degree studies. They have been out of the school environment for many years, have very busy work schedules and family responsibilities and have established a home life that is not conducive to university level studies. Often daily habits and time priorities will need to change considerably in order for any sustained progress to be achieved. Students can be most effective if they select and organize a quiet study area in their home or local community and set up a designated workspace, so they have the necessary resources available as an important first step. The University encourages you to establish a strict time schedule for studying and to begin immediately to work with family and colleagues to insure that your daily study schedule receives acknowledgement within their schedules, as well.

### **Establish a Filing System**

It is a good idea to immediately set up a paper and digital file system with labeled folders or another effective storage system for the materials you will receive from the University, and maintain this vital information in an orderly manner from the start, as these materials are extremely important for your success. You should also keep copies of all email, fax and hard copy materials you send to faculty or Administration, as well as hard copies of all incoming and outgoing electronic communications. It is essential to back up your computer records at regular intervals.

### **Organize a Study Journal**

It is important to establish and maintain the routine of keeping extensive dated journals related to communications, readings and course assignments. In a communications journal, you should make notations of your interactions with faculty and record their commitments, so these responsibilities can be scheduled and not forgotten. In another journal, you should make anecdotal notations related to the salient points from all your text and journal readings, so you may later refer to these notes in support of course papers, examinations and other assignments.

### **Commence a Study Schedule Calendar**

We recommend you to purchase a desk calendar or daily appointment book or utilize an electronic calendar to record the schedule for course completions, assignment due dates and to block out your proposed study time. This is an important activity, because without a firm daily schedule, often habits and relationships will override the desire to study and seriously cut into the time available for working effectively on course assignments.

### **Locating Learning Resources**

Once you have completed your Program Planning schedule, you should immediately commence to locate the resources you will require, especially for your initial courses. Graduate students are expected to gather essential information and equipment, and to build a personal library and network of advisors in support of their studies, their research and their professional goals. Considering the vast resources available within the marketplace and the professional community, and the wide variety of electronic resources now available to external study students, one can certainly appreciate the full array of study aids and field experiences awaiting the Energy Medicine University student. These include printed materials, online information, field study sites, academic advisors and professional colleagues. There are also many excellent guidebooks available for locating learning resources. See the "Professional Journal, Associations & Libraries" pages of the School Catalog and website for an extensive list of information sources. Request the data file on Graduate research from the Registrar to be sent to you via email.

Graduate students should not confine their studies only to books available locally, but explore, investigate, survey and collaborate with a wider network of contacts and colleagues in accessing the information they seek. The University strongly recommends that students also place emphasis upon the academic and professional journals, and professional seminars, conferences and workshops. Faculty will help you expand to networks of colleagues and will guide you in building an effective library of resources. In addition, you are encouraged to take the initiative to outreach to authors, scholars and professionals through your own field of contacts, as these individuals will make outstanding advisors.

You should develop a relationship with your local reference librarians and make arrangements, if desired, at your place of employment for access to professional references. Energy Medicine University instructors and Deans have vast knowledge of the academic material and are able to provide guidance to you in locating learning

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resources and professional contacts necessary for completion of your degree program. Locating the availability of learning resources such as texts, journal articles and library materials is essential. At the outset you should purchase or gain access to the specialized equipment needed to complete your degree program, such as a computer and on-line services. The University will issue you with an ID card, which should allow access to public and college library stacks, reference journals and on-line databases as needed to assemble bibliographies and locate research material. As well, the Internet gives access to the vast resources of the World Wide Web.

You will need access to card catalogs, computer reference systems, general indexes, guides to periodicals and journals, compact disks and abstracts. Reference materials and texts may be purchased or borrowed. If you are buying books, they can be purchased directly from the University website Online Bookstore. If at any time you are unable to locate required academic materials, a written notice should be sent to your instructor.

### Learning Support

Finding Materials in Libraries and Other Information Services. Check for updated texts.

- *Find It Fast*, Robert Berman, Amazon Press. An excellent student research guide.
- *Guide to the Use of Libraries and Information Sources*, Jean Key Gates, McGraw Hill, ISBN 007023005

Study Guides for Adult Learners

- *Research (Teach Yourself)*, Paul Oliver, ISBN0844200158
- *Adult Learner's Guide to College Success*, Smith, Laurence N. and Walter, Timothy, ISBN: 0534232891
- *The Adult Learner's Guide to Alternative and External Degree Programs*, Sullivan, E, Oryx Press.
- *Critical Thinking: Building the Basics*, Smith, Donald E. P. ISBN: 053419284X
- *You Can Do It: A Guide for the Adult Learner*, Turner, Harry, ISBN: 156343153X

Grammar Manuals

- *Grammatically Correct, The Writer's Essential Guide*, Anne Stilman, ISBN: 0898797764
- *Princeton Language Institute 21st Century Grammar Handbook*, Barbara Kipfer, ed., ISBN: 0440215080

## **Academic Editing Assistance**

The University recommends that you locate in your area an academic editing service. These services provide: Academic editing and proof-reading services, tutorial assistance with essays and dissertations, distance learning programs in study skills and English for academic purposes. Available services may also include typing, proof reading, conversion of electronic files to rough draft or final copy, table of contents, bibliographic or footnote proofing, tables, charts, graphs, formatting to individual university specifications.

## **SECTION 7: PROGRAM PROCEDURES**

With the initial Program Planning of your degree completed, you are now free to proceed to your formal academic program. At this stage, you should have your study schedule organized, the learning resources located for your first semester courses and comfortable working relationships underway with your faculty instructors, Dean of Students, Registrar and the Administration. You are now a valued member of the Energy Medicine University Community and we encourage you to become involved in the life of your University.

Section 7 provides a general overview of the procedures relating to the various stages of your degree program and Section 11 provides specific guidelines for the Doctoral program. As every program is individualized and self-paced, your faculty instructors will provide you with specific details and instructions as you progress through your courses, your A-exam, major manuscripts and your Oral Exam. Our Administration is always available to assist you.

### **Procedures During First Semester Enrollment**

At this point in the process you will have completed your Program Schedule and Enrollment Form and a copy of it will have been forwarded electronically to our office. Semester course syllabi which include reading lists can be accessed via the Student Only page located on our website. The URL will be provided to you by the Registrar. In the early part of your program, the Registrar will contact you frequently to ensure that you are progressing with your assignments. Please contact us if you need any assistance.

Midway through each semester, the Registrar will request that you complete a Mid-Term Evaluation Report by accessing the form on the Student Only page. Both you and your instructors fill out these forms at mid-term of every course. You are required to complete this within thirty days for, if there are any matters that require attention, the Registrar will follow up the matter with the appropriate person. We want to be sure that your program is matching your expectations and that you are mastering the organizational skills required to study at a distance. You are also required to submit in the same electronic manner your Final Course Evaluation within two weeks from the end of semester in order to have your grades recorded for that semester work.

As your selected coursework nears completion, the Registrar will remind you via an email that it is time for you to access the next semester online re-enrollment form. This will enable us to have your next courses organized by the time you are ready to commence. At the end of each semester, your instructors will send your grade reports electronically to our office.

### **Second Semester Enrollment Procedures**

Upon receipt of your second enrollment form and your tuition payment, you access the syllabi for your chosen semester courses via the Student Only page on our website. All other procedures are the same as those for the first semester. The Administration is always available to support you and your faculty instructors.

### **Third and Subsequent Semester Enrollment Procedures**

All steps mentioned for the previous semester enrollments will be continued throughout your coursework enrollment. In addition, your progress will be monitored by the Registrar in preparation for your Thesis Oral Review or Admissions to Candidacy examination (A-exam).

### **Thesis Oral Review or Admissions to Candidacy examination (A-exam).**

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.

### **Thesis and Dissertation Program Chair and Committee Members**

This graduate committee provides 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.

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.

## **ADMISSIONS TO CANDIDACY EXAMINATION**

At the Doctoral level, once you have completed your academic coursework, but prior to undertaking the research proposal process (Dissertation Research Preparation courses), you are required to satisfactorily complete the Admissions to Candidacy Examination (A-Exam). The Faculty Committee Chair will direct your A-Exam. This will include both written and oral elements of a comprehensive examination. The oral component of the examination enables your Committee to meet with you (by telephone conference, in person, or by other appropriate electronic media) to explore your understanding of the subject matter.

### **A-Exam Format**

At this stage the Administration is not directly involved with the A-Exam. However, we will be aware that it has been scheduled, how it will be organized and be ready to assist both you and the faculty, if required. The Committee oversees the Admissions to Candidacy Examination under the leadership of the Committee Chair. The examination is administered in two parts: written and oral components.

### **Procedures for the Written Component of the A-Exam**

The written examination is administered in the form of open book essays, requiring you to address the Graduate Committee's questions related to the core subject matter.

By email you will be presented with at least three written questions from each committee member. The questions are selected and prepared by the Committee Chair with written input by each of the Committee members. The essay questions will be rigorous and meaningful, requiring mature responses, and be drawn from within your fields of study and professional arenas. The questions will require you 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 your program of study.

You will be instructed in writing by your Committee Chair to submit your answers by email in complete and concise written form to each member of the Faculty Committee within two weeks of their presentation. You will be required to support your answers with recent and effective citations and references to academic literature. No more than two weeks is allowed for the preparation of your written answers.

## **Faculty Assessment**

Members of the Committee will prepare written commentaries on your submissions and send them to the Chair by email within one week of receipt. The Committee Chair, drawing consensus from the commentary of your Committee, will determine your final grade of Pass or Fail. The Committee Chair will inform all parties of the decision in writing by email within one week of receipt of your Committee recommendations.

The Chair will assign you additional coursework within the core competency areas of the degree should you fail to achieve a Pass to merit movement to the Oral Comprehensive Examination. Following completion of the additional assignments, you may petition the Chair to undertake the oral portion of a new comprehensive examination.

## **Procedures for the Oral Component of the A-Exam**

As soon as you receive a Pass for the written comprehensive examination, your Chair will negotiate with you a time frame for your recorded telephone or Skype conference call for your oral exam. It is your responsibility to arrange a suitable time when all members of the Faculty Committee would be available for the oral comprehensive examination and also to schedule the recorded conference call with the teleconference company. To ensure that everyone is ready for the conference call, you should send a reminder email to all committee members approximately three days prior to the telephone or Skype conference call.

The Chair will moderate the oral examination conference. Under the leadership of the Chair, each member of your Faculty Committee may ask at least one overarching question and pursue follow-up inquiries to gain maximum understanding of your responses. The oral comprehensive examination should not exceed one hour in duration, should be audio recorded by the teleconference company and be conducted at your expense. The audio recording of the call must be sent to the University Administration office as it forms part of your program assessment. At the completion of the oral examination, you should 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 your Committee will prepare and submit written commentary on your 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 your Committee. The Chair should inform all parties of the decision in writing by email within one week of receipt of your Committee recommendations.

In the case of opposing opinions on the Committee, the President will provide mediation services, so a final decision can be reached.

## **SECTION 8: THE RESEARCH PROPOSAL STAGE**

Every student is required to present a proposal submission prior to commencing the research project. Required elements of the proposal package include the preparation of an annotated bibliography and a summary of the thesis or dissertation argument in the form of an extended outline. This should mirror what will actually be presented in your manuscript, chapter by chapter, section by section, issue by issue. This will serve to strengthen your scholarly presentation, allowing your committee to determine more easily strengths and weaknesses in the academic argument. It will also permit substantive discussion to be carried out before any actual writing begins. This section outlines major considerations, which will assist you in the preparation of your research proposal.

We recommend that you also read very thoroughly Sections 9 and 10 before you prepare your proposal as they contain pertinent information about your manuscript, its format and presentation. Section 11 provides specific guidelines for the Doctoral program.

### **PREPARATION OF THE PROPOSAL**

Every student is required to enroll in the relevant Research Preparation courses for the Master or Doctoral program. An extensive introduction to all aspects of the research proposal will be examined in a formal, structured course. Topics will include: building an effective proposal, narrowing the research topic, selecting appropriate methodologies, developing the academic argument, presenting valid findings, testing results, drawing conclusions, suggesting recommendations.

Your proposal is prepared as the primary assignment for this course. It will be graded and recorded on your transcript.

### **Important Considerations When Planning Proposals**

#### **Research Parameters**

All University students are 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. You will be required to define an applied problem or theoretical issue which you 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. You will have to demonstrate the ability to complete a thorough scholarly literature review on the topic you wish to present. You will be encouraged to select research methodologies, which will assure valid and reliable evaluations of the effects of variables on individuals or groups being studied. The University must ensure that all 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 which



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make an original contribution to the body of information available in the field of Holistic Health and Energy Medicine.

### Policy on Empirical Studies

All 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 faculty mentors during the orientation phase, and this will allow necessary courses to be added to program schedules.

Dissertations and theses, which do not meet the minimum standards for empirical research, will be denied approval until minimum standards have been properly addressed. In these cases, students will be required to remedy errors in methodology by redoing pertinent portions of the data collection, recalculating the statistics and properly presenting the findings.

### Policy on Use of Human Subjects and Live Animals

If it is necessary, your Thesis/Dissertation committee will address with you all issues related to research protocols concerning human subjects, the use and care of live animals, and the securing of necessary equipment and facilities. You will be required to present evidence of permits and outside agreements, which should be attached to your research proposal, indicating that all legal and administrative arrangements have been finalized. The student has the sole responsibility of the expense of an Accredited Institutional Review Board (IRB) and all insurance permits and approvals.

Before you undertake research involving human or animal subjects, you must first obtain an ethics clearance from an IRB within your own local area. Once approved, you should submit your research permit or authorization to the Chair of your Thesis/Dissertation committee and forward a copy to the Office of the Registrar.

The following reference documents provide initial and further information:

- The U.S National Institutes for Health:  
*Policies and Procedures for Protecting Human Subjects*  
<http://www.nih.gov/>
- The World Medical Association Declaration of Helsinki:  
<http://www.wma.net/e/policy/b3.htm>
- The Medical Research Council of Canada Tri-Council Policy Statement:  
*Ethical Conduct for Research Involving Humans;*  
<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>

### Internship Studies

The majority of programs at the University are conducted by 100% distance learning and do not require internship field or practical studies. However, you will be required to

include an internship field study as part of your degree program. The Energy Medicine Internship course fulfills this requirement.

The inclusion of internship field studies in the curriculum is essential to the completeness and integrity of the program. Enrollment in an internship field studies course is dependent upon the student obtaining prior comprehensive insurance coverage, which protects the student, members of the Graduate Committee, the University and any outside persons or institutions from liability claims. The insurance must be arranged by the student at the student's own expense.

Insurance documentation must be approved and signed by the student's Committee Chair, and then a copy forwarded to the University Registrar for approval by the Administration. This must be done at least 30 days prior to the internship field studies course commencement date. Further details on Internship Field Studies guidelines are included in the course syllabus.

### **Narrowing Research Topics**

If you find it difficult to narrow the research focus of your thesis or dissertation, you have a variety of options to explore:

1. Reflect upon your long-term career goals and select a research focus, which securely establishes you within your profession. Determine the projects that will ultimately profit you the most and try to develop your own "corner on the market" by specializing in an academic area of interest within a society or profession. You could also prepare an abstract of your research proposal and skeletal outline of your proposed documents, and submit these to faculty instructors whose course or concentrations have inspired your research and personal colleagues for feedback.
2. You could reflect upon your philosophy of life and cultural values, and prioritize your research interests and ideas on that basis. You could establish your research solidly upon personal or social causes. Initially, you might find personal reflection your best guide with this option, but later you will want to discuss your ideas with friends and colleagues and reflect upon their recommendations.
3. You could choose a research focus based squarely upon your academic achievements, selecting a topical area within which you have excelled and in which you remain committed and comfortable. If you feel driven by an academic specialization and get along well with co-workers in that field, it is feasible that your enthusiasm will carry you through to successful conclusions. Peer counseling sometimes will help clarify these ideas.
4. Investigate college literature on thesis and dissertation writing for help in narrowing your focus. Much has been written on this topic. A local bookstore or library will have a variety of books to choose from.
5. Determine your focus by exploring lists of initial ideas to select trial topics and then attempt to construct trial drafts of the introductory chapter for review and comment by your committee members. Many times, by putting down your initial ideas in this manner, you are able to uncover your focus from among lists of original ideas. As well,

the Dean of Academics will review ideas and assign primary research questions, helping to sufficiently narrow the topics.

### **The Final Project Proposal**

You should not begin formal work on your final project until approval of the project proposal has been received in writing from your committee Chair. You are advised to carefully review with your committee members their expectations for the preparation of the thesis or dissertation manuscript. You should also obtain an approved style manual before commencing the research proposal process.

The actual format and content of project proposals are assigned by your Chair in writing and are usually dictated by the traditions, standards and expectations of your degree field. At the Masters level, the minimum proposal must include the tentative title of the project, a compelling statement justifying the importance of the project, an explanation of the primary research questions, an extensive discussion of the methodology and research instruments and identification of the style manual to be used to guide the preparation of the manuscript. At the Doctoral level, the Dissertation Proposal must contain the required material for Chapters 1, 2, and 3. Please refer to Section 11 of this Handbook.

Once the Committee has given final approval for your research proposal, you will then be authorized to conduct the project and to prepare the first draft of your manuscript according to the approved research proposal.

### **The Annotated Bibliography**

A required element of the proposal package is an annotated bibliography. The bibliography need include only those citations, which 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 Holistic Health field and its contribution to the research study or major project.

### **Manuscript Outline**

For the Masters thesis, you are asked to prepare an outline of your 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 scholarly presentation, allowing committee members to more easily determine any weaknesses in your academic argument. Substantive discussion should be carried out before any actual writing begins. For the Doctoral Dissertation please refer to the guidelines in Section 11.

To learn more about effective academic argument and referencing, you are advised to inspect a number of theses, dissertations and journal articles within your academic field. You should model your work after what is found to be effective within the work of others. If you are vague about any point of protocol, state your questions in writing and

ask your committee members for references. It is helpful to remember that most students will benefit greatly from having their manuscript outline critiqued early in the research stage of their program.

## **SECTION 9: TYPES & GUIDELINES FOR FINAL PROJECTS**

This section describes the three main project areas available at Energy Medicine University: traditional academic theses and dissertations, joint research projects and the project in lieu of a thesis. This section also examines the University's policies and guidelines for the preparation and our requirements for the presentation of your manuscript.

All students must complete a semester enrollment form for each semester even if the student is enrolling in a continuation of a course. This "Course Continuation" incurs a tuition fees. Please refer to the tuition payment plan page on the Student Only page or ask the Registrar for tuition fee details on Course Continuations. All Thesis and Dissertation students remain enrolled every semester during the preparation of their manuscripts, throughout the examination process and for their Oral Defense. Throughout the writing of your manuscript, the Registrar will continue to email you reminders for you to complete your mid-term and final-term evaluation forms.

Early planning will assist you in the selection of your coursework and will facilitate your smooth progress through your research and the recording of your findings. We encourage you to maintain contact with your committee members and the Administration of the University to receive as much assistance as possible.

### **TRADITIONAL THESES AND DISSERTATIONS**

Following successful completion of coursework and the Admission to Candidacy Examination, the Committee Chair will guide graduate students through the thesis or dissertation proposal process and the preparation of their manuscripts. The final project is the cornerstone of graduate degree work. It may take any of several forms. For the Doctoral Dissertation, quantitative, qualitative, or mixed research, and for Masters Thesis, quantitative, qualitative, or mixed research, participatory action research, or a major project demonstrating excellence, depending upon the field of study and the expectations of faculty, and it must represent the student's original work. At the Master level, it is the demonstration of the mastery of a body of knowledge in the field of Energy Medicine. At the Doctoral level, the Dissertation is a scholarly and original contribution to the field of Energy Medicine.

Theses and dissertations allow students a controlled opportunity to demonstrate excellence in the discipline of the Holistic Health/Energy Medicine degree, present an opportunity to make an original contribution to the field and provide a uniform process through which to determine that students have met minimum standards of competence. Whether students do a traditional or non-traditional study, whether it is research or a project in lieu of research, University standards must be kept in focus. Faculty and committee members must be able to clearly determine that each student has met all of the minimum

standards through a demonstration of scholarly excellence and/or an original contribution to the academic field of Holistic Health/Energy Medicine.

In many cases, it will be possible to begin exploring possibilities with your instructors from the start of your program, especially those who inspire your learning, so that your coursework might effectively serve as preparation for your final project. Certain coursework will often be applicable in the preparation of your final project, such as completing bibliographic readings and gaining clarity on research methodologies. Careful planning during your early semesters will pay dividends throughout your program.

### **Length of Theses and Dissertations**

For students whose programs have included structured coursework, the final project may take the form of a standard traditional academic Masters thesis of 75 pages or more type written double-spaced pages or a Doctoral Dissertation of 150 pages or more double-spaced, typewritten pages.

### **Conducting the Research Project**

Once the committee has approved the project proposal, you may initiate the research project. It is vital to the effective conduct of the final project to follow the procedures approved in your research proposal. It is strongly recommended that you acquire and take guidance from appropriate research guidebooks. 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.

### **Preparing Your Manuscript**

The preparation of the manuscript should be guided by the manuscript outline from your approved research proposal and conform to an approved style manual approved by the University or selected in collaboration with your 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. For the Thesis and Doctoral Dissertation, the American Psychological Association (APA) style is required.

Scholarly writing requires that the entire manuscript be written in the third person, using phrases such as "according to ", "in X's book she writes". The use first person singular, and first person plural is not acceptable, and any reference to personal experience is not allowed in a Doctoral Dissertation. You are cautioned to make extensive notations concerning the literature that has informed every aspect of your manuscript, and to make every effort to present correct and complete citations and references to the scholarly literature.

We have found that most students benefit greatly from having their manuscript outlines critiqued by professors or committee members early in the research stage of their

program. We recommend that, to learn more about effective academic argument and referencing, it is a good practice to inspect a number of theses, dissertations and journal articles within your academic field. You should model your work after what is found to be effective within the work of others. If you are vague about any point of protocol, you should state your questions in writing and ask your Chair for references.

### **Preliminary Pages of Masters Thesis or Manuscript**

For the Masters Thesis, the preliminary pages are the title page, copyright notice, table of contents, acknowledgements, list of figures, list of tables, abstract, preface and other special sections. Page numbering, the order of these pages and information pertinent to the style and structure of the manuscript are outlined in the approved style manuals. For the Doctoral Dissertation please refer to Section 11.

### **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.

### **Typical Chapter Headings**

A typical traditional thesis is divided into five chapters as described below. Although these general guidelines are also valid for a Doctoral Dissertation, please refer to Section 11 for more specific requirements.

#### **Introduction**

In the introductory chapter, you should describe the importance and justification for the research. Draw upon demographic statistics, words of experts and point out the meaningfulness of the research to the subculture or academic field it inspects. Clarify the specific problems being addressed in the research and explain the issues in detail. It is advised that you structure your introductions so they build toward a statement of the three main research questions or objectives of your project. Later, you will be addressing these questions or topics through your review of literature and data gathering.

#### **Review of Literature**

In this chapter, discuss the literature, which has informed your research, and explain the thinking of the experts in their fields of investigation, identifying the major relevant positions within the literature, both pro and con. This chapter should present a scholarly discussion of the literature or carry on an academic argument, which justifies some major elements behind the intent of your research. The review of literature has an essential relevant connection with the data gathering and should be used to generate and justify the content of data gathering instruments. In this chapter the three focus questions or objectives derived in the introduction are to be explored thoroughly in light of the currently published research and theoretical literature, which inform the discipline.

## **Procedures**

This chapter describes what you have done to address the problems you identified. Clarify the processes you have followed in conducting the research, from conception to completion. Explain the planning process, the initial exercises and the research activities related to finalizing the end product of the research. Detail your research methodologies, tests and data gathering devices. If a trial run or field test was initiated, outline the procedures and the outcomes. Clarify the participation and input of outside contributors, the role of assistants or partners in the process and the role of significant colleagues.

## **Findings**

This chapter is used to present the results of the research studies, or the results of the qualitative investigations or surveys of literature. The findings, or results, are to be presented by reporting in a manner that is void of editorializing. It is best if results are presented using charts, graphs and tables, as appropriate, to summarize information concerning the test sample, the raw data and statistics.

## **Summary, Conclusions and Recommendations**

This chapter is reserved for interpretation, summarization, drawing conclusions and making suggestions for further research or reflection. It is vital that you approach this chapter in a personalized manner. In this section you should draw meaningful conclusions and make professionally mature recommendations. You should confine your summary, conclusions and recommendations to the findings and the literature, and not overstep the bound of what truly is observed in the data.

## **Introduction**

In introductory chapter, you should describe the academic area of specialty within the field of Holistic Health/Energy Medicine, which was addressed, draw upon the demographic statistics or statements from popular media and discuss the project's meaningfulness to the culture or importance within the academic discipline. You also need to clarify the specific problems you have addressed in your project and explain these issues in detail. Structure your introduction so that you build from a statement of and justification for the project toward a statement of the three main objectives of the project. Deciding on the three main topical areas of investigation will be made easier if you clarify why the particular project was undertaken. Justify it as an effective method of addressing the problem or achieving the desired solution.

## **Review of Literature**

Moving beyond the introduction, you must begin exploration of what the literature states about the three main areas of focus within the project. Discuss the literature as it informs your work and explain the thinking of the experts. Identify the major relevant positions within the literature, both pro and con, exploring where your work rests in

regard to all other work undertaken in the field. You should present either a scholarly discussion of the literature or carry on an academic argument, which justifies some major elements behind the intent of the project. This chapter is not intended to merely be a series of book reports strung together, but should move in a logical fashion toward a conclusion, and follow the expectations of faculty with regard to argument and referencing of the literature.

### **Procedures**

In this chapter, you need to describe what was done to address the problem. Clarify the process followed from conception to completion in conducting the project and explain the planning processes, the initial exercises and the research activities related to finalizing the end product of your project. You must explain the usefulness of your project, how it was tested or used and, if trial runs or field tests were initiated, explain the processes and the outcomes. You should also clarify the role in the processes of significant colleagues and contributors.

### **Results/Findings/Summary**

Outline the project outputs or finished products, including photographs, videos, CDs, or other media or diagrams, as needed. If books or manuals are produced, you should describe the content of each section or chapter. Explain to what degree your project is successful or not, reflecting upon the three main objectives of the project as stated in the Introduction to your write-up. You should also explain what effects or potential effects the completion of the project has had or will have on the field of Holistic Health/Energy Medicine within the academic discipline, workplaces, communities, or societies. You need to explain any problems encountered and discuss procedures, which should be done differently in the future.

### **Project Conclusions and Recommendations**

Use this chapter to clarify what has been learned from the project and how that will further the knowledge in the field, benefit your professional development and bring about change in the culture or the occupation. You should be clear as to what other conclusions can be drawn from the projects and what recommendations can validly be derived from those conclusions.

### **Project Appendix**

Include in the Appendix the project outcome, re-creations of any written materials, information and literature related to the projects, or references to any supplemental materials (video or audio, copies of original works of art, books and so on) which will be submitted for placement in the University archival library.

### **Project Bibliography**



You are required to submit proper bibliographies of all sources cited in the review of literature and elsewhere in the formal write-up. This should be separate from any bibliographic references already incorporated within the project documents.

### **Scholarly Arguments and Referencing the Literature**

Fundamental to an acceptable dissertation or thesis is a thorough review of the literature, correct referencing and proper citations. This is also true of manuscripts related to projects in lieu of theses and dissertations. While it is essential that the manuscript be edited throughout and constructed in an acceptable format, argument and referencing is a more important matter and you should be totally familiar with referencing procedures. To strengthen the review of literature and theory, you are asked to reflect upon the following guidelines before beginning construction of your final manuscript:

### **Judge Your Own Understanding**

In all instances, even those that appear to be common knowledge, you should ask yourself where you became informed of the information being presented. It is bordering upon plagiarism to exclude a reference if the information presented is not clearly common knowledge. Only those individuals who are well founded professionally and have long experience using the terminology should take liberties in absencing citations for material they believe to be in the realm of common knowledge.

### **Ground Your Work**

You are required to reference more than one source and more than one author for each point within your academic argument or scholarly discussion other than your own observations and writings. A minimum of three references is a good standard at each step of the academic argument. Back up all of the authoritative statements, conclusions, instructions and directions with citations and referencing of the current academic literature from the past five years before drawing upon theoretical and research literature from earlier dates. Committee members will expect students to include the most recent literature from their manuscripts.

### **Establish Your Words**

Write entirely in the third person, using phrases like “according to” and “in Eric Ericson’s book, *Identity: Youth and Crisis*, he writes”. Avoid unfounded value judgments of any author’s work or theories. Your task is to cite the literature that informs and supports your thesis, and do not editorialize. Your opinions are not appropriate supportive material for your thesis or dissertation and you should avoid propagandizing by including all relevant opposing points of view. For a Doctoral Dissertation, you are required to support your thesis and address the opposing views with specific peer-reviewed references.

## **Be Thorough**

Cite the literature completely as it relates to your research. The Review of Literature that immediately follows the Introduction should bring into play all-important aspects of the academic literature, which informs the discussion encircling your research topic and thesis. If you exclude important references, even those of differing perspectives, it will weaken your academic arguments. It is much more effective to present an opposing point of view and demonstrate its weakness than it is to ignore it. In some cases, more than one chapter is needed to cite the literature and in each case you should determine the appropriate manner in which to distribute the evidence.

## **Investigate the Fine Points**

You are expected to investigate the fine points of the literature before putting total credence in the works cited. Before assuming that materials are of value to the academic argument, it is essential to inspect the citations within the referenced works and thoroughly evaluate the effectiveness of the research methodology and the limitations of the findings. It is imperative to at least read critiques of each author's work.

## **Borrow from Peers**

You will find it essential to read through other theses and dissertations in your degree field, studying the work of others to learn effective academic argument and the rules of referencing. You should do this prior to attempting to construct the initial draft of your manuscript. Also, inspect a number of journals within your Concentration field and model your work after what is effective within the work of others. If a point of protocol is vague, seek help from your committee Chair.

## **Give Yourself Credit Only Where It is Substantiated**

When information presented is taken from your own activities or observations, it must be stated as such. In all other cases, indicate where and how you became informed of the facts. For example, you might state as follows: "In this researcher's work with cancer specialists at SFU Medical School, it was observed that inadequate funding led to an inability to obtain leading edge technology, slowing the research process". It would be appropriate to continue this reasoning throughout. At the Doctoral Dissertation level, only published peer-reviewed authored references are allowed.

## **GUIDELINES FOR FINAL MANUSCRIPT PRESENTATION**

### **Peer Review**

Before you submit a first draft for initial review by your committee members, it is strongly recommended that you submit the draft to peer review. You should present the manuscript (in its entirety or in sections, whichever the Chair prefers) to at least two outside individuals who will read the document and make substantial written recommendations concerning the clarity and content of the argument and the presentation of your manuscript. The individuals selected for peer review should be

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familiar with the field and trained in English language usage. Peer reviewers should “red line” the document, pointing out typographical errors, misspellings and grammatical errors, by written notations on the draft manuscript. You may contact the University for referrals to Alumni if you do not have any suitable contacts. All peer review activities will need to be carried out at your own expense.

### **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, you should be clear about what your committee members expect before any writing begins.

### **Professional Editing**

If, after making the changes that emerge from the peer review process, it is clear to you and your committee Chair that the document needs more extensive editing, you should submit the manuscript to a professional editor for “red lining”. Some students may be required to seek outside editorial services or obtain the services of translators to assure proper English usage, if their committee members find this necessary. There are software programs available for this purpose. Many times an English teacher from a local school or college can be employed. For the Doctoral Dissertation most students seek the help of a professional APA editor and a statistician for analysis of quantitative research findings. Their service will be at the student’s expense.

### **The Final Stages of the Project**

The Chair of your Committee will do a preliminary review and commentary and will provide you with recommendations. You should then effectively address the concerns of your Committee Chair and submit a corrected draft of your manuscript.

### **EMU and Committee Members Copies of Manuscripts**

Your completed manuscript is our evidence of your accomplishments so it is the responsibility of every student to provide one professionally bound copy and one unbound copy (or two bound copies) for the Energy Medicine University library. We will be unable to issue your diploma and transcript until we have received this. If you require additional personal copies, many binderies reduce the costs once the initial set up has been prepared.

Creating and sending copies of thesis and dissertation manuscripts to committee members is your responsibility. It is customary to permit other faculty readers or colleagues to retain the copy they receive and to deal with required corrections through errata sheets and correspondence. Many committee members request a bound copy of the thesis or dissertation, following final approval. The University has no strict policy

regarding provision of bound copies to Committee members, except we ask that you abide by the expectations of each member of your Committee.

Although in most cases no problems arise in the final stage of degree program, accidents, disasters and instances of lost mail can occur. It is a good idea to keep extra hard copies of any portion of your thesis or dissertation which has been mailed to faculty and to keep at least two extra disk copies of any computerized work, one to back up current work, and one at a remote site to insure against unforeseen circumstances.

### **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 Oral Defense Examination**

As soon as you receive authority for the Oral Defense from the Committee Chair, you should prepare and distribute complete copies of the draft manuscript to all members of your Committee. Then you should work with the Committee Chair to determine a suitable date and time for the Oral Defense. If you are completing a coursework degree, you should allow at least four weeks from the date the manuscript is provided

## **Energy Medicine University**

for review to the Committee members. If you are a PhD by research candidate, you should allow twelve weeks.

The Committee Chair will communicate the details of the Oral Defense to you and all Committee members in writing by email at least three weeks prior to the event. You should make the actual arrangements, under the direction of Committee Chair, and schedule the conference particulars with the telecommunications company. The Oral Defense must be recorded, and the recording must be forwarded to Administration before you can graduate and receive a diploma.

### **The Examination**

At the appointed time on the date of the Oral Defense you should initiate the electronic conference connection with the telecommunications company bringing on line your Committee.

During the Oral Defense, Committee members will present at least three focus questions relative to your manuscript in an order determined by the Chair who should assure that the important issues are covered in an expedient manner. The presentation of each of the focus questions should take approximately one minute. You will be asked to reply to each question, limiting the response to a five-minute period. Then, regarding their focus question, Committee members will have an opportunity to provide a follow-up question to you. Follow-up questions should take one minute for presentation. You should reply to each follow-up question in order, limiting each reply to three minutes. The process of presenting the remaining focus questions will proceed in this same manner with a maximum time of 15 minutes being allotted to cover each focus question, respectively.

### **Committee Assessment**

At the completion of the Oral 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 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.

There is only a pass or fail grade for the Oral Defense. In the case of opposing opinions on the Committee, the Office of the President will provide mediation services, so a final decision can be reached.

### **In the Case of a Failure**

Should you fail the Oral Defense, the Chair of your Committee will assign corrective actions that must be satisfactorily completed before you receive final approval leading to the awarding of the degree. If your corrections have been substantial, the Chair may require you to again undertake the full process of the Oral Defense, at your expense.

## Final Approval

The Degree Program Completion form is completed by the Chair following the commentary and recommendations of the Committee. The Program Completion form is then forwarded to the Office of the Registrar and the Chair recommends that the degree be awarded, and if so with distinction.

The Dean of Academics:

- Reviews the completeness of the student's record.
- Verifies that the final manuscript has been sent to the University.
- Once satisfied that all elements are in order the Dean of Academics signs and dates the final approval. At this stage the Dean of Academics will determine whether the degree is to be awarded with distinction, taking into account the final evaluation report of the committee members.
- The Dean of Academics submits the degree completion affidavit to the Registrar for recording in the student's record. A copy of the final approval will be delivered to the student.

Once final approval is awarded, the student must send one bound copy with the signature page and one unbound (or bound) copy of the manuscript without the signature page to the University for library archival.

All 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 them with bound copies of the final manuscript.

## **SECTION 11 – THE DOCTORAL PROGRAM**

### ***INTRODUCTION***

The Doctoral Degree commands respect and attention because it is a degree that is earned through hard work and tenacity. A Doctoral Degree is different from other degrees. It is an honor that is earned through a challenging process of learning how to become a scholar. The successful Oral Defense and the achievement of a scholarly Dissertation is the demonstration that you have earned the title of Doctor.

The first consideration is to ask yourself if the scholarly journey to a Doctoral Degree is for you. It is not an easy process and in general over half of doctoral students in the US drop out. Answer honestly this critical question: "Why do I want to embark in a doctoral program?" If your answer is: "I want the degree", then this program is probably not for you.

If you have a thirst to deepen your knowledge, if you have a passion for a specific topic, if you are searching for a transformational experience, and if you would like to earn the honor of receiving the highest academic degree, then the Doctoral journey will be a wonderful and rewarding journey.

The respect that accompanies the title of Doctor is earned by pushing oneself well beyond one's expectations and boundaries of learning, researching, and thinking. It is also about having the discipline to follow rigorous guidelines, learning the meaning of humility, respect, and pursuing your passion in the world of academia.

The tenacity needed to complete the degree requirements will be fueled by your passion and the fulfilling experience of earning your Doctoral Degree will prepare you for continuous learning in a scholarly manner.

## ***THE COMPONENTS OF THE DISSERTATION PROCESS***

### ***Select a Topic***

Unlike a Master's thesis, a Doctoral Dissertation must identify a specific problem and attempt to answer it by creating a well-defined research plan with the view of creating new knowledge. The Dissertation is a well-defined, and in-depth research paper - not the analysis of an experiment, and not the development of a project. The Dissertation drills into a very narrow aspect of a topic. Once you have received your Doctoral Degree then you will be able to intelligently conduct experiments and develop new products or services as you wish.

The Dissertation is a lengthy (200 to 350 pages) scholarly manuscript that defends a thesis with evidence that supports the thesis but that also offers the opposing viewpoint. The student collects evidence through his/her research to defend the thesis.

The topic of a Dissertation must be original and contribute to the general body of knowledge. Students choose an area that is of great interest to them but they also need to find committee members who are interested. It is also recommended that students first look at completed Dissertations to get an idea of the focus and depth of those selected topics. Once a topic is selected, students need to verify the viability with their Advisor and Committee Members.

### ***The Problem Statement***

Once a topic is selected and approved by the Committee Chair, the student will need to configure a concise Problem Statement with the help of the Committee Chair. This will be the root of the dissertation and from which Research Questions will be derived. Remember, a doctoral dissertation addresses a specific topic that presents a problem to be researched. The final wording of the Problem Statement demands critical thinking and a precise use of words so that it expresses the problem concisely in only a few sentences.

### ***The Proposal***

There are five chapters in a Doctoral Dissertation. Each one has a specific outline that must be followed. The Proposal will address items in Sections A through C that represent Chapters 1, 2, and 3. Since Chapter 4 presents the collection of the research

data and Chapter 5 is the conclusion, only Chapters 1 – 3 need to be addressed in the proposal. This ensures that the student is completely ready to implement the research process and collect the data for analysis and conclusion.

#### **A/ Introduction, Background, Problem Statement – Chapter 1**

1. Introduction to the study
2. Background of the problem
3. Statement of the problem
4. Purpose of the study
5. Rationale or theoretical basis for the study
6. Hypotheses or question to be answered
7. Importance or significance of the study
8. Definition of terms (operational definitions)
9. Assumptions and limitations of the study
10. Organization of the remainder of the study

#### **B/ Literature Review - Chapter Two**

1. Introduction and organizational structure of the chapter
2. An abbreviated review of pertinent literature, grouped around major topics or themes
3. Supports the need for the study, usually by organizing the research literature that is valid, thereby identifying gaps in knowledge.

#### **C/ Research Design, Instruments, Data Collection Procedures - Chapter Three**

1. Introduction reviewing purpose of the study Research Design
  - a. Research Questions
  - b. Hypotheses
2. Methodology Appropriateness
3. Instruments
  - a. Use of Research Tools: instruments
  - b. Validity of Research Tools
4. Data Collection and Procedures
5. Sample and Population or source of data
6. Feasibility and Appropriateness (Research Procedures)
7. Limitations
  - a. Geographic Location
  - b. Assumptions
8. Data Analysis (How you expect to analyze the data once they are collected)
  - a. Reliability  
Validity
9. Summary

#### ***Selecting your Committee Members***

During the program, as you take the doctoral courses and get to know professors you will be able to assess which ones could best support you in your research and in writing your dissertation. The State Law of California stipulates that 50% of your Committee Members be from EMU. The first step is to ask them if they would be interested in either Chairing or being a Member of your Committee. Once they have



accepted you will fill out a Doctoral Committee form to the Registrar who will then submit it for review and approval by the President of EMU, the Dean of Academics, and the Dean of Faculty.

The Oral Defense can be done remotely but must be recorded with a pre-approved Proctor present and submitted to the EMU Registrar for student files. More details will be provided at that time.

### ***HOW TO START THE DOCTORAL PROCESS***

If you have decided that embarking on the Doctoral journey is something you want to do, the first step is to take the Dissertation Writing course. This course will cover six essential components of the Doctoral process:

- 1/ How to choose a Dissertation topic
- 2/ How to write a Problem Statement
- 3/ How to write Research Questions
- 4/ How to write in the scholarly style
- 5/ How to use the American Psychological Association (APA) Style Book
- 6/ What is expected in a Dissertation Proposal

While taking this course and after you have chosen your general area of research, you can think about selecting your Committee Chair and Committee Members. Your Committee Chair will be able to guide you as to which courses you should take and how to plan for your research. Your Committee Members will give you all the support and guidance that you need.

## **SECTION 12: END OF PROGRAM PROCEDURES**

The news of a successful Oral Examination announces a very important time for students and members of 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 and the members of our Administration it represents the joyful concluding of the academic program of a student, the preparation of graduation records and the start of a life-long relationship through our Alumni Network.

### **AWARDING OF TRANSCRIPTS AND DIPLOMAS**

The academic certifications of your Energy Medicine University degree program are very important documents. Your transcript will record all of your transfer credits from other educational institutions. It will also detail your coursework, grades and credit values and the title of your major project completed at Energy Medicine University. The diploma will specify the Energy Medicine degree level, include "With a Concentration In..." title, if one was taken, and your completion date.

We cannot issue diplomas or transcripts until our files contain all original relevant documentation and examination assessments from faculty, committee members and

instructors, including the audio recording of your Oral defense. The University must also receive one bound copy with the signature page and one unbound copy (or a second bound copy) of the final version of your manuscript. We will endeavor to deliver your documentation to you as quickly as possible.

### **Energy Medicine University Postal Address**

To ensure the safe arrival of your documents and communications, *please use our post office box only*. **EMU**

**Post Office Box 564  
Mill Valley, California 94942 USA**

While your file documentation is being checked for completion, the Administration will prepare a draft diploma and email to all for accuracy in the spelling of your name. Please check thoroughly all relevant details and notify the Registrar promptly by email acknowledgement of accuracy or needed corrections so that the final documentation may be prepared. You should also advise us of the address where you wish your diploma to be sent.

### **Graduate Questionnaire**

With your draft diploma, you will receive an information form that will provide us with valuable information for benchmark and planning activities. At the conclusion of the program, we ask you to evaluate your Energy Medicine University program, the mentoring you have received from faculty, the support and service you have received from Administration, and any further recommendations you wish to offer.

As Energy Medicine University does not hold annual graduation ceremonies, our President will accept your diploma on your behalf and arrange for it to be sent to you by registered airmail. With it will go the warmest congratulations of everyone at Energy Medicine University.

The Academy of Intuition Medicine holds annual July Vocational Diploma graduation ceremonies. If you are able to partake in our sister school Academy campus graduation ceremony you will participate in that ceremony as a University graduate and be able to receive your degree diploma from the hands of the President.

## **SECTION 13: JOINING THE ALUMNI**

We maintain records of our graduates and endeavor to share in their achievements through a life long relationship. We ask graduates to keep us informed of their whereabouts and, as time progresses, to send us news of their personal and professional achievements. Employment changes, promotions, speaking engagements, entrepreneurial adventures and family developments are important to us. Energy Medicine University is committed to keeping its graduates as an integral part of our university community.

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Members of our alumni are the best ambassadors as they share their experiences with family, friends and professional associates. Because of our global institution alumni come from a wide variety of cultural backgrounds and academic endeavors, our alumni form a very dynamic and talented group. All share a common goal for the pursuit of excellence in the field of Holistic Health and Energy Medicine and in their professional lives and a dedication to the betterment of the human condition.

### **Join Our Alumni Network Directory**

You will receive a form inviting you to join our alumni network. This form gathers personal and professional information from graduates who wish to network with other Energy Medicine University graduates. As the information is e-published, only graduates who have given written consent may be included in this Electronic Directory. Membership is voluntary, so please inform the Registrar if you wish to join.

This network communication directory is an international on-line directory of graduates who wish to communicate with other members of our alumni for professional development, business networking and social and travel contacts. This directory will be updated annually and be available to all those who participate in it. Through this e-directory you will have access to the profiles of a University graduates. Please contact the Registrar for further details.

### **Peer Advisory Network**

You will be invited you to join our Peer Advisory Network. This network is comprised of graduates who offer to help and counsel new students and inquirers about studying at the University. This is a voluntary organization and your name will not be provided unless you have returned the signed form to the Office of the Registrar. Members of our faculty and administration are very grateful for this valuable service.

### **Testimonial Service**

At any time after your graduation, if requested, the Office of the Registrar will provide you with a letter of recommendation that could be used in your Curriculum Vita. Please contact us for details of this service.

### **E-Newsletter**

The University publishes an electronic newsletter via our Internet blogs and websites. We encourage news from students and graduates so that the community can share in your accomplishments. Employment changes, promotions, speaking engagements, entrepreneurial adventures and family developments are important to us. This information is invaluable in building the University community and in monitoring the success of our graduates. Please send us details of your book publications, new enterprises or interesting items you would like to share with others in this E-Newsletter.

## GRADUATION CEREMONIES

As Energy Medicine University we do not have a formal graduation date each year. Our graduates come from many countries, so the University does not hold annual graduations. If at a future date a campus graduation is convened the following details on regalia, hoods and caps apply. As well, graduates who have already received their diplomas are presented with a Certificate of Attendance.

## REGALIA

### Gowns

Because of the international body of our graduates, the university permits a choice of either American or British (Cambridge) styled gowns. In both instances, both degree levels these follow traditional designs and can be ordered or hired from any regalia manufacturer, or from any large university shop.

At all levels gowns are black. Gowns for the Master levels are untrimmed. At the Doctoral level, the gown is faced down the front with black velvet and three bars of black velvet cross each sleeve. However, according to tradition, these velvet trimmings may be in the color of the discipline. In the British system, Doctoral gowns may be either black or red, with gold trims.

### Hoods

Hoods follow the traditional designs for each system. Colors follow the Standard Intercollegiate Faculty Code.

The University hood is lined with green silk edged with gold, faced with red silk.

At the Master level: A hood of black fabric lined with green silk edged with gold (half an inch on each side), faced with three inches of red silk.

At the Doctoral level: A hood of black fabric lined with green silk edged with gold (half an inch each side), faced with four inches of red silk.

### Caps

Masters: A black cloth mortar board with black tassels.

Doctors: A black six cornered velvet bonnet with a gold cord and tassels.

## Energy Medicine University Student Handbook

### Signature Form

Energy Medicine University  
Postal Mailing: PO Box 564, Mill Valley, California 94942 USA

I have read a copy of the University Student Handbook. I give EMU permission to verify my records and information for entrance into the program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 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 1/1/2014*