



SECTION TWO GENERAL ADMISSIONS PROCESS

PROSPECTIVE STUDENTS

Dear prospective students,

Welcome!

It is an honor to support your exploration of Maryland University of Integrative Health's graduate programs. Each distinct program is designed to provide you with the knowledge and skills to build a successful career and to become a knowledgeable and energetic professional in today's elite health and wellness workforce.

We invite you to get to know MUIH, whether it's by visiting campus, joining us for a webinar, speaking with an admissions counselor, or observing a class. The admissions team is committed to providing you with clear information and personalized guidance throughout the admissions process. We look forward to helping you as you take the next steps on your journey.

Warmly,

Chad Egresi, M.P.A.

Associate Vice President of Enrollment Management

Contact the Office of Graduate Admissions

410-888-9048 ext. 6647

admissions@muih.edu

Contact the Office of Financial Aid

410-888-9048 ext. 6628

financialaid@muih.edu

Honoring Diversity

Maryland University of Integrative Health seeks qualified applicants who have the maturity, commitment, and preparation necessary to take full advantage of the specialized studies offered by the University in each program of study.

The University is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Each student, faculty, staff, and board member strives to use language and manifest behavior that promotes inclusiveness. Furthermore, each student, faculty, staff, and board member is responsible for creating an atmosphere that supports growth and movement toward inclusiveness and the acceptance of individual differences. MUIH is committed to broadening the diversity of student body, staff, administration, and board members.

Non-Discrimination Policy

Maryland University of Integrative Health is an equal opportunity institution. Applicants for admission, employment, and financial aid are considered on the basis of individual merit. No person is excluded from participation in, denied the benefits of, or subject to discrimination in any program or activity of the University on the basis of race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, or any other characteristic protected by law. Please see the Office of Human Enrichment for inquiries or concerns related to this policy.

Maryland University of Integrative Health's Office of Graduate Admissions adheres to the Best Practices for Graduate Enrollment Management Professionals as outlined by the National Association of Graduate Admissions Professionals.

National Association of Graduate Admissions Professionals

PO Box 14605

Lenexa, KS 66285

913-895-4616

www.nagap.org

APPLICATION AND ADMISSION PROCEDURES

Application Requirements

The following materials are required to apply to Maryland University of Integrative Health:

- Completed application form*
- Application fee (see Tuition & Fees for details)
- Resume
- Essay(s) (following the guidelines outlined on the application form)
- Official transcripts from all post-secondary institutions attended (see Transcripts for details)

Additional requirements may exist for specific programs. Please refer to the Admission Requirements section of each program for details.

All application requirements except transcripts may be submitted through MUIH's online application, available at www.muih.edu.

All materials, including application fees must be received for an application to be considered complete.

* Applicants to online programs with permanent residences outside Maryland should refer to www.muih.edu/admissions/application-process for any updates regarding out-of-state authorization.

Transcripts

Official transcripts are required from all post-secondary institutions from which a degree was earned, or as proof of credit as necessary to satisfy admissions requirements. Official transcripts should be sent directly from the respective college or university by mail or email. MUIH reserves the right to request additional transcripts and course descriptions.

For those whose bachelor's degree was not completed at a regionally accredited college or university, or recognized by the U.S. Department of Education, copies of the institution's academic catalog may be required and course syllabi may be requested.

For those whose bachelor's degree was completed at a college or university outside of the United States, a third-party course-by-course academic evaluation is required. See the International Students section of this catalog for more information.

Please mail or deliver all transcripts to:

Office of Graduate Admissions

Maryland University of Integrative Health
7750 Montpelier Rd
Laurel, MD 20723
admissions@muih.edu

Interview

An interview may be required for some applicants. Applicants will be notified by the Office of Graduate Admissions or an Academic Director if an interview is required. The interview may be conducted on campus, by phone or with Skype.

Deadlines

MUIH accepts and reviews applications throughout the academic year. In most cases, applications are reviewed as they are received, on a space-available basis. We recommend that applicants apply two to four months before their intended start date. For a current list of upcoming start dates by program, see <http://www.muih.edu/admissions/application-process/program-start-dates>.

There are priority application deadlines for doctoral and master's degree programs:

Start Date	Priority Deadline
Fall	July 1
Spring	November 1
Summer	March 1

Applications will still be accepted and reviewed after the priority application deadline has passed. There will be an application fee of \$150 for master's program and \$225 for doctoral program applications submitted after the priority application deadline. If the intended start date of the applicant is no longer available due to the class being filled, the applicant will be notified by the Office of Graduate Admissions.

There are no priority application deadlines for post-baccalaureate and post-master's certificate programs.

Review & Decision Process

Once the Office of Graduate Admissions has received all required application materials, including the application fee, an application is considered complete and the review process begins. Applications are reviewed by the Academic Director or their designee in the respective academic department and by the admissions committee. This process typically takes four to six weeks, at which time a letter of decision will be sent. Admissions decisions will be issued electronically and via U.S. mail under normal circumstances. At the discretion of the Office of Graduate Admissions, late applicants will be given this information electronically and by phone when required.

Applicants who are denied admission to a program must wait until the next available start for that specific program to re-apply. Applicants who are denied may choose to apply to an alternate program in the same term.

Deferrals

Offers of acceptance may be deferred one time for up to one year. Requests for deferral must be made in writing to the Office of Graduate Admissions, no later than close of business on the fifth day of the original trimester's start date. Students who request a deferral after acceptance will be required to pay the non-refundable tuition deposit in order to hold their space in the program. In this case, financial aid cannot be used to cover the cost of the tuition deposit. If a student with a deferred acceptance does not enroll within one year, the student will need to re-apply to be admitted in the future. Tuition deposits may be applied to a future enrollment within two years of the initial intended program start date, and then will be forfeited. See Tuition Deposits for more information.

Conditional & Provisional Acceptances

Conditional Acceptance

Applicants who are conditionally accepted based upon unofficial documentation of admission requirements, such as transcripts, are required to supply official copies within one year of matriculation or they will be administratively withdrawn from their program(s). Administratively withdrawn students will need to reapply in order to continue their studies. Readmission is not guaranteed.

Provisional Acceptance

Applicants who are provisionally accepted must supply all required documents prior to their intended start date or they will not be permitted to begin their program. Neglecting to do so will lead to administrative withdrawal. Administratively withdrawn students will need to reapply in order to continue their studies. Readmission is not guaranteed.

International Students

An applicant who has earned a bachelor's degree or equivalent outside the United States must submit all required MUIH documents and an official evaluation (in a sealed envelope) from a foreign credential evaluation service confirming that the foreign degree earned is equivalent to a U.S. baccalaureate. Students must order this evaluation independently. Any current endorsed member evaluator of the National Association of Credential Evaluation Services (NACES), the Association of International Credential Evaluators (AICE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) can be used for the official evaluation of foreign degrees.

National Association of Credential Evaluation Services
www.naces.org

Association of International Credential Evaluators
www.aice-eval.org

American Association of Collegiate Registrars and Admissions Officers

www.aacrao.org

The University is authorized under United States law to enroll non-resident alien students. MUIH requires that all applicants who intend to hold F-1 student visa status while enrolled in a program submit official financial statements to determine eligibility to receive a Form I-20. In order to receive the I-20, applicants must demonstrate that they can support themselves through the duration of their intended program or be able to receive financial support from a sponsor for the same period of time. All prospective international students applying for admission must fulfill all admissions requirements and be accepted a minimum of 60 days prior to the start of the first trimester.

International students applying for 100% online graduate programs with the intention of completing them while in their home country must fulfill all general and international admissions requirements, but are not required to submit the Financial Responsibility Form/I-20 Application, or go through the F-1 visa application process.

When considering study in the United States, applicants should carefully consider how they will support themselves financially. Students should not expect to support themselves through employment, as immigration laws limit employment for international students. Additionally, MUIH is not responsible for changes in students' financial circumstances while enrolled. Applicants must complete and return the Financial Responsibility Form and provide official current bank statements showing evidence of the required funds. Applicants with dependents who will apply for F-2 visas must also provide proof of financial support for their dependents.

Individuals already in the United States who are applying for admission must present proof of a valid passport, visa stamp page and I-94 arrival/ departure card, and any other document that may involve the student's current visa status.

Maintaining Legal F-1 Status

It is essential that all international students adhere to the Department of Homeland Security regulations that govern a student's status. This is the student's individual responsibility of which they must be aware and for which they are accountable. Please be advised that these policies are enforced and that ignorance of the law is not considered an excuse for non-compliance. Therefore, it is essential that students maintain your legal F-1 status. The following is provided solely for informational purposes:

- Ensure that your passport is valid at all times. Contact your embassy regarding extension issues at least six months prior to your passport expiration date (www.embassy.org).

- Students must be registered for a full course load in each trimester to maintain F-1 status.
- Should you move to another address, ensure that the registrar's office is notified in writing within 10 days of the move.
- Should you leave the U.S., make sure the F-1 visa in your passport is valid. If this is not the case, you must apply for a new one overseas before attempting to re-enter the U.S. (see Department of State Visa Services). Make an appointment with the Office of the Registrar to have your Form I-20 endorsed for travel before departing from the United States.
- F-1 students are not permitted to work.
- Should you change your program or need an extension of time to complete the program, you must apply for an extension, one month before your I-20 expires.
- New students with a Form I-20 are required to pay the SEVIS fee, which is non-refundable (subject to change). This is a separate fee paid to the Student and Exchange Visitor Program in the Department of Homeland Security. You can fill in the Form I-901 online at www.fmjfee.com. For more information on the SEVIS I-901 non-refundable fee, please see the website at www.ice.gov/graphics/sevis/i901.

In December 2003, the United States Department of Homeland Security (DHS) implemented a new system for recording information on international visitors entering and exiting the U.S. As part of this initiative, the Student and Exchange Visitor Information System (SEVIS) was implemented and administered by the Student and Exchange Visitor Program (SEVP), which is a division of United States Immigration and Customs Enforcement (ICE) and considered the largest investigative division of the Department of Homeland Security. SEVIS is a centralized and automated web-based information system that manages and maintains data for international students and exchange visitors who are studying in the United States and their dependents. We do realize this is an involved process and have provided the SEVIS information and website (www.ice.gov) to assist students in learning more about this process.

English Language Proficiency Requirement

Students attending Maryland University of Integrative Health participate in rigorous graduate coursework as part of their university educational experience. This experience requires the ability to not only be proficient in comprehending, reading, speaking, and writing English, but also specifically the ability to understand the nuances of the language. This level of proficiency is greater than that which is required for daily living. For this reason, MUIH has established a high standard for English proficiency for graduate admission. The requirements stated below are in place to ensure a student's ability to participate fully in the academic programs, and meet the degree requirements for the specific program.

All graduate programs require applicants to meet that English proficiency standard. Applicants who have earned an associate's, bachelor's, master's, or doctoral degree from a regionally accredited university in the United States, Canada (excluding province of Quebec), United Kingdom, Ireland, Australia, and New Zealand are considered to have met that standard. Additionally, applicants who have earned degrees with English as the primary language of instruction may also satisfy the English language requirement – this must be confirmed by the credit evaluation service used by the applicant when having their degree(s) evaluated.

All other applicants are required to take an English proficiency examination and meet minimum scores set by MUIH in order to be considered for admission. The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) can be used to meet this requirement.

Decisions regarding English proficiency are at the discretion of the Office of Graduate Admissions and the Academic Department. Listed below are the minimum scores necessary for admission:

TOEFL Score Minimums

TOEFL IBT	71 points*
TOEFL PBT	527 points
IELTS	6.0

*Minimum Speaking Exam score of 26 and minimum Listening Exam score of 22

All English proficiency scores are valid for two years from the test date. Official test scores must be provided directly from the testing agency. Please make sure test scores are sent directly to the Office of Graduate Admissions.

Test of English as a Foreign Language (TOEFL)

www.ets.org/toefl

International English Language Testing System (IELTS)

www.ielts.org

Individual Academic Courses

PASS - Program for Advanced Special Students

The Program for Advanced Special Students (PASS) is designed for individuals who would like to take a few courses and are not necessarily interested in completing or enrolling in an academic program.

An individual may complete a maximum of nine credits total of PASS courses. Upon completion of nine credits, students must either be admitted as a degree-seeking student at Maryland University of Integrative Health, or submit a letter of request to the Office of Graduate Admissions to continue enrolling in individual courses along with the reasons for continuing in this status.

The Advanced Special Student application and accompanying documents must be submitted and approved by the Office of Graduate Admissions prior to the start of the trimester. Registering as part of the Program for Advanced Special Students is subject to enrollment limits in the desired courses. Priority in the registration process will be given to MUIH degree-seeking students.

Admissions Records Retention Policy

All records, including academic records from other institutions, submitted to Maryland University of Integrative Health become part of the official file and can neither be returned nor duplicated for any purpose. It is recommended that individuals retain an additional copy of their official credentials to keep in their possession for all other personal requirements.

All admissions documentation and the application data of applicants who enroll will be retained onsite for a maximum of seven years, or until the enrolled student graduates. At that time, the admissions documentation and application data will be stored offsite for a maximum of three years and then destroyed.

In the following cases, all admission documentation and applicant data will be retained for 12 months, and then destroyed:

- 1) Applicants who do not register for courses at the time for which they have been admitted
- 2) Applicants whose applications have been denied
- 3) Applicants who do not respond to the Office of Graduate Admissions' requests for additional information
- 4) Applicants who defer and do not start class on the selected defer to date
- 5) Applicants whose applications are incomplete

TUITION AND FEES

Application Fee

Doctoral degrees, before the priority deadline: \$175
Doctoral degrees, after the priority deadline: \$225
Master's degrees, before the priority deadline: \$95
Master's degrees, after the priority deadline: \$150
Academic Certificates: \$65

Re-application fee for all programs: \$50
(For MUIH graduates and previous applicants of certificate and degree programs only)

Transfer fee for all programs: \$25
(For current MUIH students transferring from one certificate or degree program to another)

Tuition Deposit

An individual accepted into one of MUIH's academic programs will be billed a non-refundable tuition deposit. This fee holds a seat in the class for which the applicant has been accepted and will be applied to tuition upon matriculation. This fee is due upon acceptance and may be paid by cash, check, credit card, or financial aid if the applicant qualifies. In the case that a tuition deposit is paid, and the student does not begin classes, the deposit can be applied to any future enrollment, for that student only, within two years of the intended initial program start date.

The following deposit fees apply:

Doctoral degrees:	\$1000
Master of Acupuncture and Master of Oriental Medicine:	\$1000
Master's degrees, except Acupuncture and Oriental Medicine:	\$750
Post-Baccalaureate and Post-Master's Certificates:	\$500
Internships:	\$250

Tuition

Tuition rates vary by program. For current tuition rates and applicable fees, contact the Office of Graduate Admissions or visit Tuition & Fees in the Admissions section of www.muih.edu.

Costs Not Covered in Tuition

Tuition does not cover the cost of books and materials. Please note that the costs associated with books and materials will vary by individual and program. Many choose to borrow or rent rather than buy some of the required and recommended texts.

In addition, all programs require students to have computer and Internet access, which is not covered by tuition.

Acupuncture and Oriental Medicine

Required materials for all master's and doctoral programs include: a long, white, polyester-cotton examination coat; a sphygmomanometer (blood pressure cuff) and stethoscope; disposable acupuncture needles and moxa (to be purchased before entering Level III); and regular (e.g. seasonally, five times a year minimum) acupuncture treatments. Should students choose to take the National Certification Commission for Acupuncture and Oriental Medicine exam, they are responsible for the associated costs.

CLINIC AND RESOURCE FEES FOR ACUPUNCTURE AND ORIENTAL MEDICINE

An additional continuing registration fee is due each month for any student who does not complete the program by the anticipated completion date. Please see the student handbooks for more detailed information on these fees.

POST GRADUATE TRAINEE PROGRAM FEES FOR ACUPUNCTURE PROGRAM

Students who wish to complete additional hours of supervised clinical treatment beyond the degree requirements for the Master of Acupuncture and Master of Oriental Medicine programs may enroll in the Post Graduate Trainee Program. A one-time application fee and a continuing monthly supervision fee apply. Please see the Clinical Student Handbook for details.

Chinese Herbs

Students may elect to purchase sample herbs for their learning.

Health and Wellness Coaching

Should students choose to pursue International Coach Federation membership, conferences/meetings, and/or individual credentialing, they are responsible for the associated costs.

Health Promotion

Should students pursue the Certified Health Education Specialist (CHES) designation via the CHES exam, they are responsible for the associated costs.

Herbal Studies and Medical Herbalism

Required materials include supplies needed for making herbal preparations (teas, lotions, tinctures) for HRB 622 Herbal Pharmacy.

Nutrition and Integrative Health

Required materials include a cutting board, apron, and two high-quality knives. Other additional costs include transport to cooking classes (if taken face to face), completion of the ServSafe™ Online Manager Program from the National Restaurant Association, and three nutritional counseling sessions with an MUIH-approved nutrition practitioner. Individual consultation fees will vary. Should students choose to take any certifying exams, they are responsible for the associated costs.

Therapeutic Herbalism

Required materials include supplies needed for making herbal preparations (teas, lotions, tinctures) for HRB 622 Herbal Pharmacy. Other costs include those associated with two optional out-of-state field trips (i.e., site admission fees, transportation, food, and lodging, as applicable) and supplies in the Therapeutic Herbalism program. Students have the option of taking courses not requiring travel.

Yoga Therapy

Required materials include a yoga mat, two yoga blocks (3.5" or 4" either foam or cork), two 8' yoga straps, one bolster, and two yoga blankets.

Health, Training, and Other Requirements

Students in programs with clinical or practicum experiences may have health, training, and other requirements to participate in those components of their program.

On Campus Requirements

All students are required to take annual training around Title IX, Campus SaVE, the Violence Against Women Act and related topics. Training is provided to students for free by the University, and links to or information regarding training will be delivered to all students via their MUIH email address.

Students in the following programs with on-campus work and clinical experiences are required to take the University's Bloodborne Pathogens class. This class is provided to students for free by the University.

- Post-Baccalaureate Certificate in Chinese Herbs
- Master of Acupuncture
- Master of Oriental Medicine
- Master of Science in Nutrition and Integrative Health with area of concentration in Human Clinical Nutrition
- Master of Science in Nutrition and Integrative Health with area of concentration in Herbal Medicine
- Master of Science in Yoga Therapy
- Doctor of Acupuncture
- Doctor of Clinical Nutrition
- Doctor of Oriental Medicine

In addition, students in the above programs will receive information sheets about Hepatitis B and/or Tuberculosis, and be required to sign an acknowledgement form. It is up to each individual student whether he or she would like to get tested, and that testing will be at the student's expense.

Students will be contacted by their academic department or the Compliance and Risk Manager regarding these requirements and their completion. For more information about specific requirements, please view the Health & Training Requirements for Staff, Faculty, Students, Licensees, and Contractors Standards and Practices, or contact the Compliance and Risk Manager.

Off Campus Requirements

Students who participate in off-campus practicum and/or clinical experiences may need to complete the above listed health and training requirements and other health and training requirements dictated by off-campus sites. A practicum or clinical site may also require students to complete the site's own Bloodborne Pathogens training course even if a student has completed the training at MUIH. In addition, off-campus sites may require students to complete a criminal background check. Students must check with the MUIH coordinator for off-campus sites in their respective program to ensure all requirements are met prior to beginning their practicum or clinical experience.

In addition to the programs listed above with on-campus requirements, students in the following programs may have health and training requirements depending on off-campus practicum and/or clinical experiences:

- Post-Baccalaureate Certificate in Health and Wellness Coaching
- Master of Arts in Health and Wellness Coaching
- Master of Science in Health Promotion
- Master of Science in Nutrition and Integrative Health with area of concentration in Community Nutrition Education
- Master of Science in Therapeutic Herbalism with area of concentration in Clinical Herbalism
- Post-Master's Certificate in Clinical Herbalism
- Doctor of Clinical Nutrition

FINANCIAL AID

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

Eligibility Requirements for Financial Aid

To qualify for federal financial aid* a student must:

- Be a U.S. Citizen or eligible non-citizen
- Be enrolled at least half-time in an eligible program as a regular student seeking a degree or certificate
- Have a high school diploma, GED, or equivalent
- Not be in default on any student loans or owe a refund on any grant under the Title IV federal student aid programs
- Be registered with Selective Service if you are a male between the ages of 18-25.
- Not be ineligible due to drug conviction
- Not have borrowed in excess of the annual or aggregate Direct Federal Stafford Loan limits.
- Maintain Satisfactory Academic Progress (see Student Handbook)

*Scholarship and Alternative Loan programs may have different requirements.

How to Apply for Federal Financial Aid

To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. A personal identification number (PIN) may be requested at www.pin.ed.gov.

Materials required to complete the FAFSA include federal tax returns, Social Security number, bank statements, investment records, and Maryland University of Integrative Health's school code (G25784).

Once students' FAFSAs are processed by the Department of Education, they will receive a Student Aid Report (SAR) that will indicate their expected family contribution (EFC). The EFC is used to determine if a student qualifies for need-based aid. This is determined by subtracting the EFC from the Cost of Attendance (COA). The COA is an estimate of expenses that includes tuition and fees, books and supplies, transportation, room and board and personal expenses for the student's period of enrollment.

Once the Office of Financial Aid receives a student's SAR from the Department of Education, an award offer will be mailed indicating the types of amounts of financial aid the student qualifies for. Students will need to accept or decline the award offer and submit it to the Office of Financial Aid.

If a student is selected for verification by the Department of Education or if there is data on the SAR that is incomplete or conflicting, the student will be asked to submit documentation required to complete the verification process.

Financial aid funds are usually disbursed at the beginning of each trimester. Financial aid funds in excess of tuition and fees will be mailed, by check, to the student within 14 days of disbursement if the student is eligible. The student has the right to cancel all or a portion of his or her loan in writing to the Office of Financial Aid.

Loans

Federal Direct Stafford Unsubsidized Loans

The Federal Direct Stafford Unsubsidized Loan is a non-need-based loan. If students qualify for an unsubsidized loan, they can receive up to \$20,500. They will be charged interest from the time the loan is disbursed until it is paid in full. Students can choose to pay the interest while they are in school, or have the interest added to the principal of the loan. Current interest rates are published online on www.studentaid.ed.gov. Repayment of the Federal Direct Stafford Unsubsidized Loan begins six months after the last date of attendance, or when student enrollment status drops to less than half-time. Students who have prior loans that are in repayment may be eligible for an in-school deferment. Students should contact their prior lender to verify eligibility.

Federal Direct Graduate PLUS Loan

The Federal Direct Graduate PLUS Loan is a non-need-based loan which requires a credit check by the lender before approval to determine whether the student has an adverse credit history. The Federal Direct Graduate PLUS Loan allows students to receive funding up to the cost of enrollment, less other financial aid students receive. Students should, therefore, apply for their annual Stafford Loan maximum eligibility before applying for the Federal Direct Graduate PLUS Loan. Current interest rates are published online on www.studentaid.ed.gov. Interest begins to accumulate on the date of the first disbursement, and repayment begins six months after a student graduates or when student enrollment status drops to less than half-time. Lenders may offer deferment and/or forbearance repayment options. Interested students should contact the federal government for details.

Alternative Loans

Alternative loans are available to students who need additional assistance with their educational expenses or do not qualify for Stafford loan funds. With an alternative loan, a student can receive up to the cost of attendance, less other financial aid.

Institutional Scholarships

APPLICATION PROCEDURE

Eligible students who are interested in applying for one of the following scholarships must submit an application essay online to the chair of the Scholarship Review and Selection Committee.

The institutional scholarships application may be accessed here: <http://www.muih.edu/admissions/financial-aid/institutional-scholarships-and-fellowships>

The application essay should include

- Why are you deserving of the scholarship(s)? Please include any examples of how a scholarship would be helpful to you in the upcoming trimester or year.
- What are your unique skills and interests that embody the University's values and mission?
- How do you intend to use your education upon graduating from your program? What service do you plan to bring to the world as a result of your studies?
- What inspired you to begin a course of studies at MUIH? Does it relate to your background or experience?

A single application essay of no more than two pages may be used to apply for any number of institutional scholarships for which a student feels they are eligible.

Individual scholarships may have additional eligibility requirements and criteria as indicated below.

Scholarships are not currently available for academic programs beginning in the summer trimester. Students beginning programs in the summer trimester may submit applications for fall or spring scholarships. Scholarship applications are accepted during the following time frames.

- Fall trimester: April 1 – August 1
- Spring trimester: September 1 – December 1

Final awarding of the scholarship to a new student is contingent on the student's acceptance into one of MUIH's academic programs. Awardees will be notified in writing.

MARYLAND UNIVERSITY OF INTEGRATIVE HEALTH-SPONSORED MINORITY SCHOLARSHIP

The Maryland University of Integrative Health-sponsored Minority Scholarship may provide up to 40 percent remission from the tuition cost of a doctoral degree, master's degree or academic certificate program for one year to a new or continuing eligible minority student who demonstrates financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period may reapply for future consideration.

ELIGIBILITY REQUIREMENTS

Candidates for the MUIH-Sponsored Minority Scholarship must meet the following criteria:

- Be a member of a racial minority and demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid at the time of application.
- Must meet satisfactory academic progress requirements; be in good standing as defined by the University's academic policy.
- Be enrolled as a student in one of the doctoral degree, master's degree, post-master's certificate, or post-baccalaureate certificate programs.

THE DEBORA A. MAHAN & CHARLES D. HOCK SCHOLARSHIP

The Debora A. Mahan & Charles D. Hock Scholarship provides up to \$1000 for education-related expenses for one year to new or continuing eligible students who demonstrate financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period may reapply for future consideration.

ELIGIBILITY REQUIREMENTS

Candidates for the Debora A. Mahan & Charles D. Hock Scholarship must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid at the time of application.
- Meet satisfactory academic progress requirements; be in good standing as defined by the University's academic policy.
- Be enrolled as a student in one of the doctoral degree, master's degree, post-master's certificate, or post-baccalaureate certificate programs.

SHERMAN L. & LUCY DIAZ COHN SCHOLARSHIP

The Sherman L. & Lucy Diaz Cohn Scholarship provides up to \$500 for education-related expenses for one year to a new or continuing eligible student who demonstrates financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period may reapply for future consideration.

ELIGIBILITY REQUIREMENTS

Candidates for the Sherman L. & Lucy Diaz Cohn Scholarship must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid office at the time of application.
- Meet satisfactory academic progress requirements; be in good standing as defined by the University's academic policy.
- Be enrolled as a student in one of the doctoral degree, master's degree, post-master's certificate, or post-baccalaureate certificate programs.

HELEN M. & ANNETTA E. HIMMELFARB SCHOLARSHIP

The Helen M. & Annetta E. Himmelfarb Scholarship provides up to \$700 for education-related expenses for one year to new or continuing eligible Acupuncture and Oriental Medicine students who demonstrate financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship or are nearing the end of their one-year scholarship award period may reapply for future consideration.

ELIGIBILITY REQUIREMENTS

Candidates for the Helen M. & Annetta E. Himmelfarb Scholarship must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application.
- Meet satisfactory academic progress requirements, and be in good standing as defined by the University's academic policy.
- Be enrolled full-time in the Master of Acupuncture, Master of Oriental Medicine, Doctor of Acupuncture, or Doctor of Oriental Medicine program.

THE JO ANN BARLOW SCHOLARSHIP

The Jo Ann Barlow Scholarship provides partial tuition and/or financial assistance up to one academic year to a new or continuing student enrolled in one of the doctoral degree, master's degree, post-master's certificate or post-baccalaureate certificate programs. Scholarship awards will be decided each September and January based on an evaluation of eligible applicants and availability of funds. Continued funding of the fellowship will be evaluated at the end of each academic year.

ELIGIBILITY REQUIREMENTS

Candidates for the Jo Ann Barlow Scholarship must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application.
- Meet satisfactory academic progress requirements, and be in good standing as defined by the University's academic policy.
- Be enrolled as a student in one of the doctoral degree, master's degree, post-master's certificate, or post-baccalaureate certificate programs.

THE LESLIE MONTGOMERY MEMORIAL ENDOWMENT

The Leslie Montgomery Memorial Endowment provides partial tuition and/or financial assistance up to one academic year to a new or continuing student enrolled in an Acupuncture and Oriental Medicine program. Scholarship awards will be decided each September and January based on an evaluation of eligible applicants and availability of funds. Continued funding of the scholarship will be evaluated at the end of each academic year.

ELIGIBILITY REQUIREMENTS

Candidates for the Leslie Montgomery Memorial Endowment must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application.
- Meet satisfactory academic progress requirements and be in good standing as defined by the University's academic policy.
- Be enrolled as a degree-seeking student in the Master of Acupuncture, Master of Oriental Medicine, Doctor of Acupuncture, or Doctor of Oriental Medicine program.

THE EDITH OLSON RANGE SCHOLARSHIP FUND

The Edith Olson Range Scholarship Fund provides scholarships to graduates and current students of the Johns Hopkins School of Nursing. Scholarship awards will be decided each September and January based on an evaluation of eligible applicants and availability of funds. Continued funding of the fellowship will be evaluated at the end of each academic year.

ELIGIBILITY REQUIREMENTS

Candidates for the Edith Olson Range Scholarship Fund must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application.
- Meet satisfactory academic progress requirements and be in good standing as defined by the University's academic policy.
- Have a nursing degree from Johns Hopkins School of Nursing or be a current student at the Johns Hopkins School of Nursing.
- Be enrolled as a student in one of the doctoral degree, master's degree, post-master's certificate, or post-baccalaureate certificate programs.

MICHAEL MOORE HERBAL SCHOLARSHIP

The Michael Moore Scholarship provides \$250 for education expenses for one year to new or continuing eligible students enrolled in the Master of Science in Therapeutic Herbalism or the Post-Master's Certificate in Clinical Herbalism who demonstrate financial need. The scholarship will be awarded each September and January based on an evaluation of eligible applicants and availability of funds. Students who are not selected for the scholarship may reapply for future consideration.

ELIGIBILITY REQUIREMENTS

Candidates for the Michael Moore Herbal Scholarship must meet the following criteria:

- Demonstrate financial need.
- Have a current processed Free Application for Federal Student Aid (FAFSA) on file with the financial aid office at the time of application.
- Meet satisfactory academic progress requirements, and be in good standing as defined by the University's academic policy.
- Be enrolled in the Master of Science in Therapeutic Herbalism or the Post-Master's Certificate in Clinical Herbalism.

Maryland State Scholarships

Maryland State Scholarships are available to individuals who have been Maryland residents for a minimum of one year. To apply, students should complete the Free Application for Federal Student Aid (FAFSA) before March 1 of each year and apply for the scholarship at mdcaps.mhec.state.md.us/mdcaps. Recipients will be notified by the Maryland Higher Education Commission.

Outside Scholarships

Outside Scholarships are financial aid funds awarded through outside agencies to assist students with their educational expenses. Contact the Office of Financial Aid or visit www.muih.edu/admissions/financial-aid for a list of scholarship websites.

Return of Federal Funds

If a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60 percent of a trimester or period of enrollment, Maryland University of Integrative Health is required to return any federal funds disbursed and not earned by the student to the lender no later than 45 days after the effective date of the student's termination of enrollment.

The amount to be returned will be calculated as follows:

$$\frac{\text{Percentage of earned aid} \times \text{Number of days completed up to the withdrawal date}}{\text{Total days in the payment period or term}}$$

Any break of five days or more is not counted as part of the days in the term.

Funds to be returned = (Aid that could not be disbursed - Percentage of earned aid) x Total amount of aid that could have been disbursed during the payment period or term

Funds will be returned to the lender in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Graduate (PLUS) Loans

Any balance remaining on the students account once funds are returned to the lender will be promptly due to MUIH.

Veterans Benefits

Students attending Maryland University of Integrative Health and receiving Veterans Benefits must be aware of the following:

- Students are expected to pursue degree programs or approved post-baccalaureate certificate, or post-masters certificate programs at the University.
- Students must achieve satisfactory academic progress toward degree or program completion.
- Students must report changes in enrollment including drops, adds, withdrawals, changes to audit, and changes to educational objectives to the Office of the Registrar as well as the Department of Veterans Affairs (DVA).
- Students who register for courses and do not attend without officially withdrawing are misusing federal funds.
- Students who repeat a course for which a passing grade was awarded are ineligible for DVA benefits for that course.
- Students who audit a course or register for a non-credit course will be ineligible for DVA benefits. Students who wish to receive veterans benefits must also notify the Office of the Registrar in writing one month prior to the intended start date of every trimester of enrollment.

For further information, please visit the veterans benefit website at www.va.gov or call 1-888-442-4551.

To review the frequently asked questions for MUIH students receiving military benefits, visit www.muih.edu/admissions/financial-aid/veterans-benefits.

TRANSFER AND EXEMPTION POLICY

Transfer credits may be considered for individual courses in cases where a student has taken graduate level coursework that meets the same course outcomes as the comparable course at Maryland University of Integrative Health.

Students may apply for transfer credits or course exemptions as part of their master's degree, post-baccalaureate, or post-master's certificate. The maximum number of credits for which course exemptions and transfers may be granted is 35 percent of the total credits for the Acupuncture and Oriental Medicine programs; 25 percent of the total credits of all other master's degree programs; and up to three credits in post-baccalaureate and post-master's certificates.

Up to six credits may be applied to a post-master's doctoral program at MUIH from another post-master's doctoral program in which the student has been previously accepted.

Note: Transferring credits is based on academic course/level equivalency. Exemption of courses is based on experience and other related credentials.

Transfer Credit Policy

Students interested in Transfer of Credit must submit a Request for Transfer of Credit Review Form specifying the courses requested to be reviewed for transfer, including official course descriptions. Note: Undergraduate coursework cannot be transferred into a graduate program.

- Courses taken more than five years prior to enrollment are not eligible for transfer credit (students may apply for course exemption). Equivalency is determined by the Academic Director, Provost, or their faculty designee.
- The student must have earned a minimum grade of B-, 80 percent, or PASS "P" for the course to be considered for transfer. Students will receive notice of award of transfer credits in their letter of acceptance, or if approved at a later date, from the Registrar. Upon approval, course credits, but not the grades, are transferred to the MUIH transcript.
- Students are requested to apply for transfer review during the application process. If applying after acceptance into a program and after the admissions process is complete, the Office of the Registrar will oversee the process including final notice to the student.
- Additional information including a course catalog, syllabus and other related information for each course under review from the former college or university may be required.

Exemption Policy

Course exemptions may be considered in cases where a student has prior experience or learning in the subject that meets the outcomes of a particular course. Students who are approved will have an "X" placed on their transcript next to the listing of the course. The department from which the targeted course originates (i.e. NUTR is Nutrition) evaluates the material provided and makes the decision. Because no credits will be awarded for an exempted course, students may be required to take another course to meet total program credit requirements or minimum state requirements.

In certain instances, MUIH may have formal Articulation Agreements with other institutions. In this case, the Articulation Agreement or other formal agreement with another entity supersedes this policy.

600-Level Courses and Above

To qualify for course exemption, the process starts with:

1. *Exemption by review.* Fee is \$75 per credit. The student must submit the Course Exemption Request Form with official requested documentation to the Office of Graduate Admissions upon application or, if a current student, to the Office of Registrar. Official documentation requirements are listed on the Course Exemption Request Form and may include: transcripts for a course older than five years, documentation of licensure, portfolio, resume, references, course assessments, or other appropriate documentation as agreed upon by the Academic Director. The request will be reviewed by expert faculty in that course using an assessment rubric that is appropriate to material being presented. The fee for review must accompany the Course Exemption Request Form. The Office of the Registrar will notify the student of the outcome of the review.

If the review of the student's material does not yield a clear decision, an exam or other form of assessment may be required to document prior learning.

2. *Exemption by exam.* Fee is \$75 per credit. If an exam is required, arrangements for taking the exam must be made through the Office of the Registrar, who will schedule the exam with the Academic Director. The fees should be submitted to the Office of the Registrar prior to scheduling the exam. The Office of the Registrar will notify the student of the outcome of the exam.

Special Exemptions for 500-Level Courses

Our academic programs are designed to encourage students from diverse academic backgrounds. To do this, we build foundational courses into the graduate programs rather than requiring them for initial admission. In some instances, these prerequisites may have been courses required at the undergraduate level to prepare students for graduate study.

Students who meet these foundational prerequisites or “bridge” courses (which are identified in the MUIH system as 500 level courses) qualify for exemption of these courses in the specific program to which the applicant has applied without additional evidence. The student must submit the 500 Level Course Exemption Request Form to the Office of Graduate Admissions upon application or, if a current student, to the Office of the Registrar.

The applicant must have earned a minimum grade of B-, 80 percent, or PASS (P) in an equivalent course from a regionally accredited institution within the last 10 years. If the completion of the course exceeds the 10 year limit, the Academic Director may elect to use the regular Exemption Policy for the 600 level courses. If, by exempting the applicant from the MUIH 500 level course, the number of credits needed to graduate falls below the number of required MUIH residency credits or below state requirements, the student must take additional coursework to meet the state or university residency credit requirements as determined by the Academic Director. The Registrar’s Office will notify the student of the outcome. The limit of exempted 500 level courses is six credits.

Note: For current students, the application and documentation for course exemption must be submitted at least one trimester prior to the start of the MUIH course(s) being considered. Newly accepted students are requested to submit their exemption request forms at the time of admission to the university.

ACADEMIC ENROLLMENT POLICIES

Attendance Policy

Attendance and tardiness are among the factors faculty members take into account in evaluating student progress including the requirements on a syllabus.

Each faculty member has developed an attendance policy and includes the policy in his/her respective syllabus. The course syllabus should provide a clear statement of the instructor's expectations concerning absences, active student participation, assignments, examinations, make-up examinations or assignments, and other matters related to class attendance. A student is responsible for attending all class sessions. In general, a student's grade and status in the program may be affected if s/he misses more than are required/outlined in the course syllabus. Whenever missing a class (or being late) is unavoidable, any missed class work or other assignments must be made up by equivalent work as directed by the instructor.

Satisfactory Academic Progress (SAP)

MUIH, in accordance with Federal Title IV Student Financial Aid regulations, has guidelines for all students regarding Satisfactory Academic Progress (SAP). Student progress will be monitored from the first trimester of their enrollment in each program, to ensure minimum SAP requirements are met in order to maintain financial aid eligibility. Students who do not meet SAP requirements may lose their eligibility to receive financial aid and may result in the requirement for recipients of financial aid to repay all or some of the aid they received. The Federal Financial Aid requirements on SAP have two components: (1) a qualitative measure, and (2) a quantitative measure.

It is important to note that separate from the policy outlined herein for financial aid purposes, the Office of Academic Affairs conducts reviews of student academic performance in accordance with Maryland University of Integrative Health (MUIH) standards.

Since MUIH does not use a traditional GPA model, the University will measure the percentage of successfully completed courses to the total number of courses attempted (by the student) to comply with the qualitative measure. All communications will be made electronically, unless otherwise noted.

Satisfactory Academic Progress (SAP) Requirements

- Maintain a successful course completion rate of at least 50% (calculation based upon credit count);
- Maintain the necessary pace for completion within the maximum timeframe (MTF); and

- Meet student specific requirements set forth by the Academic Department, the Office of Financial Aid and an Academic Advisor (when applicable).

QUALITATIVE MEASURE

Successful course completion rate: Students must maintain a cumulative successful course completion rate (i.e., a Pass rate) of at least 50%. This calculation is based on cumulative credit totals (not individual terms or courses), and includes all grades, including Pass "P," Fail "F," Incomplete "I," Remediated "R," and Withdrawal "W." This calculation will be completed for students enrolled in multiple programs, independently.

Example of successful completion rate: A student is enrolled in and has completed 9 credits this trimester. The student has already completed 6 credits, with "P" grades during the prior term. At the end of this term, when all grades have been submitted, the student has the following grades: three credit course = P; .50 credit course = F; .50 credit course = I; three credit course = W; two credit course = P. By definition, all credits are counted in the calculation and the student has successfully completed 11 credits, and has attempted 15 credits in total. The successful course completion rate = 11/15 or 73%. This student is meeting the qualitative factor for SAP.

*Note: Students are not required to retake failed or withdrawn elective courses (unless no other option exists) for successful completion, and instead may satisfy SAP requirements by completing any approved elective course. Elective courses, passed or failed, will be considered and accounted for during the Financial Aid and Academic review for SAP.

QUANTITATIVE MEASURE

Pace: This measure assesses the pace at which a student progresses toward attainment of their degree. The calculation to determine pace is done by testing the student against pre-determined progression benchmarks at the end of the terms referenced below. These benchmarks are designed to assess whether or not a student will be able to complete their program of study within the maximum timeframe (MTF) for completion as defined by MUIH. The following table outlines the appropriate pace of completion by trimester, based on a larger percentage of courses due to be successfully completed later in the program. The MTF is calculated from the first trimester of a student's enrollment and all trimesters are counted even if a student is not taking any courses or is on a leave of absence. Therefore, pace is calculated in reference to all terms enrolled, regardless of activity (or non-activity). Any break in a student's enrollment, except total program withdrawal, will be included in the calculation of pace.

Pace of Completion by Trimester and Degree Level

Degree Type	Trimesters 3-5	Trimesters 6-8	Trimesters 9-11	Trimesters 12-14	Trimesters 15-17	Trimesters 18-20	Trimester 21
Post-Baccalaureate Certificate	25%	50%	MTF				
Master's Degree		10%	25%	50%	75%	MTF	
Post-Masters Certificate	25%	50%	MTF				
Doctoral Degree	10%	25%	50%	50%	75%	85%	MTF

Example of Appropriate Pace: A student who is enrolled in a Post Masters Certificate program at the end of their third trimester has taken and passed six credits of course work, they also transferred in three credits. The program is 12 credits in total. The calculation of pace is as follows: 12 total program credits divided by 9 successfully completed credits, equals 75% completion. Because the minimum expectation of pace is to have completed 25% of courses at that time, the student is maintaining a successful pace to complete the program within the MTF.

A student is ineligible for federal and state financial aid, and no appeal will be considered, when it becomes mathematically impossible to complete the program within the MTF (inclusive of a one year extension, if granted). See table above.

MAXIMUM TIMEFRAME (MTF)

Federal law requires that an SAP policy include a Maximum Timeframe (MTF) in which a student receiving federal financial aid must complete their educational program. The MTF for a graduate program at MUIH may be no longer than the maximum number of years allowed by Maryland state law. If a student completes one degree and decides to pursue a second degree, the MTF would reset. The MTF is calculated from the first trimester of a student's enrollment and all trimesters are counted even if a student is not taking any courses or is on a leave of absence.

Credits counted in the MTF are all attempted credits within a student's specific program at MUIH (even when not a financial aid recipient) and all transfer credits accepted toward their academic program (at the time of SAP Review).^{*} At the point that all required coursework for an academic program has been completed, financial aid eligibility will be suspended even if the student does not apply to graduate.

The maximum timeframe to be eligible for merit-based and need-based funding is:

Post-Baccalaureate Certificate	9 trimesters
Master's Degree	15 trimesters
Post-Masters Certificate	9 trimesters
Doctoral Degree	21 trimesters

^{*}Note: With respect to the MTF, all degree seeking students have the ability to apply, and if approved, be granted an additional year of eligibility to complete their program of study.

Failure to Meet SAP Requirements for Academic Purposes

ACADEMIC SANCTIONS

The Office of Academic Affairs (and specifically each Academic Advisor) will conduct a Satisfactory Academic Progress review for all students at the completion of each trimester. The review will not occur until the submission of all grades for a student.

Because this review cannot be completed before the submission of all grades for a student in each trimester and due to the nature of our course structure, students may be notified and removed from a course after the course has begun.

ACADEMIC PROBATION

Students will be placed on Academic Probation:

- When they fall below a cumulative 50% successful course completion rate (in courses attempted).
- When they are not maintaining an appropriate pace as defined by the benchmarks noted in the quantitative measure of SAP.

ACADEMIC JEOPARDY

Students will be placed on Academic Jeopardy:

- When they fail to increase their cumulative successful completion rate above 50% for two consecutive trimesters.
 - Future student registration will be held until the student has met with their Academic Advisor.
 - A plan to improve successful completion rate will be documented with each student.
- When they are not maintaining an appropriate pace as defined by the benchmarks noted in the quantitative measure of SAP for two consecutive trimesters.

ACADEMIC DISMISSAL

Students will be Academically Dismissed:

- When they fail to increase their cumulative successful completion rate above 50%, or they have failed to meet the appropriate pace benchmark after three consecutive trimesters of being on either Academic Probation or Academic Jeopardy.

Students who are placed under academic sanctions by the Office of Academic Affairs are considered to be failing SAP standards. This will trigger the steps listed below and a student may become ineligible for Financial Aid.

FREQUENCY OF REVIEW

The Office of Financial Aid, in coordination with the Office of Academic Affairs will review the status of all financial aid applicants at the conclusion of each trimester (summer, fall, and spring), when all grades for a student are available. The review consists of the cumulative record of all prior trimesters (including trimesters when a student may not have received financial aid funding), including transfer credits accepted toward an academic program at the time of the SAP Review. All elements of Satisfactory Academic Progress will be evaluated: successful course completion, pace/progress rate, as well as maximum timeframe.

Failure to Meet SAP Requirements for Financial Aid Purposes

FINANCIAL AID WARNING

If MUIH determines a student is not making Satisfactory Academic Progress, the student is given the status of Financial Aid Warning. During the subsequent trimester, the student will have the opportunity to meet the SAP standards and remain financial aid eligible. If the standards are met by the end of that trimester, the Financial Aid Warning is lifted and the student maintains eligibility for financial aid. If at the end of the trimester, the student does not meet the SAP standards, the student's eligibility for financial aid is suspended beginning with the next immediate trimester, until SAP is met.

A student may be placed on Financial Aid Warning multiple times if they have intermittent trimesters of meeting and not meeting SAP requirements. Example: A student is not meeting SAP standards upon review of the fall 2016 trimester performance and the student is placed on Financial Aid Warning. At the end of the following trimester, spring 2017, the student is meeting SAP standards and the student maintains eligibility for financial aid. At the end of fall 2017 trimester, however, the once again has not met SAP standards. The student is again placed on Financial Aid Warning. In other words, the clock re-sets after each trimester of successfully meeting SAP requirements.

FINANCIAL AID SUSPENSION

If a student is not meeting SAP requirements after a trimester of Financial Aid Warning, the student will be notified that eligibility for aid is suspended. In addition, when it becomes mathematically impossible for a student to complete their program within the MTF, financial aid will be suspended. The student may appeal the suspension. The outcome of the appeal will determine whether the student is granted Financial Aid Probation or if the suspension remains in place.

FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to a student who has failed to make SAP, was put on Financial Aid Suspension, and then successfully appealed and has had eligibility for aid reinstated for a defined period of time.

APPEAL CIRCUMSTANCES

Circumstances to appeal a Financial Aid Suspension decision are limited. A student may appeal suspension if the student did not make Satisfactory Academic Progress due to extenuating circumstances (e.g., the death of a relative, illness of the student). All circumstances must be documented (and may or may not be approved by the Director of Financial Aid and Chief Financial Officer (CFO)).

APPEAL PROCESS

Appeals must be submitted by within seven days of receiving notification of Financial Aid Suspension. Late appeals may be considered, but timely review is not guaranteed before the start of the next trimester.

If a student chooses to appeal the Financial Aid Suspension, they must first meet with their academic advisor to create an Academic Plan, and then complete a Financial Aid Satisfactory Academic Progress Appeal Agreement with the Director of Financial Aid. Students should also submit any documentation that supports the request to the Director of Financial Aid. This process must be completed each trimester they are assigned this status. The contract is individualized and includes the agreed upon Academic Plan.

The appeal will be reviewed by the Director of Financial Aid and the Chief Financial Officer (CFO) and they may uphold the suspension, approve the appeal, or require additional information prior to making a decision.

- If the Director of Financial Aid and CFO determine the appeal cannot be approved, the suspension remains in place and financial aid eligibility remains suspended.
- If the Director of Financial Aid and CFO determine the appeal is sufficient and the student should be able to achieve Satisfactory Academic Progress by the end of their next trimester of enrollment and/or the student is taking sufficient credits to graduate prior to exceeding the MTF, the student

will be placed on Financial Aid Probation for one trimester. At the end of the trimester of Financial Aid Probation, the student's performance will be reviewed. If SAP requirements have been met, the student regains financial aid eligibility. If SAP requirements have not been met, the student's eligibility for financial aid is again suspended beginning with the next immediate trimester, and until SAP is met.

- The student's performance will continue to be monitored every trimester. An Academic Plan will have specific goals for a student to achieve each trimester of Financial Aid Probation and even if the goals are met early, the student continues on Financial Aid Probation until the end of the trimester. If a student does not meet the specific goals of the Academic Plan, the student's eligibility for financial aid is suspended beginning with the next immediate trimester, and until SAP is met.
- At the end of the trimester the student's performance will be reviewed. If SAP requirements have been met, the student regains financial aid eligibility for the next immediate trimester. If SAP requirements have not been met, the student's eligibility for financial aid is again suspended beginning with the next immediate trimester, and until SAP is met.

ACADEMIC PLAN

An Academic Plan of Action is a course of action that, if achieved, will ensure that the student is able to meet the University's Satisfactory Academic Progress standards by a specific point in time. An Academic Plan of Action may include guidance provided by the student's Academic Advisor, suggested restrictions on work, social activity or other elements.

REGAINING FINANCIAL AID ELIGIBILITY

If an appeal is denied, a student may regain financial aid eligibility by completing a specified number of credit hours (as determined by the Academic Advisor) without the benefit of federal or state aid, by restoring good academic standing with the University, and by meeting SAP standards. If those conditions are met, a student will be considered eligible for federal and/or state financial aid.

If a student has successfully appealed Financial Aid Suspension and is placed on Financial Aid Probation but fails to meet the requirements of the Financial Aid Probation contract/Academic Plan of Action, the student may not appeal again unless 1) the student is granted permission by the Director of Financial Aid, the Associate VP of Enrollment Management and the Academic Director of the Department to continue in the program and 2) the student is able to attend without receiving federal, state or institutional financial aid and meet SAP and University academic standards. If those conditions are met, a student must then submit a new appeal to request a review of eligibility for financial aid.

Students may not submit two consecutive appeals.

SPECIAL CONSIDERATIONS:

- **Transfer Credits:** Courses that are transferred from another institution and accepted toward an academic degree program (at the time of SAP Review) at the University count as attempted and completed hours for the purpose of measuring pace and for Maximum Timeframe (MTF).
- **Incomplete Grades:** Credit hours in which a student receives a grade "I" are included in the number of attempted credits, but don't count toward successfully completed credits. Students with numerous incompletes may have difficulty meeting the SAP standards at the time of evaluation. SAP will only be re-evaluated at the end of the next trimester.
- **Failing Grades:** Credit hours in which a student receives a grade "F" are included in the number of attempted credits. Failing grades are not successfully completed credits.
- **Withdrawals:** Credit hours in which a student receives a grade "W" are included in the number of attempted credits, but don't count towards successfully completed credits.
- **Audited Credits:** Audited class credits are not considered attempted coursework. A student cannot receive financial aid for audited courses.
- **Grade Changes:** Students who are on Financial Aid Probation must resolve all incomplete grades before the Office of Financial Aid can make a final determination that they meet the Satisfactory Academic Progress guidelines. Students must report any grade changes that impact their financial aid eligibility directly to the Office of Financial Aid. Students must notify the Office of Financial Aid once their final grades have been posted.

All information contained herein is subject to change without notice based on changes to federal law, regulation, or at the discretion of the University. If changes are made, students are required to abide by the new policy.

Definitions

Academic Plan of Action: An Academic Plan of Action is a course of action that, if followed, will support a student's ability to meet the University's Satisfactory Academic Progress standards by a specific point in time. Academic Plans are included in the student's probation contract.

Academic Program: The Academic Program is the program in which a student plans to attain their degree.

Audit Courses: Audit Courses are courses that do not apply towards degree requirements, and are not taken for earned credit. (Audit Courses are ineligible for financial aid.)

Completed Credits: *Applicable only to doctoral programs in nutrition and acupuncture and Oriental medicine.* Credits previously earned in the acupuncture and Oriental medicine department, toward the completion of a Doctor of Acupuncture/Doctor of Oriental Medicine degree, or pre-requisite/pre-admission course work as a part of the Doctor of Clinical Nutrition program.

Course Withdrawal: Course Withdrawal is the process by which a student discontinues enrollment in a particular course.

Exempted Credits: Exempted Credits are credits awarded to enrolled students who have prior experience or learning in a subject (course) that meets the outcomes of a particular MUIH course.

Financial Aid Probation: Financial Aid Probation is a status assigned to a student who has failed to make Satisfactory Academic Progress, has appealed and had eligibility for aid reinstated for a defined period of time.

Financial Aid Suspension: Financial Aid Suspension results in termination of financial aid eligibility.

Financial Aid Warning: Financial Aid Warning is a status assigned when a student fails to meet SAP requirements for the first time. A student may be assigned a warning status multiple times.

Remediated Course: A Remediated Course is a course for which a student previously enrolled, failed and has successfully completed with a grade of “P.”

Successful Completion: Successful Completion of courses means finishing the courses for which one has subsequently enrolled and with the grade of “P” or “R.”

Transfer Credits: Transfer Credits include all credits earned at other institutions of post-secondary education that are accepted for credit toward completion of program requirements at MUIH.

Schedule Adjustment Period

Students are expected to make all necessary arrangements to prepare and plan for timely registration in each trimester in order to ensure access to courses and academic progress. In this light, consistent standards of registration and approved deadlines have been implemented for three different groups of students:

- Current students who have registered in a previous trimester;
- Early confirmed new students – students who have confirmed their intent to enroll at MUIH prior to the late confirmation date. This date can be found on the universal academic calendar for all trimesters.
- Late confirmed new students – students who have confirmed their intent to enroll at MUIH after the first day of the late confirmed student registration period and

before the end of the admissions confirmation deadline.

There is a planned period of time during which students can continue to adjust and adapt their schedules by adding or dropping courses. The schedule adjustment period runs from the first day (Sunday) of each trimester through Thursday of the first week of the trimester. Late confirmed students may register without penalty through the Schedule Adjustment Period. A fee is assessed to other students who register during the schedule adjustment period as follows:

Current students	\$150 per course
Early confirmed students	\$150 per course

A Registration Guide is available to students before the start of registration for each term. This document outlines the specific applicable dates regarding registration and the fees associated for each group of students. These dates can also be found on the University Academic Calendar.

In general, current and early confirmed students are expected to register for courses in advance of the start of each trimester. Current and early confirmed students are given priority registration, beginning on the first day of registration each term.

Late confirmed students may register for available courses from their confirmation date through the last day of the Schedule Adjustment Period without incurring fees.

Students who are waitlisted for courses will not incur late fees, if a course becomes available after the specified registration period ends.

Census dates each term will be the first Friday of the first week of class.

Withdrawal from a Program

Students are responsible for initiating the withdrawal process in writing, by completing the program withdrawal form and submitting it to the appropriate Academic Advisor.

Students will be only refunded a portion of their tuition if they completely withdraw from the program (as established by the refund schedule). Exceptions to the published refund policy will be considered only when requests are supported by written documentation that indicates compelling justification from an employer, physician, or other authority and clearly documents responsibilities and or commitments that were not pre-existing at the time of registration, a state of emergency or other grave situation. Exceptions will be reviewed and adjudicated on a case by case basis by the Finance Department, and are not to be interpreted as regular Maryland University of Integrative Health policy.

A student who withdraws and seeks to return to the institution must contact the Office of Graduate Admissions. The reapplying student must fulfill all current admissions and curriculum requirements that are in place upon requesting readmission and pay all fees prior to being considered for readmission. A

student may be subject to additional requirements or conditional requirements for reinstatement. Re-acceptance is not guaranteed. A student wishing to reapply for financial aid must meet with the Director of Financial Aid.

If the student does not submit a written request to the Academic Advisor from the program, an administrative withdrawal may be initiated by the Academic Advisor or Office of the Registrar after one trimester of inactivity.

INVOLUNTARY WITHDRAW

Subject to the University's duties under the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended (as they may be amended from time to time), a student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from the University when the student:

- a) Poses a direct threat to the health or safety of self or others; or
- b) Has interfered with the rights of other students, faculty, staff, or other members of the educational community or with the exercise of any proper activities, functions, or duties of the University or its personnel, or has repeatedly harassed any member of the University community.

Students who withdraw from the University shall have all unassigned grades (including incompletes) converted to a "W".