



**NORTHWESTERN  
HEALTH SCIENCES  
UNIVERSITY**

University Catalog Addendum

2022 Fall Trimester

September 2022

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## TABLE OF CONTENTS

EAST-WEST THERAPEUTIC MASSAGE (UNDERGRADUATE CERTIFICATE).....	1
SHIATSU CERTIFICATE (UNDERGRADUATE CERTIFICATE) .....	10
INTEGRATIVE HEALTH AND WELLBEING COACHING (GRADUATE CERTIFICATE).....	13
ACADEMIC POLICIES	
ACADEMIC EVALUATION AND GRADE POLICY .....	15
MILITARY SERVICE LEAVE POLICY .....	17
2022-2023 ACADEMIC CALENDAR.....	19
RADIATION THERAPY ADMISSIONS REQUIREMENTS.....	20
CHIROPRACTIC ADMISSIONS CHANGE TO REMOVE ORGANIC CHEMISTRY AS A PREREQUISITE (PILOT) .....	20

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## Curriculum Overview

### East-West Therapeutic Massage (undergraduate certificate)

Shiatsu is therapeutic bodywork from Japan based on principles of Chinese Medicine combined with modern anatomy and physiology. Shiatsu is non-invasive, performed without oils through light, comfortable clothing, and uses soothing, kneading, pressing, tapping and stretching techniques. Shiatsu stimulates and harmonizes the flow of “Qi” (vital energy) throughout the body and has both preventative and therapeutic effects. It is beneficial for a wide range of internal and musculoskeletal conditions. Shiatsu therapy may be stimulating or calming, reduces stress, and contributes to overall well-being. Through the unique lens of Chinese medicine, students adopt a new view of the body: assessing and balancing the energetic system with shiatsu therapy. Each shiatsu session is specifically designed according to client indications. Students learn to integrate both massage therapy and shiatsu therapy through their clinical practice. The East West Therapeutic Certificate combines Shiatsu practice (Eastern) along with foundational massage curriculum (Western) into one program.

### Course Requirements

#### Course Name

MEDICAL TERMINOLOGY

Course ID	Credits
MED 1000	1

#### Course Description

An understanding of basic medical terminology is necessary for any education in the health sciences. Students will learn general medical terminology related to anatomy, physiology, pathology, treatments and medical specialties, including basic Latin and Greek roots, prefixes and suffixes. The online course will utilize written assignments, discussion forums and exams. Methods to analyze word structure as opposed to mere memorization of words serve as a foundation for this course.

#### Course Name

HUMAN ANATOMY AND PHYSIOLOGY 1

Course ID	Credits
MTSC 1201	4

#### Course Description

The first in a two-part sequence of courses introduces students to the organization of the body on a chemical, cellular, tissue and system level. Integrating structures (anatomy) and their function (physiology) is a focus of each course in this sequence with this course focusing the skeletal/articular, muscular, and nervous systems in detail. The laboratory portion of the course will include the opportunity to observe prosected human cadavers.

#### Course Name

HUMAN ANATOMY AND PHYSIOLOGY 2

Course ID	Credits
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MTSC 1202 4

**Course Description**

This course builds on the material from Human Anatomy and Physiology 1 and explores the endocrine, cardiovascular, lymphatic/immune, integumentary, respiratory, digestive, urinary and reproductive systems. All systems are then integrated using cross-sectional analysis of the human body. The laboratory portion of the course will include the opportunity to observe prosected human cadavers.

**Course Name**

ETHICS AND PROFESSIONALISM

**Course ID Credits**

MTPR 1121 2

**Course Description**

Ethics and Professionalism outlines effective communication skills needed to manage the therapeutic relationship, and to work with colleagues in the health care community. This course includes topics such as professional code of ethics, scope of practice, conflict resolution, boundaries and cultural differences. Emphasis is placed on supporting the emerging therapist to create a successful career.

**Course Name**

FOUNDATIONS OF EVIDENCE-INFORMED PRACTICE

**Course ID Credits**

MTPR 1122 1

**Course Description**

The Foundations of Evidence Informed Practice will use a blended approach of virtual classroom and online modules to introduce students to the basic principles of Evidence-Informed Practice (EIP). EIP is an approach that integrates clinical findings, patient preferences, research, and clinical experience (all important types of evidence) into the process of health care delivery. Students will learn the strengths and limitations of each element of the model and how to use them together to enhance clinical decision-making and patient outcomes.

**Course Name**

LEGAL ASPECTS OF THERAPEUTIC MASSAGE

**Course ID Credits**

MTPR 1123 .5

**Course Description**

This course introduces the student to the legal issues that a massage therapist faces. Topics to be covered include massage therapy's scope and standards of practice, confidentiality, management of patient health information (PHI) and license regulations required at the federal, state and local levels. The importance of professional associations and continuing education are discussed. The student will leave the course with all legal documents required by Minnesota law and documents that meet or exceed best practice standards.

**Course Name**

PRE-CLINIC WORKSHOP

**Course ID**                      **Credits**  
MTCL 1100                      1.5

**Course Description**

This course prepares students for their upcoming clinic internship experience, emphasizing effective communication, interviewing, closing the session, creating and implementing optimal treatment plans, electronic health records, HIPAA training, body awareness and self-care. Simulation exercises and role playing will be utilized to give students experience managing common scenarios, as well as more challenging scenarios they will face in the clinic environment.

**Course Name**

FUNDAMENTALS OF NUTRITION

**Course ID**                      **Credits**  
MTSC 1102                      2

**Course Description**

This course serves as a component of self-care and effective client communication. Students examine functions in the body and food sources of various micro- and macronutrients as well as energy balance and the role of nutrition in disease states. An analysis of individual food intake and exploration of the rationale behind specific food choices is included.

**Course Name**

FOUNDATIONS OF INTEGRATIVE CARE

**Course ID**                      **Credits**  
INCR 1001                      1

**Course Description**

This course prepares students to be a part of the future of integrative care. With a focus on self-awareness, self-care, communication, group dynamics and interaction, introduction to various health care professions and professionals, collaboration, and teamwork, students learn basic principles they will build upon in future courses and experiences. Students from across the institution come together to create a shared understanding of one another and of integrative care.

**Course Name**

RELAXATION MESSAGE 1

**Course ID**                      **Credits**  
MTTE 1001                      2.5

**Course Description**

Students learn techniques for a full-body massage, including palpation skills. Best practices are introduced in proper body mechanics, therapist self care, session management, contraindications and draping methods. Students are introduced to principles of documentation for the health care setting. In addition to classroom experience, students are required to engage in practice massage sessions outside of scheduled class hours.

**Course Name**

RELAXATION MESSAGE 2

**Course ID**                      **Credits**  
MTTE 1102                      2

**Course Description**

Students master enhanced techniques for a full-body massage, building from the knowledge base acquired in Relaxation Massage 1. Students learn and practice on-site chair massage. Documentation skills are refined and SOAP charting skills are introduced. Learners participate in a classroom clinic, open to the public, to prepare for the clinic rotation course. In addition to classroom experience, students are required to engage in practice massage sessions outside of scheduled class hours.

**Course Name**

APPLIED ANATOMY

**Course ID**                      **Credits**  
MTSC 1212                      2

**Course Description**

Students undertake a detailed exploration of muscles, bones and joints of the human body. Emphasis is placed on the relationships among muscle attachments, bony landmarks and prominent joint structures. Students learn about human movement with relation to levers and their association to planes of movement. The laboratory portion of this course utilizes the anatomically accurate models of the Maniken® Professional system (Anatomy in Clay®) to build three-dimensional musculature out of clay.

**Course Name**

BUSINESS AND PRACTICE MANAGEMENT

**Course ID**                      **Credits**  
MTPR 1221                      1.5

**Course Description**

This course offers a broad base of practical information related to the fundamentals of business and practice management. Topics covered include common business practices and structures, contracts and legal agreements; financial record keeping, networking, marketing, and methods to promote and maintain a successful practice.

**Course Name**

MASSAGE THERAPY'S EVOLVING ROLE IN HEALTHCARE

**Course ID**                      **Credits**  
MTPR 1222                      1

**Course Description**

In order to support the developing identity of the student as a health care provider, the role of massage therapy within the greater context of complementary and alternative medicine (CAM) is discussed. Examples of various CAM/P modalities are presented to orient the student to the diverse classifications within the field of massage therapy and bodywork.

**Course Name**

HYDROTHERAPY

**Course ID**                      **Credits**

MTTE 1300 .5

**Course Description**

Hydrotherapy is the therapeutic use of water in any of its forms, for the treatment of illness and pain relief. This course will focus on the physiological effects of heat and cold on the body and address various methods of hydrotherapy that can be used within a massage therapy session. The practical application of hot and cold therapies are included.

**Course Name**

MASSAGE THERAPY FOR SPECIAL POPULATIONS

**Course ID Credits**

MTTE 1400 2

**Course Description**

This course integrates the theories, principles, and techniques learned across the curriculum, from both a population and a condition perspective. The focus of the class is the critical thinking skills needed to design an individualized treatment plan to meet a client's specific needs. Students learn and discuss the unique considerations for treating special populations, including older adults, persons with disabilities, terminal illnesses, infants and women in pregnancy. Special conditions are discussed with emphasis on considerations such as indications, contraindications, techniques, and adaptations. Topics of medications and research are also included.

**Course Name**

PATHOLOGY

**Course ID Credits**

MTSC 1311 2

**Course Description**

Students are introduced to common dysfunctions of the human body as a result of disease or injury. The course examines common causes of pathological conditions as well as methods to limit disease transmission. Representative signs, symptoms and treatment options are emphasized. In addition, specific implications for bodywork will be discussed where applicable.

**Course Name**

CLINICAL MASSAGE 1

**Course ID Credits**

MTTE 1201 3.5

**Course Description**

This course provides advanced rehabilitative theory and technical skills to work with clients experiencing myofascial pain symptoms of the upper body. Techniques will focus on Trigger Point Therapy and Cross Fiber Friction, with emphasis on developing a basic treatment protocol. Students will expand their anatomical knowledge and palpation skills in the context of rehabilitative massage. Assessment and rehabilitation of soft tissue structures and related symptomologies of the upper body provide the focus for this course. In addition to laboratory sessions, learners engage in practice massage sessions outside scheduled class hours. SOAP note charting skills are emphasized.

**Course Name**

CLINICAL MASSAGE 2

**Course ID                      Credits**

MTTE 1202                      3.5

**Course Description**

This course provides advanced rehabilitative theory and technical skills to work with clients experiencing myofascial pain symptoms of the lower body. Techniques continue to focus on Trigger Point Therapy and Cross Fiber Friction, with emphasis on refining the treatment protocol and palpation skills for assessment of changes within the soft tissue. In addition to laboratory sessions, learners engage in practice massage sessions outside of scheduled class hours. The student will demonstrate clinical reasoning skills through SOAP documentation and creation of a treatment plan based on anatomy, physiology and the presenting client condition.

**Course Name**

PROFESSIONAL DEVELOPMENT – JOB SEARCH SKILLS

**Course ID                      Credits**

MTPR 1321                      .5

**Course Description**

This course teaches the three main skills involved in acquiring a position as a massage therapist. Students will develop a massage-specific résumé and cover letter, as well as learn and practice interview skills needed to start their careers in the massage industry.

**Course Name**

CLINICAL ROTATION 1: FOUNDATIONAL SKILLS

**Course ID                      Credits**

MTCL 1201                      1

**Course Description**

Students provide massage therapy treatment sessions in the School of Massage Therapy Teaching Clinic under the supervision of School faculty. In Clinic Rotation 1, students are exposed to the function and role of a massage therapist in a clinical environment. Under the supervision of faculty, students participate in various aspects of clinic operations including: provision of care, communication regarding client care and services, case management, clinic flow, and documentation. Students perform basic 60/90 minute relaxation sessions on the public as learned in Relaxation Massage 1 and 2.

**Course Name**

CLINICAL ROTATION 2: ENHANCEMENT OF CLINICAL SKILLS

**Course ID                      Credits**

MTCL 1202                      1

**Course Description**

In Clinic Rotation 2, students begin to understand and perform in the role of a massage therapist in a clinical environment as they expand their participation in various aspects of clinic operations. Clinical interaction and communication skills advance beyond the basic level expected in Clinic Rotation 1.



Students perform treatment sessions that incorporate both relaxation and rehabilitative techniques as learned in the classroom.

**Course Name**

CLINICAL ROTATION 3: REFINEMENT OF CLINICAL SKILLS

**Course ID                      Credits**

MTCL 1301                      1

**Course Description**

In Clinic Rotation 3, students enhance their identity and role in a clinical environment. Critical thinking, individualized treatment plans, and in-depth clinical interactions using advanced techniques become central to the student experience. Students perform treatment sessions that focus on client symptoms and goals, incorporating techniques and adapting the session to meet client needs with consideration for diverse populations.

**Course Name**

CLINICAL ROTATION 4: MASTERY OF CLINICAL SKILLS

**Course ID                      Credits**

MTCL 1302                      1

**Course Description**

Clinic Rotation 4 represents a culmination, integration and mastery of all classroom and clinical learning. Students refine their professional identity and role in the clinical environment as they master their skills and prepare to enter the profession.

**Course Name**

BASIC LIFE SUPPORT

**Course ID                      Credits**

BLS 1000                      0

**Course Description**

This course will train students to respond to, assess and manage cardiac and respiratory emergencies using basic life support skills and automatic external defibrillation. Certification is through American Heart Association.

**Course Name**

FIRST AID

**Course ID                      Credits**

FAD 1000                      0

**Course Description**

This is a 2-year certification course of the American Heart Association. It includes first aid basics, medical emergencies, injury emergencies, and environmental emergencies.

### **Course Name**

#### **FUNDAMENTALS OF CHINESE MEDICINE THEORY**

### **Course ID                      Credits**

MTSU 1101                      3

### **Course Description**

This course provides the foundational knowledge necessary to understand the human condition from a Chinese Medicine perspective. Students learn the basic concepts of this ancient healing system, including features of the holistic paradigm, historical landmarks in the development of Chinese Medicine, Yin/Yang theory, Fundamental Substances, the Causes of Disease, Eight Principles, Five Elements, Four Examinations, functions of the organ systems, meridian and point location, and assessment techniques. Students also begin to practice tongue and pulse assessment. The theory and assessment tools learned in this course are used in the shiatsu technique courses for analysis and treatment planning.

### **Course Name**

#### **FOUNDATIONS OF SHIATSU THERAPY**

### **Course ID                      Credits**

MTSU 1102                      2.5

### **Course Description**

This course introduces the origins and history of Shiatsu, the foundational techniques of Shiatsu, the functions and locations of major points, the effects and benefits of Shiatsu, and basic Hara palpation. Taoist breathing meditations begin each class. By the end of the course the students learn the twelve main meridian pathways and primary points, and will be able to perform a complete one-hour Shiatsu session.

### **Course Name**

#### **PATTERNS AND PATHOLOGY OF CHINESE MEDICINE THEORY**

### **Course ID                      Credits**

MTSU 1103                      3

### **Course Description**

This course is designed to continue and expand upon studies in Chinese Medicine learned in Fundamentals of Chinese Medicine, including Five Elements, Four Examinations, the organ systems, assessment techniques, meridians and point locations with an emphasis on Zang Fu organ functions. Students explore the primary patterns of imbalance for each organ system. Lectures and discussions deepen the understanding of the function of the organ systems, the properties of individual points, point category classifications and the Eight Extraordinary Vessels. Case studies and clinical applications are explored. Through case studies, students apply Chinese Medicine principles in evaluating clients.

### **Course Name**

#### **SHIATSU TECHNIQUES AND APPLICATIONS**

### **Course ID                      Credits**

MTSU 1104                      5

### **Course Description**

In this course students learn principles of application for treating energetic imbalances. Students practice assessing imbalances and applying shiatsu techniques in accordance with the Eight Principles to treat Zang

Fu and Channel Pathologies. Advanced Shiatsu techniques include abdominal, side posture, and elbow pressure techniques. Principles and patterns of disharmony are presented within 5-Element modules. Students practice assessing imbalances within each module. Musculoskeletal conditions such as back pain, neck and shoulder pain, and joint pain from a Chinese Medicine perspective are addressed. Breathing meditations and Qigong exercises begin each class.

#### **Course Name**

SHIATSU CLINIC TRAINING AND SUMMARY SESSION

<b>Course ID</b>	<b>Credits</b>
MTSU 1105	2

#### **Course Description**

This course prepares and orients students to all aspects of the Shiatsu clinical setting. Administrative policies and procedures are reviewed along with a review of contraindications, client/therapist roles, client aftercare, and client retention. Chinese Medicine concepts, shiatsu intake, assessment and treatment planning are reviewed so that students can feel confident working with their clinic clients. Adjunctive techniques taught include chair shiatsu, auricular therapy, moxibustion and cupping. Students present their client cases, assessment and treatment possibilities are discussed by the group and recommendations are offered.

#### **Course Name**

SHIATSU STUDENT CLINIC

<b>Course ID</b>	<b>Credits</b>
MTSU 1106	2

#### **Course Description**

In a professional clinic setting, students practice their shiatsu technique, assessment, and application skills with members of the public. Students experience integrating shiatsu techniques with the knowledge and skills of Chinese Medicine and treatment planning. Students perform intakes, design treatment plans, document the sessions, and follow up with clients. In addition, students will be required to integrate massage therapy techniques into their shiatsu sessions during the second half of the term.

## Curriculum Overview

### Shiatsu Certificate (undergraduate certificate)

Shiatsu is therapeutic bodywork from Japan based on principles of Chinese Medicine combined with modern anatomy and physiology. Shiatsu is non-invasive, performed without oils through light, comfortable clothing, and uses soothing, kneading, pressing, tapping and stretching techniques. Shiatsu stimulates and harmonizes the flow of “Qi” (vital energy) throughout the body and has both preventative and therapeutic effects. It is beneficial for a wide range of internal and musculoskeletal conditions. Shiatsu therapy may be stimulating or calming, reduces stress, and contributes to overall well-being. Through the unique lens of Chinese medicine, students adopt a new view of the body: assessing and balancing the energetic system with shiatsu therapy. Each shiatsu session is specifically designed according to client indications. Students learn to integrate both massage therapy and shiatsu therapy through their clinical practice.

#### Course Requirements

##### Course Name

PRE-CLINIC WORKSHOP

##### Course ID

MTCL 1100

##### Credits

1.5

##### Course Description

This course prepares students for their upcoming clinic internship experience, emphasizing effective communication, interviewing, closing the session, creating and implementing optimal treatment plans, electronic health records, HIPAA training, body awareness and self-care. Simulation exercises and role playing will be utilized to give students experience managing common scenarios, as well as more challenging scenarios they will face in the clinic environment.

##### Course Name

FUNDAMENTALS OF CHINESE MEDICINE THEORY

##### Course ID

MTSU 1101

##### Credits

3

##### Course Description

This course provides the foundational knowledge necessary to understand the human condition from a Chinese Medicine perspective. Students learn the basic concepts of this ancient healing system, including features of the holistic paradigm, historical landmarks in the development of Chinese Medicine, Yin/Yang theory, Fundamental Substances, the Causes of Disease, Eight Principles, Five Elements, Four Examinations, functions of the organ systems, meridian and point location, and assessment techniques. Students also begin to practice tongue and pulse assessment. The theory and assessment tools learned in this course are used in the shiatsu technique courses for analysis and treatment planning.

##### Course Name

FOUNDATIONS OF SHIATSU THERAPY

##### Course ID

MTSU 1102

##### Credits

2.5

### Course Description

This course introduces the origins and history of Shiatsu, the foundational techniques of Shiatsu, the functions and locations of major points, the effects and benefits of Shiatsu, and basic Hara palpation. Taoist breathing meditations begin each class. By the end of the course the students learn the twelve main meridian pathways and primary points, and will be able to perform a complete one-hour Shiatsu session.

### Course Name

PATTERNS AND PATHOLOGY OF CHINESE MEDICINE THEORY

### Course ID Credits

MTSU 1103 3

### Course Description

This course is designed to continue and expand upon studies in Chinese Medicine learned in Fundamentals of Chinese Medicine, including Five Elements, Four Examinations, the organ systems, assessment techniques, meridians and point locations with an emphasis on Zang Fu organ functions. Students explore the primary patterns of imbalance for each organ system. Lectures and discussions deepen the understanding of the function of the organ systems, the properties of individual points, point category classifications and the Eight Extraordinary Vessels. Case studies and clinical applications are explored. Through case studies, students apply Chinese Medicine principles in evaluating clients.

### Course Name

SHIATSU TECHNIQUES AND APPLICATIONS

### Course ID Credits

MTSU 1104 5

### Course Description

In this course students learn principles of application for treating energetic imbalances. Students practice assessing imbalances and applying shiatsu techniques in accordance with the Eight Principles to treat Zang Fu and Channel Pathologies. Advanced Shiatsu techniques include abdominal, side posture, and elbow pressure techniques. Principles and patterns of disharmony are presented within 5-Element modules. Students practice assessing imbalances within each module. Musculoskeletal conditions such as back pain, neck and shoulder pain, and joint pain from a Chinese Medicine perspective are addressed. Breathing meditations and Qigong exercises begin each class.

### Course Name

SHIATSU CLINIC TRAINING AND SUMMARY SESSION

### Course ID Credits

MTSU 1105 2

### Course Description

This course prepares and orients students to all aspects of the Shiatsu clinical setting. Administrative policies and procedures are reviewed along with a review of contraindications, client/therapist roles, client aftercare, and client retention. Chinese Medicine concepts, shiatsu intake, assessment and treatment planning are reviewed so that students can feel confident working with their clinic clients. Adjunctive techniques taught include chair shiatsu, auricular therapy, moxibustion and cupping. Students present their client cases, assessment and treatment possibilities are discussed by the group and recommendations are offered.

**Course Name**

SHIATSU STUDENT CLINIC

**Course ID**

MTSU 1106

**Credits**

2

**Course Description**

In a professional clinic setting, students practice their shiatsu technique, assessment, and application skills with members of the public. Students experience integrating shiatsu techniques with the knowledge and skills of Chinese Medicine and treatment planning. Students perform intakes, design treatment plans, document the sessions, and follow up with clients. In addition, students will be required to integrate massage therapy techniques into their shiatsu sessions during the second half of the term.

The following program offered by Northwestern Health Sciences University is approved by the National Board for Health and Wellness Coaching (NBHWC): Integrative Health and Wellbeing Coaching Certificate

Approval status and notes may be viewed on [nbhwc.org](http://nbhwc.org).

## Curriculum Overview

### Integrative Health and Wellbeing Coaching (graduate certificate)

This certificate will begin by covering the foundational theories of behavior change in individuals, groups, and large populations. From there we will apply these methods using case studies to integrate knowledge with clinical and organization application. Learners will study effective communication, observation, and active listening skills used to evoke positive health behavior change. Assessment of stages of behavior change and motivational interviewing are integrated with methods for guiding clients/patients through goal setting and maintaining accountability.

#### Course Requirements

##### Course Name

FUNDAMENTALS OF BEHAVIORAL SCIENCE

##### Course ID

INCR 6111

##### Credits

3

##### Course Description

This course will begin covering the foundational theories of behavior change in individuals, groups, and large populations. From there we will apply these methods using case studies to integrate knowledge with clinical and organization application. Learners will study effective communication, observation, and active listening skills used to evoke positive health behavior change. Assessment of stages of behavior change and motivational interviewing are integrated with methods for guiding clients/patients through goal setting and maintaining accountability.

##### Course Name

FOUNDATIONS OF INTEGRATIVE HEALTH & WELLBEING COACHING

##### Course ID

INCR 6112

##### Credits

3

##### Course Description

This course examines the core building blocks for optimal health from a holistic perspective. As part of the foundation of Health Coaching, each person is treated as an intrinsically healthy, whole, and wise being, who is the ultimate expert in his or her healing journey. In this course you will learn how to facilitate the client's process by identifying and benchmarking stages and patterns of change, effectively interfacing with a wide range of interdisciplinary health care providers to educate clients on a variety of self-care practices.

##### Course Name

## ADVANCE APPLICATION HEALTH COACHING IN IC

<b>Course ID</b>	<b>Credits</b>
INCR 6113	3

### Course Description

This course provides the advanced learning platform to effectively facilitate the health coaching process. Learners will participate in a peer-coaching model and case-based practice to apply tools, skills and utilize resources for effective health coaching and client outcomes. This course will fulfill the required learner practice coaching sessions that are followed by faculty-led developmental feedback on practical coaching skills.

### Course Name

HEALTH & WELLNESS LITERACY

<b>Course ID</b>	<b>Credits</b>
INCR 6114	3

### Course Description

In this course, learners will discuss the importance of staying up to date on current health and wellness trends. They will learn to critically analyze and apply research to inform recommendations about health and wellness. Learners will learn to apply best practices for communicating health-related information with the lay public.

### Course Name

A HEALTH COACHING APPROACH TO COMMUNITY HEALTH AND WELLBEING

<b>Course ID</b>	<b>Credits</b>
INCR 6115	3

### Course Description

This course explores how the principles of health coaching can benefit the health and wellness of families, communities, teams, organizations, and schools. Using an asset-based approach, learners will learn to define and leverage existing community resources, expand professional networks, and develop deep listening skills to inspire change at a grassroots community level while gaining real world experience.



## ACADEMIC POLICIES

### ACADEMIC EVALUATION AND GRADE POLICY

#### Purpose

To describe the grading scale/system used at the University.

#### Scope

The scope of this policy applies to all students in all programs.

#### Policy

Instructors assign letter grades based on student performance. The grade in a course represents the extent to which the learning objectives have been demonstrated by the student.

Students who complete all the work assigned in a course are graded as follows: A, B, C, or D (excellent, above average, average, or minimal achievement, respectively). Students who fail to achieve minimal competency are graded with F for failure. An incomplete (I) indicates that the full work of the course has not been completed because of illness or some cause beyond the student's control. Students in some classes may be assigned either an "S" for Satisfactory or a "U" for Unsatisfactory. The grades of "S/U" are not included in determining grade point average (GPA). The final grade of "U" (unsatisfactory) is a grade of failure in the course. The criteria for assignment of grades are contained in each course syllabus. Some programs allow for + / - grading, which will be noted in each course syllabus.

*Revised Date: July 2022 / Effective Date: September 2022*

#### Procedure

Final grades in each subject are issued at the close of the term. Grades are submitted to the Registrar on class grade reports and are final.

Northwestern Health Sciences University uses a grade point system to evaluate the overall quality of coursework. The letter grades are given for individual courses, and grade points are used to compute GPAs for each student at the end of each trimester, on both a trimester and a cumulative basis.

The number of grade points earned in a given course is the number of credits for that course multiplied by the grade points corresponding to the grade recorded in that course, as shown below.

#### Grading Scale

Points	Grade Points
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67

C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0
AU	0.0
I	0.0
PL	0.0
S	0.0
T	0.0
U	0.0
UF	0.0
W	0.0
WF	0.0
WM	0.0
IP	0.0

**AU** - A student who registers as an auditor should request audit status at registration. An auditing student will enroll in, pay tuition and fee for, and attend classes but not complete assignments or take examinations. The symbol "AU" will automatically appear in the grade column of the student's transcript. The cost to audit a course is \$100 plus any related lab fees. Audited courses may not be used for credit, will not transfer to other colleges, and do not meet the requirements for a degree. Financial aid is not available for audited courses.

Prerequisite requirements for audited courses must be completed prior to enrolling in the course. Audits are allowed on a space available basis with priority given to full credit registrants or students currently enrolled. Each academic program may have additional requirements that an individual must meet prior to registering as an auditor. Prior to auditing, it is necessary to have approval from appropriate course instructor and the program director.

**F** - The grade of F indicates an overall deficiency sufficient to preclude the student's using the required material effectively in the clinic or subsequent courses. No academic or attendance credit is received. The course must be repeated the next time the course is offered, and the student may not take courses for which the failed course is a prerequisite until the "F" is removed. A grade of "F" may not be changed unless an error in calculation occurred. For example, the student may not do extra credit, re-take exams, or write a paper to change a grade of "F".

**I** - The grade of "I" (incomplete) indicates that the work in the course was not completed. A grade of "I" is not given for poor or neglected work or unauthorized postponement of examinations. The student must fill out and

sign an application for an incomplete grade request prior to the final examination. The student must have the instructor's approval. Applications are available from the Registrar's Office. The incomplete grade must be removed within four weeks of the next term unless a waiver is requested and granted by the instructor and approved by the appropriate Dean. The Academic Standards Committee may also grant such a waiver when there are extenuating circumstances. The University reserves the right to require the student to provide proof of extenuating circumstances.

An incomplete grade not removed by the end of the fourth week of the subsequent term in residence becomes a grade of "F". If the course is a prerequisite, registration in subsequent courses of the sequence is contingent upon removal of this grade of incomplete. If an incomplete grade reverts to a grade of "F", the student will be removed from those registered courses for which the course is a prerequisite. An incomplete, which reverts to an "F", may result in immediate dismissal from the college in accordance with academic dismissal standards.

**IP** – A grade of "IP" indicates a course that is currently in progress.

**PL** - Assigned to courses for which the students have been awarded credit based on previous educational or work experience.

**T** – A grade of "T" represents a course that has been accepted for transfer.

**U** - The final grade of "U" is considered to be a grade of failure in the course. The course must be repeated in the next term of enrollment and the student may not take courses for which it is a prerequisite until the "U" is removed.

**UF** - A grade of "UF" is awarded to students who did not officially withdrawal from the course, but who failed to participate in course activities through the end of the period.

**W** – A grade of "W" is awarded to students who officially withdraw from a full trimester course up to, but not beyond the equivalent of 60% of the course contact time or from a course of duration other than a full trimester beginning the second day the course meets and any time prior to the end of the midpoint of the course

**WM** – Assigned to courses from which the student has withdrawn due to active military duty. Prior to Fall 2022, these are reflected as grades of W.

**WF** - A grade of "WF" is awarded to students who officially withdrawal from the course after the 9th week of the trimester for full term course and after the mid-point a course of duration other than the full trimester.

Grades will be posted within 14 calendar days of the last scheduled class session.

## **MILITARY SERVICE LEAVE POLICY**

### **Purpose**

To define the military service leave policy for students.

### **Scope**

The scope of this policy applies to students in the United States military, including selected reserve forces, and students with a spouse or domestic partner in the United State military, including selected reserve forces, in all programs.

## Policy

Students will be given appropriate accommodations for voluntary or involuntary active-duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority.

*Effective Date: September 7, 2022*

## Procedure

### Short-Term Leave (less than 14 days within a term)

- A student who will miss classes for short-term military leave or military training exercises (example: annual training for National Guard and Reserve members) of **14 days or less** must notify their instructor(s) within 10 days of receipt of orders and prior to missing classes, exams or assignments.
  - The instructor may request review by the Dean of the student's military orders to determine their validity and to consult on recommended reasonable due dates.
  - The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the absence.
  - If the student and instructor are unable to come to a mutually satisfactory agreement concerning revised due dates, the Dean will work with the faculty member to make a final determination of adjusted due dates.
  - Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
  - The instructor may award an Incomplete (I) Grade if the absence is near the class end date and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade policy.

### Longer Term Leave (14 days or more)

- A student who is called to active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) for 14 days or more must complete a Military Leave of Absence Request form and provide documentation including military orders or a letter of activation from the student's military unit indicating the specific dates of service. Enrolled students granted the military leave of absence will be given the option to:
  - Request an Incomplete ("I") grade for any course in which they are were registered when granted the leave. The course instructor must approve the request for an "I" grade and the student must be able to complete the required activities by the conclusion of the fourth week of the term after their leave has ended. If the student is unable to complete the coursework by the deadline, the student may request a late military withdraw and a grade of "WM" will be assigned to the course.
  - Request a military withdrawal. A grade of "WM" will be assigned for any course in which they are were registered. "WM" grades do not impact a student's GPA. Students approved for a WM grade will be allowed to retake the course at no cost when they return from leave. Students receiving financial aid or Veterans Benefits must notify the Financial Aid Office to determine the impact of a withdrawal.
- Students approved for the military leave of absence are encouraged to return to the University within one year of completing their military service; students with an approved MLOA need not reapply or pay a readmission fee. Students are encouraged to meet with their academic advisor prior to registration.

## 2022-2023 Academic Calendar

### FALL TERM 2022: September 7 to December 19

Date	Day	Milestone
September 6	Tuesday	New student orientation Faculty development day Online Programs Session 1 begins
September 7	Wednesday	On campus programs begin
September 30	Friday	Incomplete grades turn to F
October 10	Monday	Indigenous Peoples Day holiday observed
October 25	Tuesday	Online Programs Session 1 ends
October 31	Monday	Online Programs Session 2 begins
November 24-25	Thur.-Fri.	Thanksgiving holiday observed
December 17	Saturday	Last day of the Fall 2022 Term University Commencement
December 19	Monday	Online Programs Session 2 ends

### WINTER TERM 2023: January 3 to April 17

Date	Day	Milestone
January 3	Tuesday	New Student Orientation Faculty Development Day Online Programs Session 1 begins
January 4	Wednesday	On campus programs begin
January 16	Monday	Martin Luther King Day observed
January 27	Friday	Incomplete grades turn to F
February 20	Monday	Presidents Day holiday observed
February 21	Tuesday	Online Programs Session 1 ends
February 24	Friday	Last day of Undergraduate Accelerated 1 classes
February 27	Monday	Online Programs Session 2 begins
April 15	Saturday	Last day of the Winter 2023 Term University Commencement
April 17	Monday	Online Programs Session 2 ends

### SUMMER TERM 2023: May 1 to August 19

Date	Day	Milestone
May 1	Monday	New Student Orientation for May 2 starts Faculty Development Day Online Programs Session 1 begins
May 2	Tuesday	On campus programs begin
May 26	Friday	Incomplete grades turn to F
May 29	Monday	Memorial Day holiday observed
May 30	Tuesday	New Student Orientation and on campus programs begin for May 30 starts
June 19	Monday	Juneteenth holiday observed Online Programs Session 1 ends
June 26	Monday	Online Programs Session 2 begins
July 4	Tuesday	Independence Day holiday
August 11	Friday	Last day of class for Acupuncture and Chinese Medicine, Chiropractic and Massage Therapy programs
August 12	Saturday	University Commencement
August 14	Monday	Online Programs Session 2 ends
August 19	Saturday	Last day of the Summer 2023 Term

## **RADIATION THERAPY ADMISSIONS REQUIREMENTS**

### **Revised Requirements**

- HS Diploma/GED
- Cumulative GPA of 3.0
- Personal Essay
- Application
- Meet with Program Chair
- Two professional references
- Pass criminal background check
- Eight hours of adequate shadowing

## **CHIROPRACTIC ADMISSIONS CHANGE TO REMOVE ORGANIC CHEMISTRY AS A PREREQUISITE (PILOT)**

Effective for the Winter 2023 term start, the Doctor of Chiropractic Program is piloting the elimination of organic chemistry as an admissions requirement. The effects on enrollment, student success, faculty workload, and institutional resources will be studied for two years, at which point a decision will be made to reinstate or permanently eliminate the organic chemistry requirement.