



College of Nutrition & Integrative Health Sciences



Catalog of Courses, Academic Programs & Policies
2016-2017

Accredited Distance Learning

- Graduate Degree Programs
- Undergraduate Degree Programs
- Diploma Programs

117 Legacy View Way • Knoxville, TN 37918

Phone: 865-524-8079 • Fax: 865-524-8339

E-mail: studentservices@hchs.edu

[Toll Free Phone: 800-290-4226](tel:800-290-4226)

www.hchs.edu

A Message from HCHS' Provost



Huntington College of Health Sciences was founded in 1985 as the *American Academy of Nutrition*, to meet the tremendous demand for an accredited independent study program in nutrition. In 2005 we changed our name to *Huntington College of Health Sciences* (HCHS) to reflect our expanded academic offerings. Our students come from all over the world and include nutrition counselors, homemakers, health food store professionals, registered dietitians, chiropractors, registered nurses, dentists, physicians, massage therapists, psychologists, nutritional product marketers, military personnel, business executives, pharmacists and others seeking to enrich their knowledge of nutrition.

We are proud of our courses as they reflect the tremendous strides that have recently been made in the field of nutrition education. The knowledge you gain from successful completion of your courses will bring you to a new level of health awareness that, if properly applied, should have a profound and lasting effect on your health as well as those you motivate to a healthier lifestyle.

We are also proud of the fact that HCHS is the first nutrition independent study college to attain national accreditation by the Distance Education Accrediting Commission, the first accrediting agency for home study recognized by the U.S. Department of Education.

You can study and learn at your own pace, at a time and location that is best for you and at a considerable savings versus the tuition of most traditional universities. That's why more than three million Americans are currently advancing their knowledge through accredited independent study.

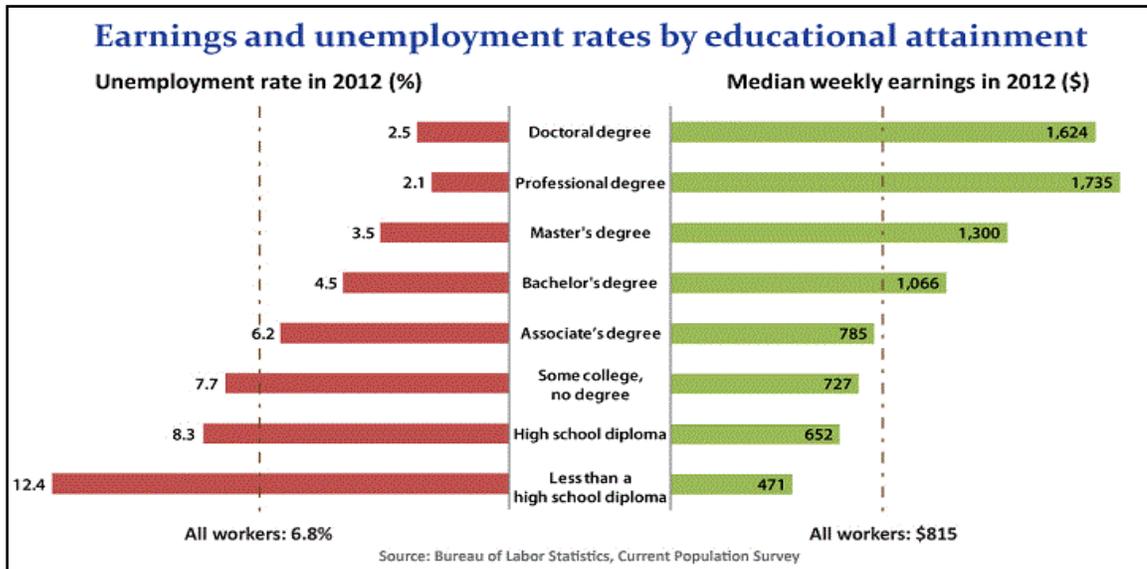
After you have reviewed our website, please don't hesitate to contact us with questions or for additional information. We look forward to having the opportunity to welcome you to our student body.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gene Bruno', written in a cursive style.

Gene Bruno, MS, MHS
Provost

A degree means a rewarding career and a higher salary



Accreditation



Huntington College of Health Sciences (HCHS) is the first distance education nutrition college Accredited by the Distance Education Accrediting Commission (DEAC) [formerly the Distance Education and Training Council – DETC], which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The DEAC is a voluntary, non-governmental, educational organization that operates a nationally recognized accrediting association, the DEAC.

The DEAC defines, maintains, and promotes educational excellence in distance education. The Commission fosters quality assurance, protection of the rights of the students and institutional self-improvement through voluntary accreditation via peer evaluation. DEAC accreditation aims to instill public confidence in DEAC institutions' missions, goals, performances and resources through a rigorous and fair application and peer-developed accreditation standards. The Distance Education Accrediting Commission is located at 1101 17th Street NW, Suite 808, Washington, D.C., 20036, Telephone 202-234-5100; www.deac.org.

Tennessee Authorization Statement

The Huntington College of Health Sciences is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.”

Graduation & Job Placement Information

Huntington College of Health Sciences is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. In order to view detailed job placement and graduation information on the programs offered by Huntington College of Health Sciences, please visit www.tn.gov/thec/ and click on Authorized Institutions Data.

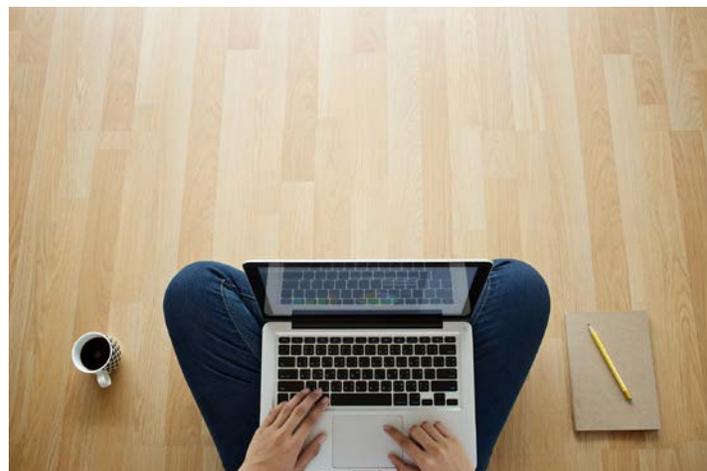


Table of Contents

Accreditation	3
Tennessee Authorization	3
Academic Calendar	7
Mission Statement	8
Goals and Objectives	8
The Huntington College of Health Sciences Difference	9
Delta Epsilon Tau	9
School of Health and Human Nutrition (Financial Aid Approved)	10
Diploma Programs	
Diploma in Comprehensive Nutrition	10
Diploma in Sports Nutrition	11
Undergraduate Programs	
Associate of Science in Applied Nutrition	12
Bachelor of Science in Nutrition	14
Graduate Programs	
Master of Science in Nutrition	17
Course Descriptions	19
Undergraduate Courses	19
Graduate Courses	26
General Information	32
Off-Campus, Independent Study	32
Time Commitment	32
Change of Address	32
Privacy Rights	32
Student Verification Process	32
Statement of Non-Discrimination	32
Contact Policy	33
English Language Proficiency	33
International Students	33
Admission Requirements	33
Prerequisites	33
International Students	33
Veteran Student Information	34
Applications for Admission	35
Accrediting Agency Contact Information	36
Notification of Acceptance and Enrollment	36
Denial of Admission	36

Auditing Classes	36
SCHOOL OF HEALTH AND HUMAN NUTRITION (Financial Aid Approved)	37
Financial Information - Undergraduate	37
Application Fee	37
Enrollment Fee	37
Undergraduate Tuition Policy	37
Diploma Programs	37
A.S. Degree Program	37
B.S. Degree Program	37
Undergraduate Tuition Rate	37
Other General Service Fees	38
Textbook Cost	38
Estimated Cost of Textbooks	38
Financial Information – Graduate	38
Application Fee	38
Enrollment Fee	38
Graduate Tuition Policy	38
M.S. Degree Program	38
Graduate Tuition Rate	39
Other General Service Fees	39
Textbook Cost	39
Estimated Cost of Textbooks for all Graduate Programs	39
Refund Policy	39
Financial Aid	40
Financial Aid Process	41
Undergraduate Grade Level Determination	41
Satisfactory Academic Progress (SAP) Policy	42
Principal Intent of the Policy	43
Qualitative Measure of Progress	43
Quantitative Measure of Progress	43
Satisfactory Academic Progress Status	44
Satisfactory Academic Progress Appeals	45
Financial Aid Probation	45
Reinstatement of Title IV, HEA Aid	46
Return of Title IV Funds	46
Academic Regulations	47
Request for Program Extension	47
Academic Integrity	47
Plagiarism	48
Intellectual Property Rights	48
Grievance Policy	48
Complaint Procedure	48
Grievance Procedure	48

Conflict of Interest	49
Job Placement Disclaimer	49
Technological Requirements	49
Inactive Status	50
Grading System	50
Grade Point Average	50
Study Tools	51
Satisfactory Student Progress	51
Undergraduate Remediation Policy	51
Withdrawal from College	51
Academic Probation and Suspension	52
Student Records and Transcripts	52
Notification of Students' Rights Under FERPA	52
Final Proctored Examination	53
Policy for Awarding Transfer and Extra-Institutional Learning Credit	54
Recognition of Prior Learning	54
Types of Recognition	54
Request for Transfer of Credit Appeal	55
Transfer of Credits	55
Transferability of Credits Disclosure Statement	56
Transfer Policy	56
Limits on Awarding Transfer and Extra-Institutional Credit	56
Student Services	57
Library	57
Disability Services	57
Faculty	58
Administration	62
Advisory Council	65
Frequently Asked Questions	66



Legal Control of Huntington College of Health Sciences

Huntington College of Health Sciences is owned by Huntington University, Inc., a California Corporation, doing business as Huntington College of Health Sciences. The Governing Board consists of the three principals below and a public member. The terms are consecutive, annual and self-renewing unless otherwise dictated by majority vote. The members are:

Arthur M. Presser, Pharm. D. - President, CEO, Governing Board Member, Owner

Gene Bruno, M.S., M. H. S Adv. Dip. Herbal Medicine - Provost, CAO, Governing Board Member, Owner

Robert T. Shmaeff, M.P.A., RPh - Director of Finance, CFO, Governing Board Member, Owner

Glen Groves - Governing Board Member

2016-17 Calendar

All dates are inclusive. The college is closed on all federal and state holidays including Saturday and Sunday. If a holiday falls on a Saturday, the holiday will be observed on Friday and if the holiday falls on Sunday, the holiday will be observed on Monday. However, students may continue communications with the college via e-mail and fax when the College is closed. General office hours are 9:00 am to 5:00 pm Eastern Standard Time. Students may enroll and begin their self-paced program at Huntington College of Health Sciences at any time.

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day

Thanksgiving & the day after
Christmas Eve & Christmas Day
(2016: observed December 23th and 26th)



Mission Statement

The mission of Huntington College of Health Sciences is to enrich lives by offering convenient and affordable quality distance education programs in integrative nutrition and health science, optimizing the professional and personal potential of our students.

Goals & Objectives

HCHS has set the following goals and objectives to expedite its mission.

Goal 1:

Provide affordable, comprehensive academic programs conveniently delivered through distance learning.

Objectives:

1. Offer current, evidence-based curricular and course content through a rich online experience.
2. Foster student success with educational and administrative support services that meet the needs of students regardless of location and situation.
3. Provide competitively priced courses and programs to adult learners in diverse settings.

Goal 2:

Prepare graduates with the skills and knowledge to provide quality professional services in integrative nutrition and health science.

Objectives:

1. Recruit and retain faculty with appropriate academic credentials and demonstrated success in their fields.
2. Develop academic and professional competencies expected of graduates in their respective programs.
3. Promote professional values and ethics expected of leaders in health science fields

The Huntington College of Health Sciences Difference:

An integrative approach to nutrition & health sciences

For over 31 years Huntington College of Health Sciences has offered more than a conventional education. Our accredited distance learning degree and diploma programs include the breadth of responsible complementary and alternative medicine viewpoints, providing our students with an integrative approach to nutrition and the health sciences.

HCHS tuition is lower

The national average cost for private nonprofit 4-year colleges for 2015-2016 is \$32,405. Our undergraduate tuition, on average, is under one-quarter of that amount. The per-course undergraduate rate for students enrolled in a diploma or degree program is \$245 a credit hour. The per course graduate rate for students enrolled in a master and doctoral degree program is \$368 a credit hour.

Delta Epsilon Tau

Delta Epsilon Tau is the premier national honor society for America's accredited distance learning institutions. Because Huntington College of Health Sciences is recognized by the Distance Education Accrediting Commission, our school has its own charter. Students with a GPA of 3.8 or above are eligible for membership. This is the only honor society that provides recognition to those students who have worked diligently and earned superior grades at our institution. For further information on HCHS's Delta Epsilon Tau chapter, please contact HCHS administrative offices.



School of Health and Human Nutrition

(Approved for use of financial aid funds)

Diploma Programs

Diploma in Comprehensive Nutrition (Dip.C.N.)

This diploma program is ideal for those who would like to be a nutrition specialist with a comprehensive education emphasizing the importance of nutrition and diet, in promoting health and wellness, as well as in the prevention and treatment of various diseases. This program should be considered for those who would like to understand the relevance of alternative and complementary views of nutrition, including the value of dietary supplements. Consider this curriculum if you would like to help patients, clients or consumers adopt better nutrition practices for a healthier lifestyle. Completion of this program earns one a Diploma in Comprehensive Nutrition (Dip.C.N.).



The 6-course Dip.C.N. program is designed to provide a basic nutrition education, which includes an excellent foundation in the science of nutrition, as well as exposure to scientifically sound alternate views. You will often be required to analyze and critique the differing views of respected authorities. It is this process of analysis that will prepare you for a career in providing excellent nutrition guidance in clinical, retail or other professional settings.

Program Objectives:

Upon completion of the Diploma in Comprehensive Nutrition program, the completer will be able to:

1. Identify toxins in the environment and their effects on health and illnesses.
2. Describe the relationship between proper nutrition and the structures and functions of the human body.
3. Apply principles of nutrition to lifestyle choices.
4. Assess and influence current nutrition trends in communities.

The Diploma in Comprehensive Nutrition program consists of the following six courses:

<u>Courses</u>	<u>Credits</u>
• BIO210 Human Biology	3
• NUT101 Understanding Nutrition I	3
• NUT201 Understanding Nutrition II	3
• HEA201 Environmental Challenges & Solutions	3
• NUT301 Vitamins & Minerals	3
• NUT401 Nutrition Counseling Skills	3
Total Credits:	18
Tuition	\$4,410*

Academic prerequisites: High School diploma or equivalent.

In addition, NUT101 is the prerequisite for NUT201, NUT301, and NUT401.

* Tuition does not include costs of books and materials which are purchased separately. Note that tuition and fees are subject to change. Students will be notified prior to any tuition changes.

**Please note that this is a diploma program consisting of undergraduate courses, not a degree program.

Program Time Frame: Estimated time of completion of this program is 2 semesters.

Diploma in Sports Nutrition (Dip.S.N.)

This diploma program is ideal for those who would like to specialize in sports nutrition, while obtaining a comprehensive education in the importance of nutrition and diet in promoting health and wellness. This program should be considered for those who would like to understand the relevance of alternative and complementary views of nutrition, including current research on the value of dietary supplements in sports. Consider this curriculum if you would like to help patients, clients or consumers adopt better nutrition practices with a focus on sports nutrition. Completion of this program earns one a Diploma in Sports Nutrition (Dip.S.N.).



The 6-course Dip.S.N. program is designed to provide basic nutrition education with a focus on sports nutrition, as well as provide exposure to scientifically sound alternate views. You will often be required to analyze and critique the differing views of respected authorities. It is this process of analysis that will prepare you for a career in providing excellent sports nutrition guidance in clinical, retail or other professional settings.

Program Objectives:

Upon completion of the Diploma in Sports Nutrition program, the completer will be able to:

1. Assess the effects of different types of exercise on the human body.
2. Critically analyze traditional and alternative resources regarding nutrition and supplements used in sports.
3. Evaluate the effects of nutritional supplements and ergogenic aids on athletic performance.
4. Advise clients who exercise about nutritional supplements.
5. Encourage clients to adopt healthy lifestyles based upon sound nutrition principles.

The Diploma in Sports Nutrition program consists of the following six courses:

<u>Courses</u>	<u>Credits</u>
• BIO230 Anatomy and Physiology I	3
• BIO231 Anatomy and Physiology II	3
• NUT101 Understanding Nutrition I	3
• NUT201 Understanding Nutrition II	3
• NUT220 Sports Nutrition	3
• EXE320 Exercise Physiology	3
Total Credits:	18
Tuition	\$4,410*

Academic prerequisites: High School diploma or equivalent.

In addition, NUT101 is the prerequisite for NUT201 and NUT220.

* Tuition does not include costs of books and materials which are purchased separately. Note that tuition and fees are subject to change. Students will be notified prior to any tuition changes.

**Please note that this is a diploma program consisting of undergraduate courses, not a degree program.

Program Time Frame: Estimated time of completion of this program is 2 semesters.

Sports Nutrition Specialist

Graduates of HCHS's Diploma in Sports Nutrition (Dip.S.N.) program are eligible to take the International Society of Sports Nutrition's (ISSN) national board exam for Sports Nutrition Specialist (SNS). ISSN also recommends other study materials in preparation for taking the exam (<http://www.sportsnutritionssociety.org/SNS.html>).

Undergraduate Programs

Associate of Science in Applied Nutrition (A.S.)

61 Credit Hours



Nutrition is a fascinating and dynamic science with a powerful role to play in promoting health and wellness. If your career and personal goals are leading you toward pursuing an undergraduate degree in nutrition, the A.S. in Applied Nutrition from Huntington College of Health Sciences (HCHS) may be applicable.

The A.S. degree incorporates all of the courses from the Diploma in Comprehensive Nutrition program, and the Diploma in Women's Nutrition program, as well as other selected courses. Upon completion of the A.S. degree, you will have truly achieved an extensive and thorough education in the science of nutrition; including scientifically sound alternate practices in nutrition.

Students may transfer only credits earned through other colleges or universities accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or international equivalent; subject to administrative approval. Forty-five credits may be transferred into the Associate of Science degree program. Of those 45 credits, no more than 15 credits will be awarded for prior learning experience and/or credit by examination.

Program Objectives:

Upon completion of the Associate of Science in Applied Nutrition degree program, the graduate will be able to:

1. Demonstrate problem solving, critical thinking, and communication skills to course work in applied nutrition.
2. Apply principles and concepts from the biological, behavioral, and social sciences into decision making in food and nutrition.
3. Apply mathematical formulas to the calculation of nutritional components.
4. Demonstrate and apply knowledge of general and clinical nutrition to health and disease.
5. Promote healthy nutrition practices for clients through nutrition education.

Certified Dietary Manager, Certified Food Protection Professional

Graduates of the A.S. degree program will have met the Pathway II requirements for eligibility to sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) credentialing exam offered by the Dietary Managers Association® (DMA®).

Board Certified in Holistic Nutrition

Graduates of the A.S. program will be eligible to apply to sit for the Holistic Nutrition Credentialing Board's (HNCB) Board Examination. The HNCB is a division of the National Association of Nutrition Professionals (NANP). NANP Professional Members who meet the board examination qualification criteria and successfully pass the Board Exam will earn the designation, "Board Certified in Holistic Nutrition." For more information, including a list of Board Exam eligibility criteria please visit www.nanp.org/hncb or contact the HNCB at 800-342-8037 or by email at exam@hncb.org.

Courses

The Associate of Science Degree in Applied Nutrition program consists of the following 20 courses:

General Education Courses

Oral & Written Communications (6 credits)

- ENG101 English Composition I 3
- ENG102 Public Speaking 3

Mathematics (3 credits)

- MAT210 College Algebra I 3

Behavioral Sciences (3 credits)

- PSY101 Psychology 3

Other Required Courses

Natural Sciences (16 credits)

- CHE101 General Chemistry 3
- CHE201 Organic and Biochemistry 4
- BIO210 Human Biology 3
- BIO230 Anatomy and Physiology I 3
- BIO231 Anatomy and Physiology II 3

Other General Education

Elective Courses (6 credits)

- BUS140 Contemporary Marketing 3
- BUS142 Managing a Small Business 3
- CDV101 Child Development 3
- MAT101 Business Mathematics 3

Nutrition Courses

Major Courses (21 credits)

- NUT101 Understanding Nutrition I 3
- NUT102 Vegetarian Nutrition 3
- NUT201 Understanding Nutrition II 3
- HEA201 Environmental Challenges & Solutions 3
- NUT301 Vitamins and Minerals 3
- NUT401 Nutritional Counseling Skills 3
- NUT224 Eating Disorders & Weight Management 3

Nutrition Electives (6 credits)

- EXE320 Exercise Physiology 3
- NUT220 Sports Nutrition 3
- NUT221 Pregnancy, Pediatric & Adolescent Nutrition 3
- NUT222 Community Nutrition 3
- NUT223 Women's Special Health Concerns 3
- HER101 Introduction to Herbal Sciences 3
- HER102 Herbs & Body Systems 3
- NUT225 Current Weight Management Theory & Application 3

Total Credits 61
Tuition - \$14,945*

Academic prerequisites: High School diploma or equivalent, High School Algebra (for College Algebra I courses)

* Tuition does not include costs of books and materials which are purchased separately. Note that tuition and fees are subject to change. Students will be notified prior to any tuition changes.

Program Time Frame: Estimated time of completion of this program is 24 months.

Bachelor of Science in Nutrition (B.S.)

129 Credit Hours



The Bachelor of Science degree program in nutrition is designed to educate a new generation of nutrition practitioner; one capable of providing their clients with an integrative approach to nutrition. As a graduate of HCHS's B.S. program, you will be well prepared for a 21st century career in clinical practice, or a career in the nutrition and natural products industry. This degree program provides a strong foundation in nutrition and the basic sciences, as well as coursework in current, relevant topics such as Complementary & Alternative Medicine, Nutraceuticals, and Vitamins & Minerals; as well as elective coursework in such diverse areas as Herbal Sciences and Sports Nutrition.

The B.S. degree incorporates all of the courses from the Associate of Science Degree program as well as a significant number of other courses. Upon completion of the B.S. degree, you will have truly achieved an extensive and thorough education in the science of nutrition; including scientifically sound alternate practices in nutrition. To obtain the Bachelor of Science Degree in Nutrition a student must complete 42 courses (129 credit hours of study).

Students may transfer credits earned through other colleges or universities accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or international equivalent; subject to administrative approval. A maximum of 95 credits may be transferred into the Bachelor of Science degree program. Of those 95 credits, no more than 32 credits will be awarded for prior learning experience and/or credit by examination.

Program Objectives:

Upon completion of the Bachelor of Science in Nutrition degree program, the graduate will be able to:

1. Demonstrate problem solving, critical thinking, and communication skills to course work in the health sciences and nutrition.
2. Apply principles and concepts from the biological, behavioral, and social sciences into decision making in the health sciences and nutrition.
3. Use mathematical and statistical tools to calculate and analyze herbal and nutritional components.
4. Demonstrate and apply knowledge of general, functional, and clinical nutrition to health and disease.
5. Promote healthy nutrition practices for clients through health and nutrition counseling.
6. Support the appropriate and recommended use of broad spectrum dietary supplements.
7. Assess the eating behaviors of clients and construct appropriate nutrition plans.

Courses

The Bachelor of Science Degree in Nutrition program consists of the following 42 courses:

General Education Courses

Oral & Written Communications (9 credits)

- ENG101 English Composition I 3
- ENG130 English: Reading Enhancement 3
- COM101 Public Speaking 3

Humanities (3 credits)

- ENG201 Survey of English Lit 3

Mathematics (10 credits)

- MAT210 College Algebra I 3
- MAT211 College Algebra II 4
- MAT200 Statistics 3

Social Sciences (3 credits)

- HUM200 American Character 3

Behavioral Sciences (3 credits)

- PSY101 Psychology 3

Other General Education

Elective Courses (9 credits)

- BUS140 Contemporary Marketing 3
- BUS142 Managing a Small Business 3
- CDV101 Child Development 3
- MAT101 Business Mathematics 3

Other Required Courses

Natural Sciences (19 credits)

- CHE101 General Chemistry 3
- CHE201 Organic and Biochemistry 4
- BIO210 Human Biology 3
- BIO230 Anatomy and Physiology I 3
- BIO231 Anatomy and Physiology II 3
- BIO325 Introduction to Microbiology 3

Nutrition Courses

Core Requirements (26 credit hours)

- HEA101 Medical Terminology 2
- HEA201 Environmental Challenges & Solutions 3
- HEA301 Health & Wellness 3

- HEA302 Intro to Complementary & Alternative Medicine 3
- HEA401 Pathophysiology I 3
- HEA402 Pathophysiology II 3
- HEA410 Functional & Clin. Assess. I 3
- HEA411 Functional & Clin. Assess. II 3
- NUT101 Understanding Nutrition I 3

Nutrition Major Courses (32 credits)

- NUT102 Vegetarian Nutrition 3
- NUT201 Understanding Nutrition II 3
- NUT224 Eating Disorders & Weight Management 3
- NUT301 Vitamins & Minerals 3
- NUT302 Introduction to Nutraceuticals 3
- NUT401 Nutrition Counseling Skills 3
- NUT403 Geriatric Nutrition 3
- NUT410 Nutrition Therapy I 4
- NUT411 Nutrition Therapy II 4
- CAP500 Capstone project 3

Nutrition Major Electives (15 credits)

- EXE320 Exercise Physiology 3
- HER101 Intro. to Herbal Sciences 3
- HER102 Herbs & Body Systems 3
- HER103 Into to Traditional Chinese Herbalism 3
- NUT220 Sports Nutrition 3
- NUT221 Pregnancy, Pediatric & Adolescent Nutrition 3
- NUT222 Community Nutrition 3
- NUT223 Women's Spec. Health Conc. 3
- NUT225 Current Weight Management Theory & Application 3
- NUT 402 Clinical Nutrition 3

Total Credits 129
Tuition - \$31,605*

Academic prerequisites: High School diploma or equivalent, High School Algebra (for College Algebra I course)

* Tuition does not include costs of books and materials which are purchased separately. Note that tuition and fees are subject to change. Students will be notified prior to any tuition changes.

Program Time Frame: Estimated time of completion of this program is 48 months.

Certified Dietary Manager, Certified Food Protection Professional

Graduates of the B.S. program will have met the Pathway II requirements for eligibility to sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) credentialing exam offered by the Dietary Managers Association® (DMA®).

Certified Sports Nutritionist, and Body Composition Certification

Graduates of the B.S. program are eligible to take the International Society of Sports Nutrition's (ISSN) national board exam for Certified Sports Nutritionist (CISSN), and/or ISSN's national board exam for Body Composition Certification (BCC-ISSN). Choosing HCHS's elective courses Sports Nutrition and Exercise Physiology will help graduates to better prepare for the exams. ISSN also recommends other study materials in preparation for taking the exams <http://www.sportsnutritionistsociety.org/CISSN.html> and <http://www.sportsnutritionistsociety.org/BCC.html>.

Certified Clinical Nutritionist (CCN) Examination

Graduates of the B.S. program meet the core education requirements for the Certified Clinical Nutritionist exam through the Clinical Nutrition Certification Board (CNCB). Visit www.cncb.org for eligibility requirements.

Board Certified in Holistic Nutrition

Graduates of the B.S. program will be eligible to apply to sit for the Holistic Nutrition Credentialing Board's (HNCB) Board Examination. The HNCB is a division of the National Association of Nutrition Professionals (NANP). NANP Professional Members who meet the board examination qualification criteria and successfully pass the Board Exam will earn the designation, "Board Certified in Holistic Nutrition." For more information, including a list of Board Exam eligibility criteria please visit www.holisticnutritionboard.org or contact the HNCB at 916-851-9310 or by email at exam@hncb.org.

Certified Practitioner level membership with the AHMA

Graduates of HCHS's B.S. in Nutrition are eligible to apply for a Certified Practitioner level membership with the American Holistic Medical Association (AHMA), which has served and supported physicians and other practitioners since its founding in 1978. AHMA membership is limited to practitioners serving clients across a broad spectrum of holistic healthcare modalities, including those HCHS graduates who intend to work professionally in clinical nutrition.



Graduate Program

Master of Science in Nutrition (M.S.)

37 Credit Hours



HCHS's Master of Science in Nutrition program offers a world-class graduate education, designed to help present and future health professionals understand and apply the science of nutrition. Core courses build upon students' current knowledge of the human body and basic nutrition science and promote a greater understanding of the links between diet, lifestyle and health. The curriculum provides a solid foundation in advanced nutrition sciences with courses in clinical nutrition, nutrition assessment, nutrition research and current trends in the field of nutrition. Elective courses explore nutrition in the community and among other cultures, alternative and complementary medicine, and other health science related issues. A maximum of 18 credit hours may be transferred from previously completed graduate courses from other accredited institutions. Of those 18 credits, no more than 9 credits will be awarded for Prior Learning Experience and/or credit by examination.

Student progress is evaluated through written and oral assignments, practical exercises, research projects, and written, proctored exams. The M.S. program culminates in a capstone project, which demonstrates learning achieved throughout the program. The capstone project may take different forms, including writing a thesis, designing and executing a practicum, or planning and executing a project.

The M.S. in Nutrition program was designed with health care and allied health care professionals in mind. This program is ideal for registered dietitians who desire to expand their skills and knowledge, and increase their marketability in today's competitive job market. It's also appropriate for physicians, nurses, pharmacists, physical therapists, chiropractors, acupuncturists, and personal trainers who often receive little or no nutrition training; and who would like to strengthen their relationship with the patients/clients, or the medical community, through knowledge of nutrition science and counseling techniques. Finally, entrepreneurs, managers, or sales counselors in the food or supplement industry who wish to expand and enhance their businesses with the ability to offer nutrition services to their clientele may also benefit by this graduate program.

Program Objectives:

Upon completion of the Master of Science in Nutrition degree program, the graduate will be able to:

1. Apply advanced concepts in nutrition to health-related practices and issues.
2. Interpret findings of clinical research studies to make evidence-based decisions.
3. Evaluate current trends in nutrition.
4. Design and conduct an in-depth study on a current issue in nutrition.
5. Predict health-related issues for clients based on nutrition assessments.
6. Analyze nutritional behaviors to promote and support healthy lifestyles.

Courses

The Master of Science in Nutrition program consists of the following graduate level courses:

Nutrition Courses

Core Courses (25 Credits)

- BIO510 Advanced Biochemistry 4
- NUT520 Advanced Nutrition 4
- NUT530 Nutrition Assessment 4
- NUT540 Clinical Nutrition 3
- NUT550 Nutrition Research 4
- NUT560 Current Trends 3
- NUT630 Capstone project 3

Electives (choose 12 Credits)

- NUT572 Life Span Nutrition 3
- NUT574 Community Nutrition 3
- NUT576 Food & Culture 3
- NUT578 Herbal Therapies & Alternative Healing 3
- NUT702 Advanced Nutrition with Clinical Applications 3
- NUT703 Antioxidants 3
- Other pre-approved graduate courses 3

Total credits 37

Tuition - \$13,616*

Academic prerequisites:

- 1) Bachelor's degree with a 2.0 GPA or higher from a college or university accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or international equivalent.
- 2) Completed coursework from a similarly accredited institution in Nutrition I, Human Biology, General Chemistry, Biochemistry, Anatomy and Physiology, and Statistics.
(Note: HCHS offers these course prerequisites.)

* Tuition fees do not include the costs of books and materials for each course which are purchased separately. Note that tuition and fees are subject to change. Estimated cost of textbooks & materials may change based on course revisions & new editions. Students will be notified prior to any tuition changes.

Program Time Frame: Estimated time of completion of this program is 24 months.

Certified Clinical Nutritionist (CCN) Examination

Graduates of the M.S. program meet the core education requirements for the Certified Clinical Nutritionist exam through the Clinical Nutrition Certification Board (CNCB). Visit www.cncb.org for eligibility requirements.

Board Certified in Holistic Nutrition

Graduates of the M.S. program will be eligible to apply to sit for the Holistic Nutrition Credentialing Board's (HNCB) Board Examination. The HNCB is a division of the National Association of Nutrition Professionals (NANP). NANP Professional Members who meet the board examination qualification criteria and successfully pass the Board Exam will earn the designation, "Board Certified in Holistic Nutrition." For more information, including a list of Board Exam eligibility criteria please visit www.holisticnutritionboard.org or contact the HNCB at 916-851-9310 or by email at exam@hncb.org.

Certified Practitioner level membership with the AHMA

Graduates of HCHS's M.S. in Nutrition are eligible to apply for a Certified Practitioner level membership with the American Holistic Medical Association (AHMA), which has served and supported physicians and other practitioners since its founding in 1978. AHMA membership is limited to practitioners serving clients across a broad spectrum of holistic healthcare modalities, including those HCHS graduates who intend to work professionally in clinical nutrition.

COURSE DESCRIPTIONS

Undergraduate Courses

The undergraduate courses offered by HCHS are described below and can be taken individually in a program of studies. Each course offered by HCHS provides a thorough treatment of the subject presented and often exposes the student to scientifically sound alternative views. In addition, each nutrition course requires a critique and analysis of current nutrition trends which will prepare the student for the important nutrition decisions they will be making in the future. The following course descriptions are only intended to provide a general overview of course content. Each course treats the subject matter in a complete and thorough manner and contains considerably more information than is covered in the course description. The tuition for each course includes the course study guide. The books and videos are purchased separately (ISBN numbers can be obtained from the undergraduate or graduate book list). The student is allowed sixteen weeks to complete each course. Students are expected to spend a minimum of 45 clock hours in course study/work per semester hour credit.

General Education Courses

BUSINESS ADMINISTRATION

BUS140 Contemporary Marketing Skills

3 semester hour credits

Practical applications-oriented treatment of the activities performed by those involved in marketing. Course focuses on analyzing marketing opportunities, product pricing, distribution and promotion decisions, and careers in marketing. Course is designed to allow students to develop skills which can be utilized in any chosen career.

BUS142 Managing a Small Business

3 semester hour credits

This course includes theory and practice relating to starting and managing small firms. Topics include developing plans for the business, small business marketing, managing small business operations and financial management in the firm. Course is designed for those considering starting their own business.

CHILD DEVELOPMENT

CDV101 Child Development

3 semester hour credits

Course includes foundations of child development; conception, prenatal, and birth; heredity; infant social and emotional development; growth and maturation; the developing child learning, language, social processes; sexuality, morality and self-control; the “special needs” child.

COMMUNICATIONS

COM101 Public Speaking

3 semester hour credits

The process of public speaking; selecting a topic and purpose; supporting ideas; organizing and delivering a speech; informative and persuasive speaking; special speaking occasions; speaking in small groups and conferences; listening effectively; responding to questions and comments; preparing and evaluating speeches.

ENGLISH

ENG101 English Composition I

3 semester hour credits

This course will emphasize principles of good writing with attention to grammar, sentence construction, punctuation, diction, mechanics, and the major forms of discourse. Compositions, parallel readings, and a short, documented essay are required.

ENG130 English: Reading Enhancement

3 semester hour credits

Develop reading skills to improve comprehension, motivation, concentration, organization, and vocabulary; techniques for more effective studying, reviewing, memory development and exam taking; parts of speech and sentence structure; discerning the author's perspective and bias; how to read literature, math, graphs and maps.

HUMANITY

ENG201 Survey of English Literature

3 semester hour credits

(Prerequisite: English Composition)

This course is an undergraduate survey of English literature including the middle ages, the sixteenth century and the early seventeenth century, and the restoration and eighteenth century.

MATHEMATICS

MAT101 Business Mathematics

3 semester hour credits

Review of basic mathematics for business; bank records; merchandising; payroll; finance; real estate; accounting; annuities and investments; case studies.

MAT200 Statistics

3 semester hour credits

(Prerequisite: 2 years high school algebra)

This course covers mathematical foundations of elementary statistical methods, application and theory, probability in discrete and continuous distribution, correlation and regression, sampling distribution, significance tests.

MAT210 College Algebra I

3 semester hour credits

(Prerequisite: One year of high school algebra or equivalent.)

This course develops skills in problem solving, graphing, working with functions, and critical thinking. Topics include solving and graphing linear inequalities, graphing linear functions, solving linear systems of equations in two variables, exponents, and factoring polynomials.

MAT211 College Algebra II

4 semester hour credits

(Prerequisite: College Algebra I)

Continues the emphasis on functions and graphing introduced in College Algebra I. Topics include solving and graphing quadratic equations, rational expressions, compound inequalities, absolute value equations, rational functions, radical functions, rational exponents, and complex numbers.

PSYCHOLOGY

PSY101 Psychology

3 semester hour credits

The brain, biology and behavior; sensation and reality; memory, intelligence and creativity; conditions and learning; motivation and emotion; health, stress and coping; abnormal psychology; gender, sexuality, social behavior and human relations.

SOCIAL SCIENCES

HUM200 American Character

3 semester hour credits

(Prerequisite: English Composition)

This course examines what it has meant, and what it means today, to be an American. Elements of cultural diversity as well as things that unite us as Americans will be explored. Three themes vitally important to understanding our American culture, consumption, gender and race, will be the focus of this course.

OTHER REQUIRED COURSES

BIOLOGICAL SCIENCES

BIO210 Human Biology

3 semester hour credits

An introduction to human biology; the principles of chemistry; chromosomes, cells and genes; nutrition and digestion; function of the circulatory, nervous, endocrine, urinary and immune systems; reproduction, development and aging; principles of heredity; environmental issues; case studies.

BIO230 Anatomy and Physiology I

3 or 4 semester hour credits

Comprehensive study of the human anatomy and physiological principles, including the chemical basis of life, different parts of cells, the skin and the integumentary system, the skeletal system, the joints of the skeletal system, and the muscular system, and the nervous system. Course includes interactive physiology lab simulations.

BIO231 Anatomy and Physiology II

3 or 4 semester hour credits

(Prerequisite: Anatomy and Physiology I)

Continuation of human anatomy and physiological principles from BIO330, including the endocrine system, blood, cardiovascular system, lymphatic system, the importance of immunity, digestive system and nutrition, respiratory system, urinary system, water, electrolyte, and acid-base balance, reproductive systems, pregnancy, growth, development, genetics, and genomics. Course includes interactive physiology lab simulations.

BIO325 Introduction to Microbiology

3 semester hour credits

(Prerequisite: Human Biology)

This course includes morphology, physiology and classification of bacteria, fungi and viruses. It examines the clinical manifestations, epidemiology, and host/parasite relationships to immunology and resistance to disease, viruses, pathogenic fungi, protozoa, and worms. Course includes online virtual microbiology lab, and streaming video series, *Unseen Life on Earth: An Introduction to Microbiology*, by Annenberg Media.

CHEMISTRY

CHE101 General Chemistry

3 semester hour credits

This course includes application of chemistry to nutrition; matter, measurements, and calculations; atoms and molecules; electronic and nuclear characteristics; forces between particles; nutrition related chemical reactions; the states of matter; acids, bases, and salts.

CHE201 Organic and Biochemistry

4 semester hour credits

(Prerequisite General Chemistry CHE310)

Course includes nutrition/food applications of organic and biochemistry; molecular formulas of organic compounds; physical properties of compounds; characteristics of enzymes; function of cofactors; description of biochemical pathways.

EXERCISE SCIENCES

EXE320 Exercise Physiology

3 semester hour credits

(Prerequisite: Anatomy and Physiology I BIO330)

This is an introductory course in exercise physiology, with a focus on the muscular, neuromuscular, cardiovascular, and metabolic responses and the physiological adaptations that occur during exercise. Concepts related to physical fitness, body composition/weight control, and training principles and dietary supplementation will be discussed. It is recommended that students complete Understanding Nutrition I prior to enrolling in this course.

HEALTH SCIENCES

HEA101 Medical Terminology

2 semester hour credits

This course includes how to decipher the meanings of medical terms by breaking them down into smaller word parts. It introduces words in the context of human anatomy, physiology and pathology so concepts are easier to grasp, while instilling the basics of suffixes, prefixes, and root words essential to developing a working medical vocabulary.

HEA201 Environmental Challenges and Solutions

3 semester hour credits

Scope and severity of environmentally triggered illnesses; a comprehensive view of the little-known effects that common pesticides and toxic chemicals have on our health; an in-depth picture of chemical sensitivities and how to recognize them; proper chemical questionnaires; understanding environmental illness how to stay well in a polluted environment; the use and effects of pesticides in our food supply and what to do about it; designing a lifestyle that will protect children from common household toxic chemicals; alternative to unsafe cleaning supplies; case studies.

HEA301 Health & Wellness

3 semester hour credits

Comprehensive review of general health concepts applied to a holistic approach to health and wellness. Student will explore various ways the body, mind and emotions interact with one another and with the environment to affect health, and how individuals can manipulate these elements to increase their level of well-being. Online streaming videos help highlight key concepts.

HEA302 Introduction to Complementary & Alternative Medicine

3 semester hour credits

This course is a research-based exploration of clinically relevant CAM practices, detailing the history, philosophy and mechanisms while balancing theory with practical application and methods of treatment for each therapy. Includes examination of biologically based practices, energy based medicine, manipulative and body-based practices, mind-body practices, whole medical systems, CAM & aging, and aromatherapy. An online series of streaming videos from The National Center for Complementary and Alternative Medicine, as well as a series from The University of Texas M. D. Anderson Cancer Center are utilized as part of the curriculum.

HEA401 Pathophysiology I

3 semester hour credits

(Prerequisite: Anatomy & Physiology II)

Student will review the basic mechanisms underlying pathophysiology states and will apply those concepts to the pathophysiology of specific disorders using a systemic approach. The focus of the course will be on introductory concepts of pathophysiology, pathophysiology of the neurologic, endocrine and hematologic systems.

HEA402 Pathophysiology II**3 semester hour credits**

(Prerequisite: Pathophysiology I)

This is a continuation of HEA401. The focus of the course will be on the pathophysiology of the cardio-vascular, lymphatic, pulmonary, renal, urologic, reproductive, digestive, musculoskeletal and integumentary systems.

HEA410 Functional & Clinical Assessment I**3 semester hour credits**

(Prerequisite: Nutrition Therapy II)

This course is a study of various subjective and objective assessments to be used in nutrition consultations for the purpose of gathering functional and clinical data on the patient. It will cover understanding of the assessment methods and outcomes of signs and symptoms analysis; urine analysis, blood pressure testing; height & weight assessment & body composition analysis. Determine optimal treatment programs & recommendations that are based on assessment findings.

HEA411 Functional & Clinical Assessment II**3 semester hour credits**

(Prerequisite: Functional & Clinical Assessment I)

This course includes: study of blood chemistry tests and their clinical & functional relevance, study of the various organs and glands that relate to blood chemistry, and study of Clinical Physiology and Clinical Chemistry that relates to functional blood chemistry analysis. Determine optimal treatment programs & recommendations that are based on assessment findings.

HERBAL SCIENCES**HER101 Introduction to Herbal Sciences****3 semester hour credits**

A basic foundation and understanding of the principles of herbal medicine within the context of historical and modern health care; with an emphasis on those botanicals whose uses have been well documented through modern scientific study. While not designed to prepare the student to be an alternative health care practitioner, when completed, the student will be well-informed about the regulation of herbal products, the primary functions of key botanicals in popular use, herbal product quality control, and the basics of herbal safety. The energetics and classifications of Western medicinal plants will be studied, with an emphasis on the incorporation of herbalism into the daily life.

HER102 Herbs & Body Systems**3 semester hour credits**

Explores primary Western medicinal botanicals used to affect body systems within the context of a holistic system. Chemical constituents, actions and properties for the most common herbs will be studied, including some basic herbal combinations to use for each body system. The structure, functions and main pathologies of body systems will be studied in order to understand how herbs can affect the systems. Herbal safety, appropriate use, and prevention of disease are emphasized.

HER103 Introduction to Traditional Chinese Herbalism **3 semester hour credits**

This course presents that philosophical basis for the use of Chinese herbs, and the characterizations of Chinese herbs. The history of Chinese medicine and the different theories associated will be explored, as well as modern day practices and considerations within Chinese herbalism. All of the main classical herbal categories will be studied, as well as 120+ useful herbs, formulas, and patents. The usage of Chinese herbs within contemporary society will be explored, including farming practices, safety considerations, current scientific research, and the incorporation of Chinese herbs into daily life.

HER200 Introduction to Essential Oils**3 semester hour credits**

Essential Oils within the context of historical, scientific, and functional aspects will be explored in this course. In addition to the hands on manufacturing of essential oils for personal use, the specific usage of the most common essential oils will be studied; as well as manufacturing and safety considerations that must be applied while using individual and combinations of oils within all age groups. Specific attention will be given to the culture and popularity of essential oils today, as well as how essential oils can be utilized on a daily basis to promote optimal health.

NUTRITIONAL SCIENCES**NUT101 Understanding Nutrition I****3 semester hour credits**

A foundation in the principles of nutrition: comprehensive study of the nutrient elements; in-depth examination of carbohydrates, fats and proteins; the role of vitamins, minerals and body fluids; digestion, metabolism and weight management; alternative nutrition practices; recognizing and evaluating differing points of view; examination and critique of current nutrition trends; case studies.

NUT102 Vegetarian Nutrition**3 semester hour credits**

A comprehensive overview of the scientific literature addressing the health status (cancer, heart disease, diabetes, etc.) and health needs of vegetarians; the basics on beginning a vegetarian lifestyle; review of various vegetarian diets including lacto-ovo, vegan and macrobiotic; risks of a non-vegetarian diet; how vegetarian diets affect nutritional requirements; supplementation for vegetarians; plant food sources of all essential nutrients; meal-planning guidelines for vegetarians throughout the lifecycle and for diabetics, athletes, and those with weight problems; vegetarian guidelines for food preparation and use of grains, legumes, and soy products; practical applications for counseling vegetarians.

NUT201 Understanding Nutrition II**3 semester hour credits**

(Prerequisite - Understanding Nutrition I)

Nutrients and physical activity; life cycle nutrition; nutrition for the elderly; risk factors for chronic diseases; consumer concerns about food safety; environmental consciousness; alternative nutrition practices; how to recognize and evaluate opposing nutritional viewpoints; examination and critique of current nutrition trends; case studies.

NUT220 Sports Nutrition**3 semester hour credits**

The principles of fitness, motivation and conditioning; nutrition for the athlete; stress management; preventing accidents; stretching, posture and aerobics; vitamin and mineral supplementation for fitness; high and low intensity exercise; cross training; walking for weight control; case studies.

NUT221 Pregnancy, Pediatric and Adolescent Nutrition **3 semester hour credits**

Preconception nutrition; planning a proper diet for pregnancy and lactation; nutrition for infancy through adolescence; vitamin and mineral supplementation; the nutrition connection to learning and behavior; attention deficit disorder; examination and critique of current nutrition trends; diet plans for children with special needs; case studies.

NUT222 Community Nutrition**3 semester hour credits**

The role of nutrition in public health; educational foundation for nutrition entrepreneurs; the art and science of policy-making; planning and managing public nutrition programs; understanding and influencing consumer behavior; food assistance programs; nutrition assessment of all age groups; case studies; community learning activities.

NUT223 Women's Special Health Concerns**3 semester hour credits**

Dieting and fat during childbearing years; the importance of carbohydrates and minerals; foods to eat in the home and when dining out; managing menopause without estrogen; exercise, nutrition and menopause; combining therapies to manage menopause; case studies; examination and critique of current nutrition trends.

NUT224 Eating Disorders and Weight Management**3 semester hour credits**

Causes and physical effects of anorexia and bulimia; nutritional complications of eating disorders; profile of individuals with an eating disorder; approaches to treating eating disorders; recovering from an eating disorder; emotional and physical factors related to obesity; medical conditions related to obesity; practice counseling session and case studies.

NUT225 Current Weight Management Theory & Application**3 semester hour credits**

An overview of current diet and weight loss theory; the expected sequel of restrictive eating plans; review of pharmacological and nutritional weight loss products; construct of a healthy eating plan to maximize weight management; weight management in a clinical setting.

NUT301 Vitamins & Minerals**3 semester hour credits**

(Prerequisite: Understanding Nutrition I)

This course presents a comprehensive review about each vitamin and mineral with regard to function, deficiency, disease prevention, disease treatment, sources and safety. Information presented will help student gain an understanding of the value of dietary supplements in helping to meet nutritional needs of Americans, and the specific supplements that may help to do so.

NUT302 Introduction to Nutraceuticals**3 semester hour credits**

(Prerequisite: Understanding Nutrition I)

A research-based examination of dietary supplements classified as nutraceuticals; including health/disease applications and safety considerations. In addition to the assigned texts, students will read a variety of peer-reviewed monographs and reviews on individual nutraceutical supplements.

NUT401 Nutrition Counseling Skills**3 semester hour credits**

(Prerequisite: Basic Nutrition course)

The psychology of nutrition counseling; evaluating and understanding the client's attitude; how to illustrate the importance of good nutrition principles; interpreting the counseling session; how to identify and express your feelings toward the client; identifying inappropriate eating behaviors; recognizing dietary misconceptions; interpreting the results of nutrition research; making diet recommendations; applying appropriate strategies to specific problems; evaluating progress and spotting potential failure; utilizing proper counseling techniques; how to use client data forms in counseling; case studies.

NUT402 Clinical Nutrition**3 semester hour credits**

(Prerequisite: Basic Nutrition course)

Study of nutrients and how the body handles them based on principles of chemistry and molecular biology; the effect of nutrition choices on diabetes, hypoglycemia and disorders of the major organ systems; food choices and diet planning principles; nutrition prescription for illness; the development and evaluation of nutrition plans; nutrition assessment; the relationship between nutrition and illness; strategies for providing nutritional support for people with serious illness; practical examples in clinical nutrition case studies.

NUT403 Geriatric Nutrition**3 semester hour credits**

(Prerequisite: Understanding Nutrition II)

This course explores the role of nutrition in the maintenance of health, the management of chronic conditions, and the treatment of serious illness in the elderly. Differing points of view in complementary and alternative nutrition practices will also be reviewed and evaluated.

NUT410 Nutrition Therapy I**4 semester hour credits**

(Prerequisites: Understanding Nutrition II, Anatomy and Physiology II, Pathophysiology II)

This is the first of two courses covering medical nutrition therapy for specific disorders and diseases. In this first course, the cause, prevention, and treatment of certain medical conditions will be examined. This includes upper and lower gastrointestinal disorders; liver and biliary system disorders; food allergy and intolerance; diabetes and hypoglycemia; and anemia. Case studies are included to develop clinical practice skills. In addition, differing points of view in complementary and alternative nutrition practices will be reviewed and evaluated. This course will also provide an overview of nutritional genomics, food-drug interactions, enteral and parenteral nutrition, and nutrition for health and fitness.

NUT411 Nutrition Therapy II**4 semester hour credits**

(Prerequisite: Nutrition Therapy I)

This course is the second of two courses covering medical nutrition therapy for specific disorders and diseases. In this second course, the cause, prevention, and treatment of certain medical conditions will be examined. This includes cardiovascular disease; hypertension; heart failure and transplant; pulmonary disease; renal disorders; cancer; human immunodeficiency virus (HIV) disease; metabolic stress (sepsis, trauma, burns, and surgery); neurologic disorders; rheumatic disorders; and metabolic disorders. Case studies are included to develop clinical practice skills. In addition, differing points of view in complementary and alternative nutrition practices will be reviewed and evaluated.

NUT500 Capstone Project**3 semester hour credits**

(Prerequisite: All other courses in the B.S. in Nutrition program)

The capstone project is the culminating experience of the B.S. in Nutrition degree program. It allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth. The student designs and submits a proposal for his or her capstone project. A student may choose to write a thesis, design a practicum, or plan a project. A thesis is a written account of a sustained inquiry into an idea, theme, or issue of interest to the student. A practicum entails a supervised practical application of the knowledge acquired in the program of study. A project requires applying skills acquired as a result of the student's studies and might include writing a book, creating educational materials in on the topic of nutrition, or writing a substantial essay based on fieldwork relating to the student's program of study. Upon completion of the thesis, practicum or project the student will make a presentation with oral and written components to members of his or her Instructional Team.

Graduate Courses

The graduate courses offered by HCHS are described below and can be taken individually or in a program of studies. Each course offered by HCHS provides a thorough treatment of the subject presented and often exposes the student to scientifically sound alternative views. In addition, each nutrition course requires and critique and analysis of current nutrition trends which will prepare the student for the important nutrition decisions they will be making in the future. The following course descriptions are only intended to provide a general overview of course content. Each course treats the subject matter in a complete and thorough manner and contains considerably more

information than is covered in the course description. The books and videos are purchased separately (ISBN numbers can be obtained from the graduate book list). The student is allowed 16 weeks to complete each course. Students are expected to spend a minimum of 45 clock hours in course study/work per semester hour credit.

BIOLOGY

BIO720 Cellular and Molecular Biology

3 semester hour credits

(Prerequisites: Biochemistry)

This course reviews the important concepts of Molecular Biology such as the relationship between the molecular structure and function, the dynamic character of cellular organelles, the use of chemical energy in running cellular activities, macromolecular biosynthesis, the diversity at the macromolecular and cellular levels and the mechanisms that regulate cellular activities.

BUSINESS

BUS601 Management of a CAM Practice

3 semester hour credits

This course explores the procedures used by CAM practitioners for establishing and managing their own businesses. Students will examine start-up issues, marketing, legal aspects, finances, and strategies for maintaining a successful practice.

CHEMISTRY

BIO510 Advanced Biochemistry

4 semester hour credits

(Prerequisite: Organic & Biochemistry)

The principles of biochemistry and molecular biology are inherent to the study of nutrition. This course provides further exploration into the biochemical processes essential in disease prevention and treatment with an emphasis on nutrition.

EDUCATION

EDU501 Doctoral Orientation

1 semester hour credit

This short course will prepare students for working within the HCHS online learning system, and will include research resources and plagiarism policies. The student will also learn the history of nutrition.

HEALTH SCIENCES

HEA610 Complementary and Alternative Medicine

3 semester hour credits

This course is designed to provide current and future clinical nutritionists, other healthcare practitioners, students in other healthcare fields, clinical nutrition researchers, and faculty with the tools for appraising and selecting among complementary and alternative medicine (CAM) therapeutics currently in use in the United States. Students will formulate treatment protocols integrating principles and materials from CAM modalities that enhance treatment outcomes and lower treatment costs.

HEA620 Research in Complementary & Alternative Medicine

3 semester hour credits

This course explores standards of quality in clinical research on complementary and alternative medicine and therapy. Students will review various research methodologies, as well as special issues as they apply to herbal medicine, homeopathy, acupuncture, massage, prayer, and other therapies with the goal of assessing the quality of evidence to determine best option for patient care.

HEA710-716 Special Topics I-VII**21 semester hour credits**

These courses should be comprised of topics not normally offered in the curriculum or topics in which students wish to go beyond the scope or limitations of a course. The independent study should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline.

HEA550 Qualifying Examination**1 semester hour credit**

(Prerequisite: Completion of 13 credit hours in the doctoral degree)

The qualifying examination consists of one paper the student is required to write and one critical evaluation of a scientific paper chosen by faculty. The topics will relate to coursework completed thus far. The qualifying examination must be taken by the end of the one year of full-time enrollment in the program (i.e., completed about 13 credits). Students must pass this examination to continue in the program.

HEA650 Comprehension Examination**2 semester hour credits**

(Prerequisites: Completion of all doctoral course work)

The comprehensive examination consists of two papers the student is required to write.

HEA850 Capstone Project**12 semester hour credits**

(Prerequisite: Comprehension Examination)

The capstone project is the culminating experience of the DHS in Integrative Healthcare degree for both areas of concentration. The capstone project challenges doctoral students to apply the knowledge and skills acquired throughout the program to their professional careers. This project is completely individualized; students are encouraged to select a work-related project that will result in professional growth and career advancement. A proposal for the project must be submitted and approved before implementation. A written report of the completed project in the form of a dissertation, as well as a formal presentation, is required.

NUTRITIONAL SCIENCES**NUT520 Advanced Nutrition****4 semester hour credits**

(Prerequisites: Understanding Nutrition I, Anatomy & Physiology, Organic and Biochemistry)

This course is an assessment of in-depth study of macro- and micro nutrition digestion, including absorption, metabolism, excretion, inter-relationships, and requirements in normal individuals. Effects of processing and technological alterations on nutritional quality of food and the bioavailability of nutrients.

NUT530 Nutrition Assessment**4 semester hour credits**

(Prerequisite: Advanced Nutrition)

This course is an assessment of nutritional status of individuals in various stages of the life cycle using dietary, anthropometric, biochemical and clinical assessment. Identification of psychosocial, behavioral and cultural factors influencing food choices is studied in this course.

NUT540 Advanced Clinical Nutrition**3 semester hour credits**

(Prerequisite: Advanced Nutrition)

This course explores the role of medical nutrition therapy in maintenance of health and treatment of symptoms associated with diet-related diseases. It includes application and integration of basic nutrition principles and assessment.

NUT550 Nutrition Research**4 semester hour credits**

(Prerequisite: Statistics)

Students explore the scientific method of inquiry for conducting research. A variety of research designs and statistical tools are reviewed to answer research questions/test hypotheses. A critical

review of current scholarly literature; ethical issues in research; and selection of appropriate descriptive, inferential, parametric, and nonparametric statistics are reviewed and applied. Finally, students develop a research proposal on a specific topic in nutrition, health science, or a related field.

NUT560 Current Trends in Nutrition

3 semester hour credits

(Prerequisite: Advanced Nutrition)

This course is an identification, examination and discussion of current nutrition issues. A critical, objective analysis of selected peer-reviewed nutrition research that provides scientific evidence to take position on the issues is included.

NUT572 Life-Span Nutrition

3 semester hour credits

(Prerequisite: Understanding Nutrition I)

This course is a study of factors influencing nutrient requirements and metabolism in individuals from birth through old age.

NUT574 Advanced Community Nutrition

3 semester hour credits

Conduct needs assessment in communities; plan and implement nutrition intervention programs and evaluate their effectiveness. Disseminate nutrition information using effective and appropriate education strategies to promote positive health behaviors of ethnically diverse communities.

NUT576 Food and Culture

3 semester hour credits

This course is an in-depth study of the dietary habits and behaviors of different cultures with specific focus on vegetarian nutrition. It explores factors that influence food selection, the effects of food habits, and the nutritional status and problems unique to specific ethnic groups.

NUT578 Herbal Therapies and Alternative Healing

3 semester hour credits

This course examines identification and critical analyses of medicinal herbs, including their active components, bio-availability, mode of action, effective doses, and safety. Evaluation of health claims associated with herbal supplements. Exploration of the various alternative approaches used to maintain health and prevent chronic disease.

NUT630 Capstone Project

3 semester hour credits

The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. (This course is only available to students in the degree program.)

NUT650 Functional Medicine and Nutrition

3 semester hour credits

Nutrition professionals who have chosen to focus on the management of complex, chronic disease and primary preventive care have not chosen an easy path. This course creates a new road map for improving patient outcomes across a wide range of chronic health conditions. The approaches to disease management and prevention described here represent the evolution of the functional medicine model over more than 20 years, through the voices of leading clinicians and scientists.

NUT702 Advanced Nutrition with Clinical Applications **3 semester hour credits**

This course will present an overview of the use of food and supplements to support health and well-being. The course will focus on how traditional diets from many cultures promote well-being and how adoption of modern eating patterns often leads to the development of chronic disease. Topics to be covered include: nutritional medicine, chronic candidiasis, chronic fatigue syndrome, detoxification, intestinal dysbiosis, immune support and others. Student is required to complete in-

depth research assignments that will reinforce important concepts and enhance writing and research skills.

NUT703 Antioxidants

3 semester hour credits

The course summarizes a current knowledge of biochemical and clinical aspects of antioxidant molecules and free radicals, highlighting the effects of antioxidants on the aging process and in prevention and/or fighting the progression of diseases associate with oxidative stress such as atherosclerosis, cancer, skin,eye and neurological diseases. The course presents the research findings on some new agents such as caffeic acid and melatonin, and a new study of spices as potent antioxidants with therapeutic potential. The course also emphasizes the value and importance of antioxidants in daily diet and how many health issues are beneficially affected. Students are required to complete comprehensively several research projects that will reinforce important concepts and enhance writing and research skills.

NUT710 Nutritional Medicine I

3 semester hour credits

(Prerequisite: Nutrition Assessment)

This course is designed to provide all healthcare practitioners with scientific evidence for the use of diet, vitamins, minerals, amino acids, essential fatty acids, and other significant natural metabolites (example CoQ10) in the management and treatment of chronic and acute health conditions. Students in this course will learn how four commonly seen, however, frequently missed health disorders set in motion the pathogenesis of most chronic health conditions seen today. Students will examine the importance of the fundamentals of diet, food preparation, and therapeutic nutritional agents, which provide the building blocks for managing and treating acute and chronic health conditions.

NUT711 Nutritional Medicine II

3 semester hour credits

(Prerequisite: Nutritional Medicine I)

This course is designed to provide a foundation for all healthcare practitioners with a scientific background for the use of diet, vitamins, minerals, amino acids, essential fatty acids, and other significant natural metabolites (example CoQ10) in the management and treatment of chronic and acute health conditions. This course is a continuum of Fundamentals of Nutritional Medicine, Part 1. Students in this course will learn several treatment options for cardiovascular disease, pulmonary diseases, intestinal disorders, liver diseases, neurological disorders, psychiatric disorders, rheumatologic and connective tissue disorders, musculoskeletal disorders, renal diseases, urological disorders, endocrine disorders, pediatric disorders, and genetic disorders.

NUT712 Nutritional Medicine III

3 semester hour credits

(Prerequisite: Nutritional Medicine II)

This course is designed to provide a foundation for all healthcare practitioners with a scientific background for the use of diet, vitamins, minerals, amino acids, essential fatty acids, and other significant natural metabolites (example CoQ10) in the management and treatment of chronic and acute health conditions. This course is a continuum of Fundamentals of Nutritional Medicine, Part 2. Students in this course will learn several treatment options for dermatological diseases, gynecological disorders, pregnancy complications, ophthalmologic conditions, oral diseases, otolaryngological disorders, hematological disorders, infections, diseases, and other miscellaneous conditions. Nutritional influences on various medical modalities such as radiation therapy, surgery, and anesthesiology will also be covered.

NUT720 Nutrigenomics

3 semester hour credits

(Prerequisite: Functional Medicine and Nutrition)

This course examines the role of nutrients in gene expression and the interactions between the diet and genes. The course presents a comprehensive science-based approach to the beneficial effects of dietary compounds on diseases. Advanced analytical techniques applied to current challenges and their solutions are reviewed.

NUT730 Nutraceuticals and Functional Foods

3 semester hour credits

(Prerequisite: Nutrition Assessment)

Nutraceuticals and Functional Foods are an essential component of integrative medicine and modern health care. This course provides a scientific approach to critically analyze health claims and apply current research when making recommendations as a health practitioner.



SCHOOL OF HEALTH AND HUMAN NUTRITION

GENERAL INFORMATION

Off-Campus Study (Distance Learning)

HCHS requires neither on-campus residence nor classroom attendance. All course requirements may be completed through focused, directed study programs under college supervision and review. Students at Huntington College of Health Sciences are expected to demonstrate talent, motivation, and dedication.

Time Commitment

The College offers two Schools: **School of Health and Human Nutrition** (financial aid approved) and **School of Integrative Nutrition and Healthcare**.

The **School of Health and Human Nutrition** is 8 week modules. Two 8 week modules make up a 16 week semester.

2016 Term Dates for School of Health and Human Nutrition

<u>Term</u>	<u>1st 8 week Module</u>	<u>2nd 8 week Module</u>
Spring Semester	Feb. 29 th – Apr. 24 th	Apr. 28 th – June 22 nd
Fall Semester	Aug. 22 nd – Oct. 16 th	Oct. 20 th – Dec. 16 th

2017 Term Dates for School of Health and Human Nutrition

<u>Term</u>	<u>1st 8 week Module</u>	<u>2nd 8 week Module</u>
Spring Semester	Jan. 9 th – Mar. 5 th	Mar. 13 th – May 7 th
Summer Semester	June 5 th – July 30 th	

Change of Address

It is the responsibility of the student to notify the college with regard to any change of address. All correspondence will be sent to the last address the college receives from the student.

Privacy Rights

HCHS honors the United States Family Education and Privacy Act of 1974, as amended and other U.S. federal and state laws which protect the confidentiality of educational records and the rights of students to inspect and review these records. Specific student transcript information is not available for general statistical purposes. It may be released only upon written request by the student.

Student Verification Process

HCHS uses Software Secure to monitor the students' final examination for each course. A government-issued identification showing the student's photo is required. This ID is matched with the ID provided with the application.

Statement of Non-Discrimination

HCHS does not discriminate on the basis of race, age, color, sex, religion, sexual orientation, national or ethnic origin, veteran status, or condition of disability in the admission of students or the administration of its educational policies or programs.

Contact Policy

You should expect return communication from the administrative office within 48 hours. Instructors will contact via email to welcome students to class and initiate communication with the student during the course. You should expect an answer from the instructor within three business days of submitted email. Your written assignments will be graded and a grade report returned to you within 3 days of being submitted to the instructor. Always keep a copy for your records. The grade received for the proctored final examination required at the end of each course will represent 30% of the total grade for the course.

English Language Proficiency

Course materials are supplied only in English. Students are expected to be proficient in the oral and written use of the English language. (See Admission Requirements: International Students for TOEFL requirements.)

International Students

International students are subject to the same admission requirements, fees, and responsibilities as domestic students. International students are reminded that HCHS provides course materials and instruction only in English.

ADMISSION REQUIREMENTS

Prerequisites

An applicant for a diploma, associates or bachelors program must have a high school diploma or its equivalent. American College Test (ACT) and Scholastic Assessment Test (SAT) scores are not required. Master's degree program applicants must have a bachelor's degree from an institution accredited by an accrediting agency approved by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Doctorate's degree program applicants must have a master's degree from an institution accredited by an accrediting agency approved by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

International Students

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- Undergraduate: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL), or 61 on the iBT, 6.0 on the International English Language Test (IELTS) or 44 on the PTE Academic Score Report.
Masters: A minimum score of 530 on the paper based Test of English as a Foreign Language (TOEFL), or 71 on the iBT, 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report.
First Professional Degree or Professional Doctoral Degree: A minimum score

- of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the PTE Academic Score Report;
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
 - A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
 - A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
 - A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited college or university where the language of instruction was English; "B" or higher for Master's or Doctoral Degree.
 - Undergraduate only: A high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).

International transcripts must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the education practices of the country of origin and include an English translation of the review. Please contact our admissions office for an approved list of foreign credential evaluators. The admissions office must receive an official copy of the evaluation and transcript.

Veteran Student Information

All academic programs at HCHS are designed to allow students to begin their program at any time. Therefore, term length will vary among students depending on the program selected and the desire and motivation of the student. Enrollment certification documents sent to VA by HCHS must specify accurate course start and end dates in order for your GI Bill payments to be correct.

With this in mind, and as allowed by 38 CFR §21.4203(a)(2)(i), students using GI Bill benefits at HCHS will be certified to VA for payment retroactively at course completion. This will ensure accurate certification and payment for each course.

Post 9/11 GI Bill students are reminded of the following two provisions of the Post 9/11 Veterans Educational Assistance Improvements Act of 2010, now Public Law 111-377:

1. Students enrolled exclusively in online training do not receive the housing allowance until October 1, 2011. On October 1, 2011 housing allowance will be payable to students (other than active duty service members) enrolled solely in distance learning. The housing allowance payable is equal to one-half the national average Basic Allowance for Housing (BAH) for an E-5 with dependents.
2. Students on active duty do not receive the housing allowance or books and supplies stipend. On October 1, 2011, active duty service members will be eligible for the books and supplies stipend.

For the latest information and/or updates regarding your GI Bill program refer to www.benefits.va.gov/gibill.

Application for Admissions – Undergraduate

All applicants must submit the following to the Admissions Office:

1. A completed signed admissions application and a \$75.00 non-refundable (except in the case of denial of admissions) application processing fee.
2. Official high school transcript or equivalent is required and official college transcripts* if requesting transfer of credits.
 - a. To be considered official, transcripts must be in the original sealed envelope from the sending institution. Opened transcripts are considered to be unofficial and will not be accepted.
 - b. Student copies will be accepted for application purposes; however, all credentials must be verified by official transcript to the college before a student is allowed to enroll in the first course.
3. Students must submit with their application a photo copy of a government issued photo I.D. (Examples: Driver's License, Passport)
4. Successfully complete an interview over the phone with HCHS staff.

*College or university must be accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or international equivalent.

The application is valid for 60 days from the time of acceptance. If a student does not enroll within 60 days he/she will be required to update their application.

Application for Admissions – Graduate

All applicants must submit the following to the Admissions Office:

1. A completed signed admissions application and a \$75.00 non-refundable (except in the case of denial of admissions) application processing fee.
2. Completed prerequisites for the applicable graduate program
3. (Master's level applicants) Request official transcripts* to be sent to HCHS for your bachelor's degree with at least a 2.0 GPA or higher.
(Doctorate level applicants) Request official transcripts* to be sent to HCHS for your bachelor's degree and master's degree/first professional degree from an accredited college /university with at least a 3.0 GPA or higher. Your master's or first professional degree must meet the following criteria:
 - A minimum of a master's degree in a health related field
or
 - A minimum of a master's degree and significant professional experience in a health related field

*Transcripts must be from an institution accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA);

- (a) To be considered official, transcripts must be in the original sealed envelope from the sending institution. Opened transcripts are considered to be unofficial and will not be accepted.
 - (b) Student copies will be accepted for application purposes; however, all credentials must be verified by official transcript to the college before a student is allowed to enroll in the first course.
4. Submit a copy of a government issued photo ID, i.e., driver's license or passport.

5. Submit a CV or complete resume detailing your personal information, employment, educational background, volunteer experiences, honors, awards, and professional certifications.
6. Provide a short essay on how the applicable graduate degree will fit into your career goals.
7. (Doctorate level applicants) Submit the names of 2 professional references and send each reference a Reference Request Letter form.
8. Successfully complete an interview with HCHS faculty.

The application is valid for 60 days from the time of acceptance. If a student does not enroll within 60 days he/she will be required to update their application.

Accrediting Agency Contact Information

Information regarding the accreditation status of the college and/or complaints may be addressed to the Distance Education Accrediting Commission located at 1101 17th Street, N.W. Suite 808, Washington D.C. 20036; telephone 202-234-5100; and website www.deac.org.

Notification of Acceptance and Enrollment

Upon receipt of the signed and completed HCHS application and the \$75.00 non-refundable application fee (except in the case of admission denial), the Office of Admissions will contact the applicant for an admission interview. If the applicant is a good fit for the program and approved for admission, a program enrollment agreement will be emailed to the applicant for signature. Admissions will return a signed copy to the applicant for acceptance to the College. At this time the student will be allowed to go online and enroll in their first course.

Denial of Admission

An applicant may be denied admission if HCHS determines that the college is unable to meet the educational needs and objectives of the applicant. If an applicant is denied admission the \$75.00 application fee will be refunded.

Auditing Classes

All students admitted to a program of study are presumed to be working towards a degree or a diploma. No provisions are made for auditing classes.

FINANCIAL INFORMATION

SCHOOL OF HEALTH AND HUMAN NUTRITION

(Financial Aid Approved)

UNDERGRADUATE

Application Fee

Every application for admissions for a HCHS diploma program, undergraduate degree program or graduate program must be accompanied by a nonrefundable application fee of \$75.00 (except in the case of denial of admission).

Enrollment Fee

Students will pay a one-time per program enrollment fee. The enrollment fees are as follow: Undergraduate degree program - \$200 USD; Diploma program - \$100 USD; Individual course - \$50 USD. A full refund will be given if the student decides not to enroll within 5 days of payment of the enrollment fee.

Undergraduate Tuition Policy

Tuition payment is due upon submission of the course enrollment agreement. Tuition must be paid in U.S. currency, by check, money order, credit card or federal aid funding (if applicable). Tuition must be paid on an individual basis for each course you are taking.

Diploma Programs

\$4,410**

For the diploma programs in Comprehensive Nutrition and Sports Nutrition: 18 credit hours are required for completion. If approved, a student may transfer a maximum of 6 credit hours toward satisfying requirements of a diploma program.

Associate of Science in Applied Nutrition Degree Program

\$14,945**

Sixty-one credit hours are required for completion of an associate's degree. Depending upon the amount of transfer credit approved, a student may be required to take 16 (these hours includes credit by examination, transferred credit and prior learning experiences) to 61 semester hours in order to graduate.

Bachelor of Science in Nutrition Degree Program

\$31,605**

One hundred twenty nine credit hours are required for completion of this bachelor's degree. Depending upon the amount of transfer credit approved, a student may be required to take 34 (this includes credit by examination, transferred credit and prior learning experiences) to 129 semester hours in order to graduate.

Undergraduate Tuition Rate

The per-course undergraduate rate for students is \$245 a credit hour.

- Undergraduate Course (3 credit hours) \$735
- Undergraduate Course (4 credit hours) \$980

Other General Service Fees

Late Fee (On Monthly Payments)	\$10
Returned Check or Denied Credit Card Fee	\$25
Program Reactivation Fee	\$50
Transcript Fee	\$ 5
Prior Learning Assessment/per course	\$150
Final Exam through Remote Proctor (cost is per exam)	\$15

*Fees must be paid in U.S. currency, by check, money order, or credit card and are non-refundable.

** Note that tuition and fees are subject to change. Students will be notified prior to any tuition modifications.

Textbook Cost

The costs of textbooks are not included in the quoted tuition. Students may purchase textbooks from a vendor of their choice. For a complete list of textbooks, visit www.hchs.edu/bookinformation. We strive to keep our Booklist as up to date as possible. Check with our office at (865) 524-8079 before ordering the materials listed to verify whether or not any changes have been made to the course.

Estimated cost of textbooks

Diploma in Comprehensive Nutrition	\$995
Diploma in Sports Nutrition	\$1,118
Associate of Science Degree Program in Applied Nutrition	\$3,220
Bachelor of Science Degree Program in Nutrition	\$6,120

GRADUATE

Application Fee

Admissions application for a HCHS graduate program must be accompanied by a \$75.00 nonrefundable (except in the case of denial of admissions) application fee.

Enrollment Fee

Students will pay a one-time enrollment fee. The enrollment fees are as follow: Graduate degree program - \$200 USD; Individual course - \$50 USD. A full refund will be made if the student decides not to enroll within 5 days of payment of the enrollment fee.

Graduate Tuition Policy

Tuition payment is due upon submission of the course enrollment agreement. Tuition must be paid in U.S. currency, by check, money order, credit card or federal aid funding (if applicable).

Master of Science in Nutrition Degree Program

\$13,616**

Thirty-seven credit hours are required for completion of a master's degree. Depending upon the amount of transfer and/or experiential learning credit approved, a student may be required to take 18 to 37 semester hours in order to graduate with a Master of Science in Nutrition.

Graduate Tuition Rate

The per course graduate rate for students is \$368 a credit hour:

- Graduate Course (3 credit hours) \$1,104
- Graduate Course (4 credit hours) \$1,472

Other General Service Fees

Late Fee (On Monthly Payments)	\$10
Returned Check or Denied Credit Card Fee	\$25
Program Reactivation Fee	\$50
Transcript Fee	\$5
Prior Learning Assessment/per course	\$225
Final Exam through Remote Proctor (cost is per exam)	\$15

Fees must be paid in U.S. currency, by check, money order, or credit card and are non-refundable.

** Tuition does not include costs of books and materials which are purchased separately. Note that tuition and fees are subject to change. Students will be notified prior to any tuition modifications.

Textbook Cost

The costs of textbooks are not included in the quoted tuition. Students may purchase textbooks from a vendor of their choice. For a complete list of textbooks, visit www.hchs.edu/bookinformation . We strive to keep our Booklist as up to date as possible. Check with our office at (865) 524-8079 before ordering the materials listed to verify whether or not any changes have been made to the course.

Estimated cost of textbooks for all Graduate Programs

Masters of Science in Nutrition	\$2,612
---------------------------------	---------

REFUND POLICY

If Huntington College of Health Sciences is notified of cancellation within five (5) days after signing an enrollment agreement an applicant requesting cancellation in whatever manner (preferably in writing) within this time will receive a full refund of all monies paid to Huntington College of Health Sciences. This refund will be paid within thirty (30) business days of the notification.

From five (5) calendar days after midnight on the day on which the enrollment agreement is signed but prior to beginning a course or program the student is entitled to a refund of all monies paid minus the \$75 application fee and the enrollment fee not to exceed \$100. After 25% (2nd week) of the enrollment period, the College will retain the full enrollment fee up to \$200.

When a student cancels enrollment the institution may retain a percentage of tuition paid by the student in accordance with the following refund schedule based on an 8 week course:

	% returned to student AFTER
1 st week	80%
2 nd week	60%
3 rd week	40%
4 th week	20%
5 th week	0%

The student's withdrawal calculation date will be the last participated academic related activity as documented by the school.

The costs for optional services, such as expedited shipment of materials, experiential portfolio assessment, or other special services such as printing costs are not subject to refund after the five (5) calendar day student-right-to cancel enrollment.

Sample Refund Calculation Based on 8 week course time frame:

Facts:

Stated Tuition: \$245 per credit; 3 credit course=\$735.00

Program Enrollment Fee: \$200

The student enrolled in one 3-credit hour course.

Tuition Paid: \$935

The student has requested to withdraw middle of 2nd week.

Calculation:

Refundable to Student: \$688.00 ($\$735 \times 80\% + \100 enrollment fee)

Institution retains: \$247.00 ($\935 paid minus \$688 refund) 20% tuition + \$100 enrollment fee

Payments of refund are made within thirty (30) days of a student's request to withdraw. In the case of a student not meeting the Satisfactory Academic Progress (SAP) policy, the refund is based on the last date of substantive interaction (i.e. discussion board participation).

Refunds are subject to state policies. For information about refund policies in specific states, please see the State Licensure page under "About" at www.hchs.edu.

Financial Aid

(Available for School of Health and Human Nutrition only)

HCHS works to provide current and potential students the most up-to-date information regarding Financial Aid via our website at www.hchs.edu/financialaid. It is through this link on the website, HCHS works to communicate approved funding accepted by HCHS, HCHS' Satisfactory Academic Progress Policy and Financial Aid resources and forms.

As an accredited institution, Huntington College of Health Sciences works with many funding options including federal financial aid to those who qualify, direct payment options such as monthly payment installment plans, and a wide range of military, employer and other alternative funding options. Our commitment is to help you navigate and understand the financial aid process and identify financial tools to help make a college education affordable.

Financial Aid Process

To be eligible to apply for federal student aid, students must:

- Be a regularly admitted student enrolled in an eligible program of study for the purpose of obtaining a degree
- Be a U.S. citizen or national, or an eligible non-citizen (verification of eligible non-citizen status may be required)
- Be a high school graduate or recognized equivalent (Official high school transcript or GED certificate is required for all undergraduate students.
- Not be in default on a federal student loan or owe an overpayment on a FSA grant or loan
- Not have borrowed in excess of the annual or aggregate loan limits for FSA
- If the student is a male, he must be registered with the Selective Service
- Meeting Satisfactory Academic Progress (SAP) standards
- Not be enrolled solely in remedial coursework
- Not be currently enrolled in secondary school
- Have a valid Social Security number
- Not have been convicted of an illegal drug-related offense. If convicted, the student must visit [FAFSA online](#) to complete the FAFSA. The student will be asked about their drug conviction status and provided a "Drug Worksheet" to complete which determines eligibility. Additional help is available by calling 800-4FED-AID (800-433-3243)
- Be enrolled at least half-time if applying to receive Federal Direct Loans
- Not be incarcerated
- Certify that FSA will only be used for educational purposes
- Demonstrate financial need

Step 1

Complete the Free Application for Federal Student Aid ([FAFSA](#))

<http://www.fafsa.ed.gov/> for the school year in which you plan to attend. If you have already completed a FAFSA, update it to add "Huntington College of Health Sciences" to your list of colleges - School Code: 04244800. After completing the FAFSA, you will be given the amount for the Expected Family Contribution (EFC). Be sure to remember it because it will be needed for HCHS'; financial aid interview process.

Important: The FAFSA is the only form that a student is required to complete to be considered for student assistance from any of the Title IV, HEA programs. However, completing the FAFSA is not a guarantee of funding. The Department of Education or HCHS may request additional documentation to verify or support your application for federal student aid. **Students cannot be awarded financial aid until the verification process is complete.**

Step 2

If you are a first time borrower you must complete the [Direct Loan Entrance Counseling](#) and [Master Promissory Note at \(https://studentloans.gov/myDirectLoan/index.action\)](https://studentloans.gov/myDirectLoan/index.action).

A last option to apply for financial assistance is to apply for a [Private Loan](#). * We recommend you look at several options as interest and fees vary with each lender. All students who borrow must complete a [Private Education Loan Applicant Self-Certification Form \(PDF\)](#) and submit this form to the lender in order for the alternative loan to be complete and disburse.

Step 3

The college will notify you of your award amount. Once you have enrolled and registered for courses, the awarded funds for tuition and fees will be sent directly to the college.

Review and Return your award letter to the Financial Aid Office if you are rejecting or adjusting your award.

In order to remain eligible for federal student aid, you must comply with the college's policy on Satisfactory Academic Progress as detailed in the HCHS Program Catalog. You should also review these requirements with your admissions advisor and carefully consider if you can meet these requirements to ensure your continued eligibility for federal student aid.

Undergraduate Grade Level Determination

Any student pursuing an undergraduate degree must be classified by grade level, as well as meet grade level progression in order to comply with the requirements of FSA and the William D. Ford Federal Direct Loan (Direct Loan) Program. Graduate students do not have grade level requirements.

Please refer to the table below to determine the grade level or the progression rate of an undergraduate student.

	Credits
Freshman (Year 1)	0-23
Sophomore (Year 2)	24-48
Junior (Year 3)	49-72
Senior (Year 4)	73+

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

For purposes of determining financial aid eligibility under Title IV of the Higher Education Act (HEA) of 1965, an institution must establish reasonable standards for measuring whether a student is maintaining satisfactory academic progress (SAP). On October 9, 2010, the Secretary of Education published final rules aimed at improving the integrity of programs authorized under Title IV of Higher Education, as amended. Effective July 1, 2011, institutions participating in Title IV aid programs must comply with new federal regulations that might impact Satisfactory Academic Progress.

Financial aid recipients are expected to make reasonable progress as a condition of receiving, and continuing to receive, student financial aid. Students' academic progress is assessed according to qualitative and quantitative (pace) measures as they apply. The qualitative measure (grades) is equal to or stricter than the academic standards applied to all Huntington College students. The quantitative measure (pace, which is the number of credit hours successfully completed versus the maximum time frame allowed for the completion of those credit hours) is used to monitor progress toward degree completion. When these measures are applied, federal regulations require

that the student’s entire academic history is considered. This includes semesters or terms during which the student did not receive student financial aid. In response to requirements governing these programs, the College has developed the following policy to evaluate each student’s progress after every academic term.

THE PRINCIPAL INTENT OF THE POLICY

- Huntington College of Health Sciences’ Satisfactory Academic Progress (SAP) policy is the same or stricter than standards set for students enrolled in the same educational programs who are not receiving Title IV assistance.
- The policy provides for consistent application of standards to all students within categories of students, e.g., full-time, part time, undergraduate, and graduate students.
- Financial aid recipients are utilizing public funds in pursuit of their educational goals.
- Standards set are demonstrating administrative capabilities, such as monitor tracking, evaluating, and implementing all regulations.

QUALITATIVE MEASURE OF PROGRESS (GRADES)

The qualitative measure of progress sets a minimum cumulative grade point average (GPA) for the degree level at which a student is classified. Grade point average (GPA) is one of the components that we take into account at the time of evaluating a student’s satisfactory academic progress.

In order to remain eligible for financial aid, students must maintain the minimum cumulative grade point average (GPA) requirements as defined in the following table:

Minimum Cumulative GPA and Pace of Progression	
Minimum Cumulative Grade Point Average	Pace of Progression
2.0 (undergraduate)	67% of courses attempted
3.0 (graduate)	67% of courses attempted
Important: Pace of progression includes transfer credits that have been applied to a student’s degree plan. Minimum GPA and pace of progression must be maintained for every semester attended.	

Each student’s cumulative grade point average (GPA) will be reviewed at the end of every registered term. Students not meeting the grade point average (GPA) eligibility requirement will be notified by the Director of Financial Aid by email as well as postal mail to their permanent home address listed in the College’s database system. Failure to meet the minimum cumulative standards will result in the loss of financial eligibility for the next term following the last term enrolled.

QUANTITATIVE MEASURE OF PROGRESS (PACE)

The quantitative measures of progress involve two components, Pace of Progression/Completion Rate and Maximum Time Frame.

1) **PACE OF PROGRESSION/COMPLETION RATE**

If an undergraduate student falls below a 2.0 GPA, or if the student is not completing the required amount of credit hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue

to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If a graduate student falls below a 3.0 GPA, or if the student is not completing the required amount of credit hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

2) **MAXIMUM TIME FRAME**

The maximum time frame for students to complete their degree cannot exceed 150% of the published length of the academic program.

Maximum Time Frame		
Program Name	Program Credit Hours	Credit Hours Not to Exceed
Diploma in Comprehensive Nutrition	18	27
Diploma in Sports Nutrition	18	27
Associate of Science in Applied Nutrition	61	91
Bachelor of Science in Nutrition	129	193
Master of Science in Nutrition	37	55

Credit hours are counted from the first term the student entered the College, including semesters in which he or she did not receive financial aid. References: 34 CFR 668.34(a)(b)

SATISFACTORY ACADEMIC PROGRESS STATUS

Using the qualitative (grades) and quantitative (pace) measures of progress, students may be placed on one of the following statuses:

- ‘Passing’ or Satisfactory (S) is a status assigned to students who are eligible for financial aid and are meeting the minimum requirements of Satisfactory Academic Progress (SAP) standards.
- ‘Warning’ (WT) is a status assigned to students who fail to meet Satisfactory Academic Progress (SAP) after the evaluation that takes place at the end of every term. It allows them to get another term of Title IV financial aid while providing them the opportunity to meet our minimum academic standards by the end of that term.
- ‘Probation’ (PT) is a status assigned to students after an appeal has been granted by our Financial Aid Appeals Committee.

HOW OFTEN DO WE EVALUATE AND NOTIFY STUDENTS OF SATISFACTORY ACADEMIC PROGRESS?

The Director of Financial Aid will evaluate academic progress at the end of every registered term. Students who do not meet the minimum Satisfactory Academic Progress (SAP) requirements will be notified by Huntington College by email and postal mail to the permanent home address provided upon enrollment. At the end of every term, students must meet the guidelines for minimum cumulative grade point average (GPA), minimum number of credit hours completed, and maximum time frame. At the end of the evaluation, a student who has not met the guidelines will be placed on warning status for his or her next academic term, but will receive Title IV financial aid for that term.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

FINANCIAL SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, HEA funding**, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the Senior Vice President, Administration and Academic Affairs, who in turn will meet with the Director of Admissions, the Director of Financial Aid and the Accountant to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the Senior Vice President, Administration and Academic Affairs, receives the appeal, she will evaluate the appeal and provide a decision within ten (10) business days. The Senior Vice President, Administration and Academic Affairs, will notify the student in writing of the decision and that decision is final.

**Note: Financial aid appeals are NOT the same as academic appeals.*

Financial Aid Probation

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP

Reinstatement of Title IV, HEA Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding

Once a student is registered for any course, he/she has a maximum of 8 weeks to complete all course requirements. Students who are participating in Title IV are ineligible to receive extensions; however, they can request to be placed on hold due to illness, death of a close relative, or other similar circumstances. The College has the option to issue a student an Incomplete (I) for the course. Students who have been issued an Incomplete (I) have 8 weeks to complete all course requirements, but must be enrolled in another course during this time.

Huntington College of Health Sciences program time frame begins at the date of enrollment in the first course. If a student exceeds the time allotted for the degree or if a student fails to register for a course in the next module, the student becomes inactive (withdrawn) and his/her student loan grace period begins.

Return of Title IV Funds Policy

When a student applies for federal financial aid, a statement is signed that funds will be used for educational purposes only. Therefore, in accordance with CRF §668.22, if a student withdraws prior to completion of payment period or period of enrollment, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal Fund Programs according to the policies on our website at www.hchs.edu/return-title-iv. Hard copies may be requested from the Financial Aid office by email at financialaid@hchs.edu or by mail at HCHS, Financial Aid Office, 117 Legacy View Way, Knoxville, TN 37918.

Repayment of Title IV funds will be required when aid has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. Title IV funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965, as amended and includes the following programs at HCHS: Federal Pell Grant and Federal Direct Loan Program. These policies are effective only if the student completely terminates their enrollment by official withdrawal, is dismissed from classes, stops attending classes without an official withdrawal before completing more than 60% of the enrollment period or fails all courses at the end of the semester.

ACADEMIC REGULATIONS

Request for Program Extension

Students may request an extension of time for their degree program to the Senior Vice-President of Administration and Academic Affairs. A one-year extension may be requested. Students will need to present a proposed timeline for completing the degree and a statement explaining circumstances that justify the request for an extension.

Academic Integrity

Integrity in academics is the basic value in which colleges are built. Students, faculty and staff are expected to contribute frank and honest opinions, reviews and evaluations of research, and other academic and scholarly activities that are vital to promoting discussion and exchange thoughts, ideas and opinions. Intellectual growth cannot be developed or ideas stimulated without this frank exchange among college communities. However, for academic growth to occur and thrive, colleges cannot tolerate academic dishonesty such as cheating, plagiarism or misrepresenting work.

According to *The Fundamental Values of Academic Integrity* published by the Center for Academic Integrity there are five fundamental values that characterize an academic community of integrity:

- **Honesty** – “An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.”
- **Trust** – “An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.”
- **Fairness** – “An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administration.”
- **Respect** – “An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.”
- **Responsibility** – “An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.”

You may view the entire document at:

http://www.academicintegrity.org/ica/assets/Revised_FV_2014.pdf

Academic dishonesty is the antithesis to core values and erodes the process by which knowledge is cultivated. An individual’s integrity is damaged by repeated offenses, along with the encapsulated academic community.

To view Huntington College of Health Sciences Policy on Academic Integrity please click

<https://www.hchs.edu/sites/default/files/files/POLICY%20ON%20ACADEMIC%20INTEGRITY.pdf>

Plagiarism

Plagiarism is defined as: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source - (*Webster's New Collegiate Dictionary 9th ed*, (Springfield, Ma: Merriam 1981, p. 870). Huntington College of Health Sciences does not condone nor tolerate plagiarism. A copy of the full policy on plagiarism is included with the application and on the website at <http://www.hchs.edu/files/Policy%20on%20Plagiarism.pdf>. During the enrollment process students are required to sign indicating they understand the policy, will adhere to it and know the consequences for plagiarism.

Intellectual Property Rights

Huntington College of Health Sciences (HCHS) owns all proprietary rights, including patent, copyright, trade secret, and trademark rights, to all HCHS materials provided in conjunction with enrollment and coursework. No portion of the materials may be copied or otherwise duplicated, nor may the materials be distributed or transferred to any other person or entity. The materials are for the use of the individual student in a HCHS course. Any other use of the materials violates the enrollment. Intellectual Property rights in scholarly works belong to the faculty member or student who created the work, unless an agreement provides otherwise.

Grievance Policy

Huntington College of Health Sciences will ensure that student complaints are heard and properly tracked through a uniform process outlined by this policy. This process will be used by the College faculty, staff, and students to accept and process student complaints.

Complaint Procedure

The complaint procedure is an informal procedure allowing a discussion of an issue and possible resolution.

Level 1: A complaint must be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem promptly and fairly. If no resolution is reached between the student and staff member, the student may move to level 2.

Level 2: The student shall process the complaint in a timely manner through the appropriate academic or administrative office:

- Academic complaints (grades, program requirements, assessment, faculty concerns, Moodle course content issues, etc.) are to be addressed to the appropriate academic dean.
- Student Service complaints (tuition, Moodle technical issues, Admissions, Registration, etc.) are to be addressed to the Senior Vice President, Administration and Academic Affairs.

If the complaint is not resolved within one week, the student shall then proceed to the written grievance procedure.

Grievance Procedure

Students who have moved through both level 1 and 2 of the complaint procedure without the problem being resolved may file a written grievance with the Senior Vice President, Administration and Academic Affairs.

- After investigation and ascertaining that the complaint procedure Level 1 and 2 has been exhausted, the Vice President will refer the grievance to the College's Grievance Committee to address the problem. Members of the Grievance Committee are as follows: Provost; Vice President, Administration and Academic Affairs; the appropriate dean; and the College President.
- The grievance will be reviewed at a grievance hearing within ten (10) business days of receiving the grievance. The hearing will take place by conference call.
- The complainant and defendant shall be allowed to speak at appointed times.
- The Grievance Committee will review all relevant facts presented by both parties and will issue a written majority decision on its findings to the complainant and defendant.
- The decision of the Grievance Committee is final.

If the complaint cannot be resolved after exhausting Huntington College of Health Sciences grievance procedure, the student may file a complaint with the **Tennessee Higher Education Commission**: Address - 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243; Telephone - 615-741-3605 and/or the **Distance Education Accrediting Commission**: Address-1101 17th Street NW, Suite 808, Washington, D.C. 20036; Telephone- 202-234-5100; www.deac.org.

Conflict of Interest

Huntington College's policy is to not treat any student differently from another student in any course, outside the exceptions of medical or personal extenuating circumstances, which are evaluated on a case by case basis with administrative review. It is the responsibility of the parties who may have a conflict of interest to notify the administration immediately. If another person has evidential concerns he/she must notify the college (email, telephone or mail).

Job Placement Disclaimer

HCHS does not guarantee job placement to graduates upon program/course completion or upon graduation. The college does not provide any occupational assistance.

Technological Requirements

HCHS courses are delivered online with the majority using the Moodle learning management system. HCHS students must have access to the Internet and an appropriate individual e-mail account in order to complete any program at HCHS. If personal Internet service is unavailable, you are encouraged to contact local libraries, schools or a public business to locate access to the Internet. The course syllabus, study guide, and examinations are all provided within the online course.

- **Operating System:**
 - Windows: Vista, Windows 7 or later;
 - Mac OS X :10.8, 10.9
- **Internet Connection:** Minimum Download Speeds of 128Kbs, Minimum Upload Speed of 200Kbs
- **Internet Browser:** Mozilla Firefox 4 or greater, Safari 5 or greater, Internet Explorer 8 or greater, or Google Chrome
- **Software:** Students must have software capable of creating, editing, and saving Microsoft Office document files (.doc, .docx), Microsoft Excel (.xls, .xlsx), and Microsoft PowerPoint presentation files (.ppt, .pptx).

- **Required Plug-ins:** Windows -Flash 11.1 or greater / Mac - Quicktime 7.6.3
- **Also Required:** Web-Cam, Soundcard and Speakers

All academic programs are designed to comply with HCHS's admission policy allowing students to begin their program of study at any time. A student's term begins upon enrollment in a program and culminates with graduation. Term length will vary depending on the program selected and the desire and motivation of the particular student.

Inactive Status

The HCHS program time frame will begin at the date of enrollment in the first course. If a student exceeds the time allotted for the degree or fails to register for a course within 6 months, the student will be considered inactive. If a student desires to return to the program they must contact student services for reactivation into the program. They will need to submit a reactivation form along with a \$50 fee. Students that are reactivated will be responsible to complete their degree requirements under the catalog rules in effect at the time of reactivation.

Grading System

Undergraduate			Graduate		
A	95-100	4.0	A	93-100	4.0
A-	90-94	3.7	A-	90-92	3.7
B+	87-89	3.3	B+	87-89	3.3
B	84-86	3.0	B	83-86	3.0
B-	80-83	2.7	B-	80-82	2.7
C+	77-79	2.3	C+	77-79	2.3
C	74-76	2.0	C	73-76	2.0
C-	70-73	1.7	F	Below 73	0.0
D+	67-69	1.3			
D	64-66	1.0			
D-	60-63	0.7			
F	Below 60	0.0			

A grade below 73% is a failing grade for graduate students.

Grade Point Average

The academic standing of a student is expressed in terms of a grade point average (GPA). A grade point average is computed by dividing the total number of grade points earned at HCHS by the total number of hours attempted at HCHS.

Transfer credit may be accepted subject to the provisions found under Policy for Awarding Under-graduate Transfer and Extra-Institutional Learning Credit Policy. However, due to considerable differences in course content and instructional quality of work done at other colleges or universities, HCHS does not consider grade points or hours attempted for work completed at other institutions. Therefore, transfer credit neither raises nor lowers a student's grade point average.

Study Tools

Your studies at the Huntington College of Health Sciences (HCHS) must be approached in an organized manner with a timely goal in mind. It is necessary that you set aside specific times each week for your studies. All students are enrolled in an Orientation course where useful information is provided for study habits, grading procedures, plagiarism, library resources, and guidance on peer-reviewed articles.

Satisfactory Student Progress

HCHS encourages persistent efforts on the part of all students. To maintain an active standing, students must:

1. Maintain a GPA of 2.00 on a 4.00 scale for undergraduate work completed at HCHS, and complete at least one course within a 16 week period.
2. Maintain a GPA of 3.00 on a 4.00 scale for graduate work completed at HCHS, and complete at least one course within a 16 week period.

Undergraduate Remediation Policy

Students who fall below a grade of 70 on a course topic will be contacted by the college to extend an offer for remedial assistance. Students will be allowed to repeat a course topic after instructor assistance. Instructor assistance may be in the form of verbal assistance via telephone, written assistance via email, and/or additional resources provided by the instructor.

Withdrawal and Institutional Drop Policy

Students seeking to officially withdraw from HCHS should notify the school and request any applicable tuition refund. The withdrawal procedure is as follows:

1. The student will notify the College in any manner (preferably in writing) of his/her intent to withdraw from a course, degree or diploma program and request (preferably in writing) a refund of applicable tuition. Students are encouraged but not required to complete the Withdrawal Form located on the HCHS website. The official date of withdrawal will be the date the college receives the student notification regardless of the method the student chooses to notify the College.
2. Refunds, if any, will be according to the stated college policy as outlined in the Financial Information section along with Federal guidelines for students receiving Federal Student Aid.
3. All remaining balances, subject to any offset for refund, must be paid in full at the time of withdrawal.
4. The withdrawal will become official when the student receives final written notification by the Registrar. The student will receive a “W” for the final grade.

Students will be unofficially or institutionally withdrawn based on the following criteria:

If a student fails to complete the Week 1 Discussion Forum assignment by the census date (end of Week 1) in the module, the student will be institutionally withdrawn from the course and receive a grade of “W” for the course. Additionally, if at any point during the module a student fails to submit assignments for more than 2 consecutive weeks, the student will be institutionally withdrawn from the course and will receive a “WF” for the final grade. A “WF” will be counted as a 0 in the GPA. For the purpose of Satisfactory Academic Progress (SAP) calculations, a “W” will count toward the student’s Pace of

Completion; however, the grade will not be used in the GPA calculation. A grade of “WF” will count towards both Pace of Completion and the GPA

Academic Probation and Suspension

When a student’s cumulative grade point average falls below 2.00 at the undergraduate level and 3.00 at the graduate level, probation occurs. A student on academic probation has a maximum of six months to raise the cumulative average above the minimum standard, either by completing additional courses or repeating courses bearing inadequate grades. When an undergraduate course is repeated, the original grade is replaced by the subsequent course grade. The cost for repeating a course is determined by the contingent tuition schedule outlined in the Financial Information section of this catalog. Academic suspension will follow only if a student is unable to return to active status within six months. Suspended students may apply for readmission to the college after a period of one year.

Student Records and Transcripts

Each student’s record will be made available, upon written request of the student. Only official written transcripts bearing the school seal will be issued. Thereafter, a \$5 transcript fee must accompany each request. A separate fee is required for each transcript recipient. HCHS will not honor transcript requests of a student who has a past due financial obligation to the college. Transcripts from other institutions found in admission files cannot be reproduced for student use. These transcripts must be obtained directly from the other institutions.

Notification of Students' Rights Under FERPA

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
 - a. To inspect and review his or her education records, a student should submit to HCHS’s office a written request that identifies the record(s) the student wishes to inspect. For more information see Consent to Release Records Form found on the website at www.hchs.edu.
2. The rights to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. (*This process cannot be used to challenge a grade.*)
 - a. A student who wishes to ask HCHS to amend a record should write the Director of Administration, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b. If HCHS decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to appeal with procedures for appealing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by

- the College in an administrative, supervisory, academic, research, or support staff position; a contractor, consultant, or other outside service provider retained to provide various institutional services and functions under contract or by statute instead of using College employees or officials (including, but not limited to an attorney, auditor, collection agent, information systems specialist, and teaching affiliate); a person serving on the Board of Trustees, the Institutional Review Board, and any other College board, committee or council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
 - c. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. This disclosure may be made at any point in time, even after the student has enrolled in the new school, if the disclosure is in connection with the student's enrollment in the new school. The College may also update, correct, or explain information it has disclosed to another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
- a. Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional Resources

For more information on FERPA, please see the following links:

1. FPCO - <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>
2. FERPA 20 USC 1232(g) - http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g
3. 34 CFR Part 99 - http://www.access.gpo.gov/nara/cfr/waisidx_07/34cfr99_07.html
4. Chapter 478-140 WAC - <http://apps.leg.wa.gov/WAC/default.aspx?cite=478-140>

Final Proctored Examination

Huntington College of Health Sciences requires a supervised (proctored) final examination for each course which is completed through Remote Proctor. This is a comprehensive examination that will encompass all material covered in the course. The purpose of the proctored examination is to verify that the student has a good overall understanding of the subject matter presented in the course, and the student is able to demonstrate the understanding without the aid or assistance from any person, books or outside source whatsoever. The final examination is necessary for all students enrolled in HCHS's college credit course offerings. To qualify for the proctored final examination, the student must complete all lessons in the course with a grade of C or better. Further regulations regarding the proctored exams are included in each study guide. Students will be required to provide proof of identification to the proctor. The government issued photo identification must match the identification provided at time of enrollment. Student will also need a webcam and microphone for the proctored exams. There is a fee Remote

Proctor charges for each final exam. Go to www.remoteproctor.com for the most up-to-date information about the company proctoring our exams.

POLICY FOR AWARDING TRANSFER & EXTRA INSTITUTIONAL LEARNING CREDIT

Recognition of Prior Learning

HCHS defines extra-institutional learning as learning that is attained outside of accredited post-secondary education institutions. Students bring with them a wealth of learning from work and life experience, independent reading and study, the mass media, and participation in formal courses sponsored by associations, businesses, government, industries, the military, and unions. Credit given for prior learning is included in the maximum amount of transfer credits. No more than $\frac{1}{4}$ of the total credit hours in a degree program may be from prior learning experience. A fee of \$150 for undergraduate and \$225 for graduate will be charged to assess documentation of prior learning experience per each course.

Types of Recognition

Students must submit for review an official transcript from the accredited higher educational institution(s) previously attended to the Senior Vice President, Administration and Academic Affairs. The maximum amount of transfer credit is: 6 credit hours for diploma programs, 45 credit hours for the Associate of Science in Applied Nutrition, 95 credit hours for the Bachelor of Science in Nutrition, 18 credit hours for the Master of Science in Nutrition, 9 credit hours for the Doctor of Science in Integrative Healthcare. The Senior Vice President, Administration and Academic Affairs will evaluate the transcript using the following criteria:

1. Transfer courses completed at an institution accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or international equivalent and documented through official transcript when the credit is applicable to the student's degree program at HCHS. The student must receive a "C" or better for transfer credit. There is a time limit of 20 years for transfer credit on transcripts. However, consideration may be given for special cases.
2. Credit by examination with a fee of \$150 for undergraduate and \$250 for graduate courses (not applicable to the doctoral program). If the student fails the exam \$100 for undergraduate and \$200 for graduate will be applied toward the tuition. HCHS also accepts the recommendations of the American Council on Education College Credit Recommendation Service as listed in The Guide to Educational Credit by Examination. These include Advanced Placement Examinations, College Level Examination Program General Examinations (CLEP), and ACT PEP: Regents College Examinations. Semester hours of credit toward graduation earned on the basis of these tests are granted with a grade of P (Pass), and neither raises nor lowers a student's grade point average.
3. Credit for training programs. ACE College Credit Recommendation Service evaluations as out-lined in The National Guide to Educational Credit for Training Programs are accepted, subject to the student's degree requirements.
4. Prior learning assessment. Prior Learning Assessment (PLA) is a process that enables people to gain recognition and credit for what they already know and can do. It involves the identification, documentation and assessment of learning acquired through informal or independent study, work experience, non-credit courses and other life experiences. Contact HCHS's Student Services Department for more information. Types of courses that will be

- considered, include any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's Center for Adult Learning and Education Credentials programs.
5. **Military training.** Any military training which is applicable to a diploma or degree program at HCHS will be accepted for transfer credit based on the recommendations of the American Council on Education (ACE) as outlined in the Guide to Educational Experiences in the Armed Services. To be official, all required forms must be sent directly to HCHS from the issuing authority.
DD Form 295, Application for the Evaluation of Learning Experiences During Military Services is available to active-duty service members, reservists, and National Guard members from military education officers. The form must be certified by an authorized commissioned officer or his/her designee in order to be official.
 - a. Veterans are required to submit DD Form 214, Armed Forces of the United States Report of Transfer or Discharge. If the veteran does not have a copy, one can be obtained, together with other in-service training records, from the General Services Administration, National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132.
 - b. The veteran may request service records by submitting U.S. Government Standard Form 180, which is available from a state veterans affairs office, the Veteran's Administration, or the National Personnel Records Center. The Army/American Council on Education Registry Transcript System (AARTS Transcript) documents military training and experience and is available to Regular Army enlisted active-duty personnel; veterans with basic active duty dates falling on or after October 1, 1981, and Army National Guard enlisted personnel and veterans on the active rolls as of January 1, 1993, with pay entry basic rates/basic active service dates falling on or after October 1, 1981. Write to: AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth, KS 66027-1373.
 6. **Foreign Credentials.** HCHS welcomes applications from individuals with credentials from non-U.S. institutions. Such applicants may be required to first obtain an independent foreign credentials evaluation from Educational Credential Evaluators, Inc. (ECE), Post Office Box 92970, Milwaukee, WI 53202-0970, USA, telephone (414) 289-3400, fax (414) 289-3411, or another independent U.S. evaluator approved by the college. Request forms and cost information are available at the ECE website (<http://www.ece.org>). Foreign undergraduate applicants must obtain a general evaluation while subject evaluations will be required for individual transfer courses.

Request for Transfer of Credit Appeal

In the event a request for transfer of credit is denied by the Senior Vice President, Administration and Academic Affairs the student may appeal in writing to the Provost stating reasons that credit should be granted for the course(s).

Transfer of Credits

The acceptance of transfer credits between accredited institutions (defined on the previous page) lies within the discretion of the receiving college or university. Credits earned at other institutions may or may not be accepted by HCHS. Likewise, credits earned at HCHS may or may not be accepted by another institution depending upon its own programs, policies, and regulations. Students planning to complete credit elsewhere before applying to HCHS are advised to contact the Admissions Office and check on the acceptability of credits. Likewise, any student relying on HCHS credit for transfer to or enrollment in another institution is urged to check with that institution prior to enrollment.

Transferability of Credits Disclosure Statement

Per SB3789/HB3857, the State of Tennessee requires all educational institutions operating within Tennessee to provide the following transferability of credit disclosure statement to prospective students, prior to enrollment:

Credits earned at Huntington College of Health Sciences may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Huntington College of Health Sciences. You should obtain confirmation that Huntington College of Health Sciences will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Huntington College of Health Sciences to determine if such institutions will accept credits earned at Huntington College of Health Sciences prior to executing an enrollment contract or agreement. The ability to transfer credits from Huntington College of Health Sciences to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Huntington College of Health Sciences if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institutional. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Huntington College of Health Sciences and of any other educational institutions you may in the future want to transfer the credits earned at Huntington College of Health Sciences before you execute an enrollment contract or agreement.

Transfer Policy

Undergraduates pursuing a diploma may transfer up to 6 credit hours (including prior learning and credit by examination) which satisfy the subject matter and curriculum requirements of student's diploma program at HCHS.

Undergraduates pursuing an Associate's Degree may transfer up to 45 credit hours which satisfy the subject matter and curriculum requirements. This includes credit for prior learning and credit by examination which may count for only 15 credit hours and are included in the maximum of 45 credit hours allowed for transfer credit.

Undergraduates pursuing a Bachelor's Degree may transfer up to 95 credit hours which satisfy the subject matter and curriculum requirements. This includes credits for prior learning and credit by examination which may count for only 32 credit hours and are included in the maximum of 95 credit hours allowed for transfer credit.

Graduate students pursuing a Master's Degree in Nutrition may transfer up to 18 credit hours which satisfy the subject matter and curriculum requirements. This includes prior learning and credit by examination which may count for only 9 credit hours and are included in the maximum of 18 credit hours allowed for transfer credit.

Limits on Awarding Transfer and Extra-Institutional Credit

HCHS reserves the right to accept or reject any or all academic credits offered for transfer.



STUDENT SERVICES

Library Resources

Students can access the College online library for a collection of digital resources for use with course assignments and peer-reviewed articles. The library provides various sites and resources containing research information, journals, books, articles, magazines in the field of Health and Medicine.

Disability Services

Huntington College of Health Sciences recognizes and supports the standards set forth in the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which are designed to eliminate discrimination against individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. To help provide the best services to individuals with documented disabilities, HCHS has an ADA/504 Compliance Committee. This committee of faculty and staff certifies eligibility for reasonable accommodation or academic adjustments when necessary on a case by case basis to qualified individuals with an appropriate documented disability, provided that such accommodation does not create an undue hardship. All requests for accommodations follow a standard process managed by the ADA/504 Compliance Committee. For more information please contact the Admissions office at 865-524-8079 Ext. 1.

FACULTY

Kara Baisden, M.S.

Huntington College of Health Sciences, Master's Degree in Nutrition; Eastern Oregon University B.S. in Psychology and Minor in Chemistry. She is the founder, owner, and director of Ember Education, a K-12 educational facility. Further, she is a nutritional consultant for Turning Winds Academic Institute and educator at Connections in Education. She has extensive experience counseling and educating youth in the areas of psychological, physiological, and nutritional health. Her nutritional approach is holistic, and her areas of focus include vegetarian nutrition, food allergies, herbal medicine, and exercise physiology.

Theodore Baldini, DC, MSA CN, CNS

Doctor of Chiropractic and Masters of Science in Applied Clinical Nutrition Degree from New York Chiropractic College, Bachelors of Science Degree in Biological Sciences from Le Moyne College. He is board certified by the Certification Board for Nutrition Specialists, and holds the title Certified Nutrition Specialist. He has 14 years of experience working in critical care and emergency medicine as a respiratory therapist, and is currently the executive managing partner for Seneca Chiropractic & Family Wellness's four locations in Syracuse, NY. He consults on a wide range of conditions with evidence-based nutritional interventions, and is also an adjunct instructor at the Onondaga School of Therapeutic Massage where he teaches Myology and Pathology. Dr. Baldini holds an International Certified Chiropractic Practitioner certification and is the staff Chiropractor for the AHL Syracuse Crunch hockey team/NHL Tampa Bay Lightning Affiliate. He is also an avid lecturer on many topics and is currently working on a review paper regarding the nutritional co-management of asthma.

Gene Bruno, M.S., M.S., RH(AHG)

University of New England, Master of Science (Herbal Medicine); Huntington College of Health Sciences, Master of Science in Nutrition; Australian College of Phytotherapy, Advanced Diploma in Herbal Medicine; Vancouver University, Bachelor of Applied Science in Nutrition; Registered Herbalist & professional member of American Herbalist Guild; Alumnus of American Academy of Nutrition; provides continuing education in nutrition and dietary supplement science nationally for health care professionals and natural product retailers; author & coauthor of three books on dietary supplements and herbs; contributing writer to health and fitness magazines; practiced clinical nutrition/herbalism in chiropractic, mental health and corporate settings; almost 30 years in nutrition & natural products industry.

Jennifer Champion M.S.

Master of Science in Human Nutrition and Functional Medicine from the University of Western States. Her primary focuses are on Women's Health, Hormone Disorders and Weight Loss. She is the founder of Southern California based NeoGenesis Nutrition and believes that everybody has the right to a new beginning when it comes to optimal health.

Jim Davidson, M.A.

Point Loma College MA, California State University BA. Director II, Curriculum and Instruction K-12 Literacy, Elementary Education and Visual and Performing Arts, Program Manager, Principal, Teacher Education - Rialto, California. Employee of the Quarter Rialto Schools, Co-Valedictorian Citrus College.

Sandy Egge, MSACN

Brandy Ferrara, D.C., M.S.

National University of Health Sciences, Doctor of Chiropractic; University of Bridgeport, M.S. Human Nutrition. She has lectured in nutrition and anatomy and physiology at numerous colleges and universities in Wisconsin for over 5 years. Currently, she is working towards becoming a Certified Clinical Nutritionist and has held several clinical positions. As an intern, her main patient clientele was nutrition centered, which she treated using holistic care.

CE Gant, M.D.

BS Chemistry Hampden-Sydney College; MD University of Virginia Medical School; Family Practice Somerset Hospital, Somerville, NJ; Psychiatry Upstate Medical Center, Syracuse NY; Practiced Integrative and Functional Medicine, Psychotherapy (Gestalt Therapy, Mindfulness-based Therapies and REBT) for 35 years; Current practice at National Integrated Health Associates in Washington, DC; CMO and teaches Integrative, Functional Medicine and Genomics at the Academy of Functional Medicine and Genomics; author of several books (e.g., *End Your Addiction*, *ADD and ADHD: Complementary and Alternative Medicine Solutions*); much of life work concentrated on neuropsychological disorders and interface of neurochemistry (body), psychotherapy and neurofeedback (mind) and mindfulness meditation (spirit).

Jessica Geisler, Ph.D.

University of Virginia, Ph.D. Pharmacology; University of Virginia, M.S. Biological and Physical Sciences; Duquesne University, B.S. Biology, Minor: Biochemistry. Product Manager for PCR, Cell Detection and Manipulation at Eppendorf North America. Ballet and Pilate's instructor.

Greg Green, P.E.

Tennessee Technological University, B.S. in Civil Engineering and two minors in Math and English; Professional Licensed Engineer in the State of Tennessee; Project Manager and Designer of 85 bridges and 90 linear miles of roadway for the Tennessee Department of Transportation and numerous municipalities; Hydraulic Analysis of numerous bridges, detention ponds and storm water systems; Survey Coordinator.

Jennifer D. Green, M.S.

Huntington College of Health Sciences, M.S. Nutrition; Tennessee Technological University, B.S. Home Economics, Nutrition and Food Science with minor in Child Development, Health and Physical Education; Former Dietary Technologist, University of Tennessee Medical Center; Former Nutrition Counselor, Diabetes Clinic, University of Tennessee Medical Center; Former Nutrition Counselor, Knox County Health Department; Nutrition Educator, conducting nutrition seminars and classes; Former Director of Student Services, Family Christian Academy; Former Director of Student Services for the nation's largest Y-Teen program, Young Women's Christian Association; Former Chief Administrator for a K-12 school.

Heather Heck, D.C., M.S.A.C.N., M.P.H.

New York Chiropractic College, Doctor of Chiropractic; New York Chiropractic College, Masters of Science in Applied Clinical Nutrition; A.T Still University, Masters of Public Health; Youngstown State University, Bachelor in Biology and Chemistry. She holds her CACCP in Pediatrics from the International Chiropractic Pediatric Association; Diplomate in Acupuncture from the International Academy of Medical Acupuncture; Certified Nutrition Specialist from the Certification Board for Nutrition Specialists. She is currently an adjunct faculty at New York Chiropractic College in the MSACN program as well as an adjunct faculty at Rasmussen College. She currently works as a chiropractic and nutrition specialist within two multidisciplinary clinics in Ohio. The campus integrates orthopedics, physical therapy, occupational therapy, radiology, family practice and urgent care. Chiropractic care is delivered through a variety of techniques to match varying patient presentation and needs to those of all ages. Nutritional care has been provided to a

wide-range of patient presentations and many with co-morbidities including the following: metastatic liposarcoma, pre and post-surgical, ADHD, ulcerative colitis, myelodysplastic syndrome, weight loss support, fibromyalgia and anorexia. Nutritional support and intervention ranges from supplementation to diet and lifestyle modification, as well as homeopathic support and eastern medicinal herbs.

David H. Kingsley, Ph.D., WTS, LTTS

University of Portsmouth, School of Pharmacy and Biomedical Sciences (UK), PhD in alopecia (hair loss) research; City University of New York, BA in psychology (highest honors); Board Certification/Fellow in Trichology (hair and scalp sciences) and recipient of the William and Hugh MacDonald award for best student; University of South London (UK), course in cosmetic chemistry. Dr. Kingsley was associate professor at CUNY teaching biology and anatomy & physiology; is president of the World Trichology Society (USA), as well as its director of Trichological studies; is president of British Science Corporation (USA); is director of World Trichology Limited (UK); and frequently conducts Trichology seminars and classes. He is also a member of The Trichological Society (UK), adjunct member of the American Academy of Dermatology, the first adjunct member of the International Society of Hair Restoration Surgeons, a member of the North American Hair Research Society, a member of the International Society for Quality of Life Research, a member of the New York Academy of Sciences, a member of the National Society of Hair and Skin Rejuvenation, and a member of the American Hair Loss Council. Dr. Kingsley is also a published author in peer reviewed journals and presents his work at medical and research conferences.

Tina McLeod, DC, MS

Bachelor's Degree in Education with an emphasis in Exercise Physiology and a minor in Health from the University of Wisconsin – Whitewater. She went on to Palmer College of Chiropractic where she earned her Doctorate in Chiropractic and a Master's Degree in Nutrition and Human Performance from Logan University.

Chris Nutting, D.C., ROHP

Western States Chiropractic College; International Chiropractic Pediatric Association, fellowship in pediatrics and pre-natal; examiner and writer of examination questions with the Canadian Chiropractic Examining Board; Master of Science in Nutrition at HCHS; Registered Orthomolecular Health Practitioner (ROHP) which emphasizes the use of nutraceuticals in the management of many health-related health conditions. Nutritional counseling has become integrated in the practice management of many patients with a keen interest in weight management, body composition, sports nutrition, diabetes, prenatal care, and hypercholesterolemia.

Carrie G Pattison, MSOM, Lac

George Fox University, B.A, International Studies/Political Science; National College of Natural Medicine, M.S. in Oriental Medicine; New England School of Homeopathy, Certificate in Homeopathy and certification as an Acu-Detox Specialist. Carrie travels extensively as a national education/trainer for WishGarden Herbs, and is currently based in the Pacific Northwest.

Elizabeth Pavka, Ph.D., M.S., RD, LN

Cornell University, B.S., Biology and Chemistry, M.S., Nutrition; Saybrook Graduate School, Ph.D., Social Systems Design; Director, International Academy of Nutrition and Preventive Medicine; Adjunct Professor, University of North Carolina (Asheville); American Dietetic Association, Registered Dietitian; specialist in preventive nutrition and complementary therapies.

Arthur M. Presser, Pharm.D., DHPH

University of Southern California, PharmD. (Doctor in Pharmacy); Adjunct Professor and Curriculum Coordinator USC School of Pharmacy, Complementary and Alternative Medicine Program; Pharmacist licensed in the State of California; Diplomate in Homeopathic Pharmacy, British Institute of Homeopathy; Author, Pharmacist's Guide to Medicinal Herbs, Nature Pharmacist's Vitamin Primer, Coauthor Medicinal Herb Primer; Dietary supplement industry consultant.

Libby Ridley, M.S.

University of Phoenix, Master's degree in Education. Licensed Health Specialist, Physical education instructor, and early childhood educator in North Carolina. Currently working on the D.Sc. at Huntington College of Health Science with a concentration in international phytochemical therapy. Background is in e-learning, distance learning, and curriculum development. Has taught courses in P.E., health, early childhood development, and has mentored K-12 instructors. Active member of the American Holistic Health Association, iNACOL, and travels with AdvancEd to conduct accreditation reviews for online institutions.

Shaynee Roper, MEd, RD, LDN

Graduated with a Bachelors degree in Human Nutrition and Foods from the University of Missouri and a Masters degree in Physical Education (Exercise Science) from the University of Houston. Working as a Dietitian for the last twenty five years working in small hospitals and home health/home infusion to large health systems. Also has many years experience teaching Nutrition at the University level.

Stacey Salatich, M.S.

Master of Science in Nutrition from Huntington College of Health Sciences and Bachelor of Science in Business Administration from the University of Florida. Education experience includes middle school economics and corporate based spinal anatomy and physiology, diagnostics, and surgical treatment options. Independent consultant for a biologics and stem cell company based in Florida. Believes that everyone can improve their physical and emotional health through nutrition.

Robert T. Shmaeff, M.P.A., R.Ph.

University of New Mexico, Bachelors of Science in Pharmacy; University of Southern California, Masters in Public Administration / Masters in Health Services Administration; Adjunct Assistant Professor of Clinical Pharmacy at the University of Southern California School of Pharmacy; Chairman, President and Chief Executive Officer of Pioneer Pharmacy Enterprises; previous Chairman of the Board of Western United National Bank.

Snjezana Vranjes, Ph.D.

Eberhard Karls University of Teubingen, Germany, PhD in Immunology, Diploma-Biochemist; University of Zagreb, Zagreb, Croatia, Diploma Engineer of Medicinal Biochemistry; Herbaceuticals, Inc., writes medical backgrounds for herbal remedies; Research Associate, Clinical Scientist at Eberhard Karls University of Teubingen; Clinical Scientist, Scientific Assistant and Practicum as a Clinical Biochemist at the University of Zagreb.

Denise Wood, Ed.D., CSCS

B.A. in Health and Physical Education from Montclair State University; M.S. and Ed.D. in Exercise Science from the University of Tennessee; A former world class athlete and Lady Vol coach, trained athletes from beginners to Olympians; Teaches courses in exercise science, research design, and statistical analysis; Former positions include Department Chair of Exercise Science, Director of Research and Assessment, and Dean and Vice President of Graduate and Professional Studies; Recognized by the Tennessee State Legislature for her leadership in higher education and served as President of the Tennessee Conference of Graduate Schools; Folio Reviewer for NCACE (National Council for Accreditation of Coaching Education); USATF Sport Science Faculty; Head Strength Coach, Knox County Schools.

Pamela Wren, M.L.S.

Texas Woman's University (MLS) and University of Houston. Having satisfied her desire to work with the finest Ad Men in Texas and becoming an expert business researcher, she turned her talents to academia. Pam's residential experience includes serving as Library Director at several universities specializing in allied health and psychology including DeVry and Argosy. She also worked as a reference librarian at SMU and the American Heart Association. Currently Pam is an online instructor at several colleges where she is also a virtual live lecturer.

Administration**Arthur M. Presser, Pharm.D., DPh****President**

See previous information under "faculty". Acts as chief administrator overseeing the day to day operation of the College, and is charged with carrying out the Board's Master Plan. Is the liaison between the academic and financial branches of the College.

Gene Bruno, M.S., M.H.S., RH(AHG)**Provost**

See previous information under "faculty". Is the architect of the College's academic programs. Oversees all academic activity and is responsible for making key decisions of academic nature. Responsible for hiring faculty and overseeing the renewal process. Responsible for the introduction of new courses in to the curriculum of the college.

Robert T. Shmaeff, M.P.A., RPh**Chief Financial Officer**

See previous information under "faculty". Responsible for overseeing the general administration of the operating budget to include all revenues and expenses; and provides oversight for all aspects of the college's financial administration including financial planning, operating and capital budgeting, revenue expenditure analysis, financial and management reporting, human resources, payroll, and risk management.

Jennifer Green, M.S.**Senior Vice President, Administration and Academic Affairs**

See qualifications under "faculty". Leads the onsite administrative staff and manages operations of the College including academic administration, student support, faculty services, enrollment, retention, evaluation of student transcripts, marketing, and technology. Oversees the development and implementation of the College's strategic plan, coordinates academic program reviews and works with the Dean of Graduate Studies and faculty in maintaining academic program effectiveness.

Denise Wood, Ed.D., CSCS**Dean of Graduate Studies**

See qualifications under "faculty". The Dean of Graduate Studies has responsibility for

administering and overseeing the College's masters and doctoral programs. The Dean guides the program chairs and faculty in the development of the graduate curricula and standards of graduate research. Reporting to the Provost, this position also reviews graduate and undergraduate faculty performance and professional development activities and coordinates efforts with the Senior Vice President, Administration and Academic Affairs.

Brandy Ferrara, D.C., M.S.

Associate Dean of Graduate Studies

See qualifications under "faculty". The Associate Dean of Graduate Studies has responsibility for administering and overseeing the College's Master of Science in Nutrition degree program and the Clinical Nutrition option of the Doctor of Science in Integrative Healthcare. The Associate Dean serves as an advisor and assists in guiding the program chairs and faculty in the development and coordination of the graduate nutrition curricula. Reporting to the Dean of Graduate Studies, this position also reviews graduate and undergraduate faculty performance and professional development activities and coordinates effort with the Dean of Graduate Studies and other administrative leaders.

Brittany Longnecker, A.S.

Bursar

Associate of Science from Roane State Community College in elementary education. Responsible for financial support services, acts as a liaison between students and professors for receiving assignments and tracking grades, posts final grades, maintains transcripts, and assisting with Moodle maintenance. Also responsible for maintaining the school's website.

Kimberly Marquis, B.S.

Director of Admissions

Bachelor of Science in Business Administration with a minor in Accounting from Liberty University. 7 years experience in financial and customer service. Responsible for managing and directing the entire admissions process. She ensures that the department follows procedures and policies regarding admissions, transcript review, applications processing, admissions interviewing and correspondence with students.

Jeannette Minix, CPA

Director of Finance

Bachelor of Science in Accounting, Indiana State University, graduated *summa cum laude*; Registered CPA since 2002; 12 years of experience public and corporate accounting; Accountant CPA for Tax Express and Accounting Services; Staff Accountant CPA for Zurface, Sanders, and Rasor; Owner of AD Accounting and Bookkeeping Services. Responsible for the college's finance functions, including accounting, financial systems and reporting, and financial asset and liability management.

Heather Morrison-Monger, B.S.

Director of Financial Aid

Bachelor of Science in Business Administration and Bachelor of Business Administration with Concentration in Accounting, South College, graduated *summa cum laude*. Member of Alpha Beta Kappa Honor Society and won the Bachelor's in Business Administration Outstanding Student Award. Responsible for converting courses into an online format, maintaining the Moodle site, and providing technical support to students and faculty members.

Hannah Orem, B.A.

Registrar

Bachelor of Art in Communication with a minor in English Literature, University of Tennessee at Chattanooga, TN. Responsible for Student records, processing Transcript Requests, Catalog maintenance, website maintenance, Moodle support and an assistant to the Registrar. Also responsible for maintaining the School's social media (Facebook, Twitter, LinkedIn, etc.)

Teresa Tice

Admissions Support

Administrative Assistant for 8 years at K-12 school; 15 years Accounting Clerk for Knox County Health Department/Environmental Health Division. Responsibilities include office support (copying, faxing, answering phone), student support (questions/inquiries), and overall assistance to the Director of Admissions.

Advisory Council

Bill Cox, Ed.D

Dr. Bill Cox is currently the Executive Director of the Austin Peay State University Center at Fort Campbell, KY and the academic head (dean) of the School of Technology and Public Management. He previously served at Tusculum College as the Assistant Vice President of Extended Education, Director of the Knoxville, TN Center, and Assistant Professor of Research. Bill retired as a Major from the U. S. Air Force in 1997 with over 24 years of active duty service. He holds a B.S. in Business Management from the University of Northern Colorado, an M.A. in Education Administration from Chapman University, and an Ed.D. in Higher Education Administration from The University of Alabama.

Deb McNally, M.S., C.N.

Deb McNally is a Certified Nutritionist with a Master's degree in Nutrition from Huntington College of Health Sciences. In her private practice specializing in sports nutrition, weight management, and preventative health, she has consulted professional mountain bikers, ultra trail runners, CrossFit athletes, and beginners alike. McNally has facilitated a Wellness Program at Active.com and is a public speaker, hosting a number of nutrition workshops and seminars across the Puget Sound area.

Dan McMahan, D.Ph.

Ed.S., Ed.D. (ABD) Educational Administration, Pensacola Christian College. M.S. Science Education, University of Tennessee - Knoxville. B.S. Pharmacy, University of North Carolina at Chapel Hill. B.A. Biology/Zoology (Double Major with High Honors), University of Tennessee – Knoxville. Licensed pharmacist in North Carolina and Tennessee. Certified teacher in Tennessee: Physics, Chemistry, Biology and General Science. Thirty years of experience in pharmacy practice including hospital experience at North Carolina Memorial Hospital, Duke University, VA Hospital, retail pharmacy management and long-term care. Extensive experience in Medication Regimen Reviews, Medication Therapy Management, performance improvement, quality assurance and nurse education. Currently employed as consultant pharmacist for a Fortune 500 long-term care pharmaceutical provider.

Corinne Rovetti, M.S.N., APRN-BC, FNP-BC

Corinne has been providing women's health care services for almost 30 years. With an emphasis on preventive and holistic care, she is passionate about her work to educate and empower individuals to make responsible health care decisions to improve their lives. Prior to her clinical practice, Corinne directed and worked in different health and social service programs in middle and eastern Tennessee. Her combined background in health care planning and administration (BSN, Penn State, 1975) with a clinical practice (MSN, UTK, 1985), as well as numerous study programs in alternative and holistic health, affords her the necessary perspective to understand the complexities of providing quality health care services in our modern day world. Corinne is a member of several national and international organizations.



FREQUENTLY ASKED QUESTIONS

1. When do the courses begin and how do I enroll?

HCHS allows you to apply at any time. Please see Academic Calendar on page 7 for semester start dates.

2. Will I have any contact with the school other than by e-mail or the mail?

Yes. Your Faculty Advisor will telephone students located in the United States and Canada periodically during the course of your studies to discuss your work and make any suggestions they feel may be helpful. You may also contact HCHS by e-mail. Overseas students will be contacted via e-mail. In addition, some instructors may also involve online chat rooms as an optional forum for communication.

3. After I've graduated, are there any initials I can use after my name to indicate my educational credentials?

Absolutely! Graduates of the diploma programs or degree programs can use the following initials, designating their educational credentials:

- | | |
|-----------|---|
| • Dip. CN | Diploma in Comprehensive Nutrition |
| • Dip. SN | Diploma in Sports Nutrition |
| • A.S. | Associate of Science in Applied Nutrition |
| • B.S. | Bachelor of Science in Nutrition |
| • M.S. | Master of Science in Nutrition |

4. What can I call myself after I have graduated?

Since there are states and/or countries that have regulations as to the educational requirements and use of various occupational titles, we suggest that you check with your state to see if there are any applicable regulations. In the United States, for example, some states have restrictions for using the title “Nutritionist” or “Nutrition Counselor”, while other states do not. In any case, the use of the “Registered Dietitian” or “Dietitian” titles is restricted to individuals who met the credentialing requirements of the Academy of Nutrition and Dietetics. Please note that none of HCHS programs are intended to lead towards a Registered Dietitian (RD) credential.

To the best of our knowledge, there are currently no U.S. federal or state restrictions for using the following titles; however *it is your responsibility to check into the most current regulations in your state:*

- | | |
|--------------------------|--------------------------------------|
| • Nutrition Specialist | • Integrative Nutrition Specialist |
| • Nutrition Consultant | • Nutritional Consultant |
| • Nutrition Professional | • Integrative Nutrition Professional |

A good resource is the Commission on Dietetic Registration – Certifications and Licensure:
<http://cdrnet.org/state-licensure-agency-list>.

5. Will your degree program provide an education that is comparable to what I might learn at a traditional campus based university?

We believe that our degree programs are not only comparable to what you might learn at a traditional campus based university, but that the curriculum and materials for these programs will provide a broader, more comprehensive nutrition education in most cases.

6. I have been working for several years as a nutrition counselor. Will HCHS's Comprehensive Nutrition program supply me with any additional knowledge?

Because nutrition is an ever-changing and dynamic field new information is constantly becoming available. Our courses present exciting and current nutrition trends which should expand the knowledge level of all health professionals.

7. What occupations will be enhanced by the knowledge gained from your programs?

HCHS Programs have been designed for those in the following pursuits:

- To own a nutrition counseling business
- Writing for health and nutrition magazines
- Nutritional Product Marketers
- Owning, managing, or working in a health food store
- Providing nutrition counseling in the office of a health professional
- Working with your church or social club as a nutrition counselor
- Lecturing on health and nutrition
- Nutrition advisor to a health club or weight loss clinic
- Sports nutrition advisor to athletes or athletic teams

8. Are HCHS degrees, diplomas and certificates of completion accepted in other countries?

We have students and graduates all over the world and because the HCHS is nationally accredited (see Accreditation); our graduates find their HCHS credentials to be accepted as credible certification of their nutrition education. We advise that you check with your local authorities regarding their view.

9. I am a homemaker and I would like to know which of HCHS courses would help me to better care for the health of my husband and children. I would also like to be able to prepare healthy menus for my family.

If you would like to start gradually then we would suggest simply enrolling in one of our “non-degree level” course offerings or our basic introductory “college level” Understanding Nutrition I course. From there you can go on to other individual courses. Our courses are designed to enhance a long and healthy lifestyle.

10. I have read several books on nutrition but have no formal nutrition schooling. Would your nutrition courses help me in my nutrition business?

Reading on your own is excellent but you may not have obtained a good overall knowledge of nutrition. HCHS courses are specifically designed for people like you. We suggest that you review the course descriptions to see if there are courses that would be beneficial to you.

