The WMU Integrative Holistic Health and Wellness Program’s mission is to cultivate the inter-connective relationships of individuals’ body, mind, and spirit to positively enhance personal, professional, community and global health.
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Dear Prospective Student,

We are pleased that you are interested in learning more about the graduate certificate programs offered by Integrative Holistic Health and Wellness (IHHW). IHHW is one of only a few academic programs in holistic health in the United States. We provide a unique curriculum for graduate students based on scholarly content, contemplative pedagogy, and experiential activities.

The program, which began in 1982 as Holistic Health Care, took on a new name almost 20 years later and is now known as Integrative Holistic Health and Wellness. This name better reflects the mission of the program as health care, in general, moves into a more integrative model, and as prevention is recognized as an essential part of maintaining well-being.

The Vision of IHHW is:

- to expand the paradigm of health care/human services from a primarily disease/dysfunction model that focuses on diagnosis and pharmaceutical/surgical treatments to a model that also includes both a holistic approach to prevention and a wellness/strengths-based approach to assessment that may lead to less invasive alternative or complementary interventions that can achieve optimal functioning and happiness.

The Mission is:

- to cultivate the systemic and inter-connective relationships of the individual's body, mind, and spirit to positively enhance personal, professional, community, and global health.

It is our belief that our inner lives affect our outer lives. We also believe that information alone about health is not enough to bring change to our life patterns or the life patterns of those we wish to serve. In addition to providing a foundation in current holistic principles regarding health care and human service, our curriculum is designed to support the process of integrating knowledge into practice by offering opportunities for self-reflection and experiences that promote sensitivity to self and others.

This Graduate Student Handbook will help answer questions that you may have about the program. If you would like additional information about the program, you can contact Dr. Paula Andrasi at paula.andrasi@wmich.edu or you can contact the advising office at 269-387-2656 to set up an advising appointment. You may also go to our web site at http://www.wmich.edu/holistic.

We look forward to meeting you in the near future, and hearing about your interest in holistic health.

Sincerely,

Paula Andrasi
Paula Andrasi, Ed.D., L.P.
Program Coordinator
Integrative Holistic Health and Wellness
What is Holistic Health?

Before presenting a review of the WMU Integrative Holistic Health and Wellness Graduate Certificate Program, it seems necessary to begin with a definition of “holistic health” as a means of understanding the content and function of our academic program. The term holistic health began to be commonly used in the 1970’s as a way of referring to “whole person” health: approaches to health care that consider the interdependent relationships between the mental, emotional, physical, social, and spiritual dimensions of a person’s functioning. In reality, this notion of seeing the person as a whole goes back thousands of years and is the basis of care in many Eastern cultures as well as with indigenous peoples. In our Western culture this field of study began as a consumer-driven response to the perceived limitations of the biomedical approach to health care that dominated Western medicine. From this movement, a proliferation of research, practices, and societal interest regarding “whole person health care” has emerged. This proliferation has taken such forms as: a) wellness promotion; b) mind-body medicine; c) complementary and alternative medicine (CAM); d) integrative medicine; e) relationship-centered care, and f) contemplation/mindfulness.

History and Overview of Program

The Integrative Holistic Health and Wellness Graduate Certificate Program was created in 1982 under the title of Holistic Health Care. It was conceptualized as a progressive academic offering that would enrich other degree programs in the College of Health and Human Services (CHHS) and the larger University by exposing students to the up-and-coming field of holistic health. With the increasing presence of holistic health over the past three and a half decades, our mission is no longer to introduce students to a new field, but rather to offer the necessary knowledge and skills to discern:

- What practices are empirically-based and credible?
- When is it appropriate to rely on a contemplative approach to learning?
- What philosophies and practices are appropriate for integrating into professional service?
- What practices can be used as a means of promoting optimal health and preventing professional burnout?

It is interesting to note that the average helping professional and student are often equally confused by the field of holistic health today as they were 35 years ago. This is no longer because the field is new, but rather because the field is broad, complex, and often misunderstood given the overuse and misuse of the term “holistic.” Thus, the Integrative Holistic Health and Wellness Graduate Certificate Programs are as meaningful today as the original was 35 years ago, because we help to clarify the concepts, practices, scholarship, ethical issues, and future trends that prepare individuals to be leaders in the field of 21st century health care and life enhancement.

In 2017 we added four 9 credit hour specialty certificate offerings in addition to our full 18 credit hour certificate. These certificates are in Spirituality and Healing; Mindfulness; Stress Management; and Enhance Living.
Contact Information

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<tr>
<th>Email</th>
<th><a href="mailto:holistic-info@wmich.edu">holistic-info@wmich.edu</a></th>
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<tr>
<td>Web</td>
<td><a href="http://www.wmich.edu/holistic">www.wmich.edu/holistic</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td>(269) 387-3348</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>1903 W. Michigan Ave., Kalamazoo, MI 49008-5212</td>
</tr>
<tr>
<td>Location</td>
<td>Oakland Drive Campus, College of Health and Human Services, Room 2400</td>
</tr>
<tr>
<td>Department Affiliation</td>
<td>School of Interdisciplinary Health Programs</td>
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</tbody>
</table>

Program Coordinator
Dr. Paula Andrasi
Phone: (269) 387-3547 e-mail: paula.andrasi@wmich.edu

Graduate Advising
Sheena Bolton
Phone: (269) 387-2656, e-mail: sheena.bolton@wmich.edu

Office Coordinator
Nancy Kibler
Phone: (269) 387-2650, e-mail: nancy.kibler@wmich.edu

Administrative Assistants
Karen Monroe
Phone: (269) 387-2650, e-mail: karen.monroe@wmich.edu

Chris Salvaggio
Phone: (269) 387-2650, email: christine.salvaggio@wmich.edu
Program Description for IHHW 18 credit hour Certificate

The Integrative Holistic Health and Wellness Program introduces students, at both an academic and experiential level, to contemplative, complementary, and alternative modalities that promote optimal health and healing. Students are presented with a framework for wellness which helps them to make knowledgeable and healthy life-style choices and establish respectful, cooperative relationships with others and the environment. Classes encourage personal growth through self-discovery, self-care, self-expression, self-reflection, and self-responsibility. Awareness is then promoted as to how these very same processes and information are applicable to future patients/clients/consumers.

Students are exposed to a variety of topics in this rapidly growing field and are encouraged to carefully evaluate modalities, research, and evidence-based science with discernment. Classes include lecture, discussion, media offerings, personal reflection, and experiential activities.

Students who earn an 18 hr certificate in Integrative Holistic Health and Wellness will understand the philosophy of holism and the connection between their personal journey and their expression of this in the world of relationships and work. The certificate complements and supports the coursework of related fields enabling students to work within their chosen profession from a holistic perspective and may enhance career opportunities. Students in the helping professions such as counseling, education, public health, psychology, social work, nursing, occupational therapy, health care management, exercise science and health promotion, business, public administration, theology, and medicine will especially benefit from this program.

Integrative Holistic Health and Wellness courses may be included as electives in many curriculums and the certificate may be used as an area of concentration for students majoring in related fields. The program is designed to provide opportunities in the following areas:

- Wellness/Happiness
- Stress Management/Self-care
- Mindfulness/Meditation
- Relationships/Social Connections
- Expressive Arts/Creative Expression
- Illness and Aging
- Grief and Loss
- Spirituality
- Holistic Coaching
- Nutrition
- Tai Chi/Chi Gong/Yoga
- Compassion
- Diversity
- Forgiveness
Program Goals

- To increase students’ knowledge regarding holistic health practices and theory
- To develop skills that will positively enhance personal, community and global health and wellness
- To cultivate awareness of the interconnection between body, mind, spirit and community in order to affect attitudinal change regarding health and wellness
- To insure that students have the ability to apply the knowledge, skills and awareness of holistic health and wellness to their personal and professional lives
- To promote sensitivity to the issues of diversity and multiculturalism within the context of the continuum of individual and global health and wellness

Specialty Graduate Certificate Program Descriptions

Because some students do not wish to complete the full IHHW certificate due to financial, time, or interest constraints, four 9 credit hour specialty certificates were developed. They are:

**Holistic Approaches to Mindfulness** – This certificate provides an introduction to Holistic Health concepts and practices and then equips the students with skills in and an understanding of the practice of mindfulness. Mindfulness is widely practiced in health care, counseling, and educational settings. It is also valuable for personal development and the maintenance of well-being.

**Holistic Approaches to Stress Management** – This certificate provides an introduction to Holistic Health concepts and practices and then equips the students with skills in stress reduction and prevention, and an understanding of stress development and management. Stress is widely known to contribute to physical, emotional, and relational concerns, not to mention professional burn-out.

**Holistic Approaches to Spirituality and Healing** – This certificate provides an introduction to Holistic Health concepts and practices and then provides an understanding of the role that spirituality plays in the healing process for both the patient/client and the healer.

**Holistic Approaches to Enhance Living** – This certificate provides an introduction to Holistic Health concepts and practices and then allows the students to choose holistic courses that will help them further increase specific skills and/or provide an understanding of the selected content area.

Program Benefits

**Career Advancement:** In a time when prevention, wellness, and cost containment are important factors in health care, holistic perspectives and competencies enhance graduates’ professional effectiveness. As potential leaders in these areas, graduates will be good candidates for career advancement in health and human service fields.

**Coping Skills:** A focus on self-care and stress reduction provides students and professionals with skills that help them build resiliency, enhance personal development and prevent burnout for themselves and for those with whom they may be working.
Admission Criteria

The Faculty of the Integrative Holistic Health and Wellness Program established the following criteria for the selection of applicants for admission to the certificate programs:

- Evidence of ability to do graduate work (minimum of at least a 3.0 GPA)
- Personal and professional maturity
- Interest in applying holistic concepts and practices to one’s personal and professional life
- Evidence of good communication and interpersonal skills
- Appreciation for a diversity of ideas and experiences
- Other factors related to the applicants’ ability to successfully engage in professional practice will also be considered.

Non-certificate Status Criteria

The Integrative Holistic Health and Wellness Certificate can be taken as an independent certificate or used to supplement other related graduate training. Those students interested in taking Integrative Holistic Health and Wellness courses, but not in conjunction with another graduate program may still enroll in the courses if admitted by the university. Students who are in another graduate degree program but do not wish to complete the certificate may enroll in any of the elective course. Students may take up to 9 credit hours of courses toward the full certificate without being accepted into the Integrative Holistic Health and Wellness Program. If they wish to convert these courses to the certificate, they must apply to the program at that time. Students may convert any of the specially certificates into the full certificate by applying for the full certificate and taking the remaining required courses.

Application Process

Applicants for the graduate certificate program must have a bachelor’s degree from an accredited institution. Applicants will apply via the graduate application online system. In addition to providing general information (including educational history details), there are also specific program requirements that must be submitted within the online application system. These program requirements are:

- A resume or curriculum vitae (CV) – attach within the online application
- Written statement – attach within the online application
  - Identify your major reasons for seeking admission to the Integrative Holistic Health and Wellness Graduate Certificate Program
  - Identify two personal or professional goals
  - How do you see your participation in the program assisting you in reaching your goals. Explain how and when you plan to use this training.
  - Describe any current or past activities that demonstrate your personal commitment to wellness.
  - List any holistic certifications or modalities in which you are trained.
  - Have you completed the undergraduate minor in Integrative Holistic Health and Wellness.
• A letter of reference from someone who can speak to your readiness to pursue graduate work and your ability to appropriately and effectively communicate your ideas and concerns.

Students must clearly identify which certificate program they wish to pursue. When all admission documents are received, your application will be considered.

Applications are accepted on an ongoing basis. However, the application must be complete (i.e. all official transcripts and required documents received) two weeks prior to the start of any given semester/session or the application will be deferred to the following semester/session. Once a semester/session has started, all applications will be deferred to the following semester/session.

**We strongly encourage you, in planning your program, to contact an advisor for the program (269-387-2656).**

Please note: Policies related to admissions are University policies and the Admissions Office is the body of authority related to these policies; therefore, if you receive communication from the Admissions Office, which appears to conflict with anything written here, you must follow the instructions of the Admissions Office. If you have questions, call the Admissions Office at (269) 387-2000.
Program Curriculum for the 18 credit hour IHHW Certificate

- Online course only
- Face to face only
- Hybrid (combination of online and face to face)
- Online or face to face

The academic program consists of 18 credit hours distributed in the following manner:

Core Courses

- HOL 5310: Introduction to Holistic Health Care - 3 credit hours
- HOL 6500: Seminar in Holistic Methods (hybrid) - 3 credit hours
- HOL 6700: Professional Field Experience - 1-3 credit hours (master’s level) or HOL 7120: Professional Field Experience - 1-3 credit hours (doctoral level)

Elective Courses – choose 9 credit hours from the list below

- HOL 5300: Special Topic - Chi Gong – 1 credit hour
- HOL 5300: Special Topics – 1 – 3 credit hours
- HOL 5301: Meditation to Enhance Living – 1 credit hour
- HOL 5302: Advanced Meditation to Enhance Living – 2 credit hours
- HOL 5303: Tai Chi to Enhance Living – 1 credit hour
- HOL 5304: Yoga to Enhance Living – 1 credit hour
- HOL 5320: Holistic Approaches to Personal Relationships – 3 credit hours
- HOL 5321: Holistic Health Coaching - 3 credit hours
- HOL 5340: Holistic Health and Spirituality – 3 credit hours
- HOL 5350: Holistic Approaches to Stress – 3 credit hours
- HOL 5360: Wellness Skills for Health Professionals – 3 credit hours
- HOL 5370: Health and Humor – 3 credits
- HOL 5380: Eastern Thought and Practice – 3 credit hours
- HOL 5500: Introduction to Expressive Arts – 3 credit hours
- HOL 5510: Holistic Approaches to Healing through Visual Art – 3 credit hours
- HOL 5520: Healing through Movement – 3 credit hours
- HOL 5530: Holistic Strategies for Illness and End of Life – 3 credit hours
- HOL 5540: Love and Forgiveness – 3 credit hours
- HOL 5550: Successful Aging, Holistic Perspectives – 3 credit hours
- HOL 5560: Understanding Grief and Loss – 3 credit hours
- HOL 5600: Advanced Spirituality and Health -3 credit hours
- HOL 5980: Readings in Holistic Health- 1-4 credit hours
- HOL 6305: Mindfulness Theories and Skills – 3 credit hours
- HOL 6910: Spirituality and the Therapeutic Process – 3 credit hours
- HOL 6970: Independent Study in Holistic Health – 1-4 credit hours

Note: You can take more than one HOL 5300 special topics course during the same semester. However, you must contact an advisor in CHHS to register for additional titles.
Professional Field Experience for full IHHW Certificate

- **HOL 6700** – Field Education in Holistic Health (Master’s Level Graduate Students) or
- **HOL 7120** – Professional Field Experience in Holistic Health (Doctoral Level Graduate Students)

**Course Credit**
This course is variable graduate credit—1 to 3 credit hours per semester. Students need to complete at least 3 credit hours within one year to receive a “credit/no credit” grade for the course. Students beginning their Field Experience will have completed the core courses HOL 5310, HOL 6500 and 2-3 electives. Consult with your advisor and Program Coordinator if you want to arrange for any variation in sequence or completion requirements. Consulting does not necessarily mean a waiver will be granted.

**Course Description**
This is a 180 clock hours professional field/internship experience in Integrative Holistic Health and Wellness to complete the Graduate Certificate Program. Field Experience can be completed in one semester or in up to one year. If the 180 clock hours internship is not completed within one semester, the student may receive an incomplete grade with the approval of the coordinator. This incomplete grade may then be removed and replaced with a “credit/no credit” grade as soon as all of the 180 clock hours of internship are completed.

Students enrolled in the IHHW certificate program independent of a graduate degree program or in a graduate program that does not require a field experience must enroll in a 3 credit hour Professional Field Experience course. All masters level students enroll in HOL 6700 and all doctoral students enroll in HOL 7120. All field experiences, whether HOL 6700, HOL 7120, or another program’s approved equivalent must be approved by the Program Coordinator (Paula Andrasi).

**Combined Internship**
Those graduate students already enrolled in a master’s degree or doctoral degree program at WMU, or at any other fully accredited university, may use their required internship within their program to satisfy the requirements for HOL 6700 or HOL 7120 as long as they include an activity that is holistic in nature. All of the Integrative Holistic Health and Wellness certificate course requirements must be filled as stated. The Field Experience must be approved by both the degree program and certificate program and requirements for both programs successfully completed. To do this you will enroll in your specific program for the required internship credits and also for one credit in HOL 6700 or HOL 7120.
Field Experience Options

Students can choose from the following guidelines in selecting their 180 clock hours Professional Field Experience. In all cases, documentation of hours, a written log, and on-going communication with the student’s program coordinator is required.

- The hours can be completed within a student’s required internship for their masters or doctoral degree. The student must create a written contract that describes how the internship will include a holistic focus.
- Students may use their current workplace (or appropriate organization) by developing and implementing a professional program of a holistic nature (e.g. educational seminars).
- Students may develop and teach holistic health classes at the community or academic level.
- Students may develop and carry out a research project, approved by the Program Coordinator, and submit it in written form.
- Students may take a variety of holistic health related personal/professional workshops and seminars - if approved by the Program Coordinator, and if leading to a particular goal. Written summaries and reflection papers of these experiences and certifications of completion are required.
- Students may elect to pursue a combination of the above activities in order to meet the 180 clock hours requirement.

Students must plan and arrange their internship experience on their own. Consultation with and approval of the Program Coordinator, Dr. Paula Andrasi, is required before registering for the course. After the internship plans have been approved, Dr. Andrasi will arrange to have you enrolled in the course.

Course Requirements for HOL 6700 or HOL 7120

- Select an area and site to do your field experience. It is your responsibility to connect with and make arrangements for the placement.
- Sign Professional Standards form and send to Dr. Paula Andrasi.
- Complete the Field Experience Learning Contract and send it to the Program Coordinator before the start of the semester. The Program Coordinator may require modifications to meet program requirements.
- After 180 clock hours of internship are completed, submit a complete log of hours, a description of what you did with attachments of any materials you developed or outlines of any presentations that you gave, and a summary reflection of the experience and how it related to what you learned from taking the certificate program.
- Have your field supervisor (on-site) complete the Field Experience Evaluation Form and send to Dr. Paula Andrasi.
- The final grade for HOL 6700 and HOL 7120 will be based upon the successful completion of all 180-hours of this internship, and completion and receipt of all necessary documents as stated above.

Note: It is the responsibility of each student to maintain regular contact with the Program Coordinator throughout the semester or beyond in person, by phone, mail, or e-mail. All requirements of this 180 clock hours internship must be completed before a final grade can be issued.
Specialty Graduate Certificates in Integrative Holistic Health and Wellness
9 credit hours each

Holistic Approaches to Stress Management

- Required core courses: six credit hours of HOL 5310 Introduction to Holistic Health*, and HOL 5350 Holistic Approaches to Stress.

- Electives: 3 credits of HOL 6305 Mindfulness Theories and Skills** or HOL 5370 Health and Humor.

Holistic Approaches to Spirituality and Healing

- Required core courses: six credit hours of HOL 5310 Introduction to Holistic Health* and HOL 5340 Holistic Health and Spirituality

- Electives: 3 credits HOL 5600 Advanced Spirituality and Health, or HOL 6910 Spirituality and the Therapeutic Process

Holistic Approaches to Mindfulness

- Required core courses: six credit hours of HOL 5310 Introduction to Holistic Health* and HOL 6305 Mindfulness Theory and Skills**

- Electives: 3 credits HOL 5301 Meditation to Enhance Living (1 credit) Plus HOL 5302 Advanced Meditation (2 credits) Or HOL 5380 Eastern Thought and Practice

Holistic Approaches to Enhance Living

- Required core courses: 3 credit hours of HOL 5310 Introduction to Holistic Health*

- Electives: 6 credits of any Holistic elective courses at the 5000 or 6000 level**

* If a student desires a second certificate they must take HOL 6500, Seminar in Holistic Methods, instead of HOL 5310. If a student desires a third certificate they must take an additional approved elective.
** No course can be used a second time for an additional certificate. Substitutes must be approved by the Program Coordinator.
Professional Standards
Upon admission to the Integrative Holistic Health and Wellness Program you will be expected to sign, agree, and abide by the Professional Standards as set by the program. Failure to comply with the Professional Standards may result in remediation or termination.

Professional Standards
All students enrolled in courses/activities in the Integrative Holistic Health and Wellness Program are expected to abide by the University Code of Conduct. In addition, this document provides students, faculty, staff and clinical supervisory staff in the Integrative Holistic Health and Wellness Program with professional standards by which all students must comply and upon which all students enrolled in courses/activities will be assessed.

For students accepted into the Integrative Holistic Health and Wellness Program, the accumulation of knowledge must be accompanied by the acquisition of skills and professional attitudes and behavior. In all phases of professional education, the student’s ability to utilize her/his intellectual ability and maintain emotional stability particularly when under stress and within the time limitations inherent in the professional setting, is vital for the successful completion of the program. Students must also abide by the professional standards and code of ethics of their core discipline.

1. Definition of Professional Standards
   Students must possess more than knowledge and professional skills in the field of Holistic Health. They must also possess and exhibit beliefs, values and attitudes that are necessary to work effectively and interact with other students, faculty, staff, supervisory staff, other professionals, clients, patients and members of the community. Additionally, it is expected that students integrate and model holistic values as a student and as a professional. The standards will be assessed throughout the program. The exhibition of these standards is mandatory for the successful completion of and graduation from the Integrative Holistic Health and Wellness graduate certificate program, any of the specialty graduate certificate program, any of the specialty graduate certificate programs or undergraduate minor program.

These standards are:

- Academic Integrity
- Consistent punctuality
- Consistent dependability
- Honesty with and respect for other students in the program, faculty, staff, patients, clients, and supervisory staff
- Demonstrated responsibility for previously learned material
- Fairness
- Demonstrated effective interpersonal relationships with others.
- Demonstrated commitment to diversity and tolerance of diverse views
- Professional appearance
- Professional judgment
- Personal initiative
- High expectations for performance
- Commitment to professional growth
2. **Assessment of Professional Standards** (occur throughout the professional program)
   A. Assessment Standards
      a. An ability and willingness to acquire and integrate Professional Standards into
         one’s repertoire of professional behavior;
      b. An ability to acquire professional skills in order to reach an acceptable level of
         professional competency; and/or
      c. An ability to control personal stress and strong emotions which could interfere with professional functioning.

   B. An assessment of Professional Standards that reveals one or more of the following characteristics may require remediation:
      a. A student does not acknowledge, understand or address a problem when it is identified;
      b. A problem is not merely a reflection of a skill deficit which can be rectified through training;
      c. The quality of services delivered by the student is sufficiently negative;
      d. A problem is not restricted to one area of functioning;
      e. A student’s behavior does not change as a function of feedback, remediation efforts and/or time.

   Any concerns expressed over adherence to Professional Standards or any assessment identifying a failure to adhere to Professional Standards may be addressed through remediation. In case of severe or egregious violations of Professional Standards, sanctions consistent with the applicable policies, procedures, and rules may be implemented without the opportunity of remediation.

3. **Remediation Alternatives**
   It is important to have meaningful ways to address concerns regarding a student’s inability to exhibit professional standards. In implementing remediation interventions, the program administration must be mindful and balance the needs of the other students in the program, faculty, the clients/patients involved and the supervisory staff. In appropriate circumstances, the program administration may implement corrective measures other than remediation. These may include the following:
   a. A verbal warning to the student emphasizes the need to discontinue the inappropriate behavior under discussion. Record of this warning is appropriately documented in the student’s file.

   b. After an agreed upon reasonable time has elapsed since the verbal warning if the student’s performance has not sufficiently improved, a written warning to the student will be issued and shall include:
      1. A description of the student’s unsatisfactory performance or behavior, and recognition that the student had been previously afforded a verbal warning;
      2. Actions required of the student to correct the unsatisfactory
performance/behavior;
3. The timeline for correcting the problem (depending on the student, schedule modification may be time limited);
4. What action will be taken if the problem is not corrected;
5. A professional review within the program may be conducted to discuss behavior/activities. The outcome of this review may include a suspension of direct service activities, a program approved leave from the program, or dismissal from the program.

4. Equal Protection and Due Process:
Equal protection and due process ensure that decisions about students are not arbitrary or personally biased. It ensures that evaluative procedures are applied equitably to all students. Due process allows for appropriate appeal procedures to be available to the student. All steps need to be appropriately documented and implemented.

General due process guidelines include:
   a. As part of the program orientation process, present in writing and discuss with the students the program expectations regarding professional standards. This should occur each semester and in every introductory class.
   b. Provide a written procedure to the student, which describes how the student may appeal the program’s action (see student handbook). The student handbook is provided to students and reviewed during orientation.
   c. Document, in writing and to all relevant parties, the actions taken by the program and its rationale.

5. Due Process: College procedures
The purpose of due process is to inform and provide a framework to respond, act, or dispute. Once a student has followed the review/appeal process of the program, he or she may appeal to the College of Health and Human Services Academic and Professional Standards Committee. The committee as a whole will be comprised of faculty members from each of the degree granting programs.
   a. A student aggrieved by an action taken by the Integrative Holistic Health and Wellness Program has the right to appeal such action by filing an appeal form in the Dean’s Office within 14 days of the aggrieved action.
   b. Within fourteen working days, the appeal will be reviewed by the College of Health and Human Services Academic and Professional Standards Committee. The committee reviewing the appeal will be comprised of three faculty members selected randomly.
   c. Within 2 working days of the completion of the review, the Professional Standards Committee will submit a written report to the chair/director, including any recommendations for further action. Recommendations made by the committee will be made by majority vote.
   d. Within 2 working days receipt of the recommendations, the chair/director will either accept or reject the Professional Standards Committee recommendations and will inform the designated chair of the committee of her/his decision.
   e. The chair of the committee will inform the student in writing of the outcome of the appeal.
6. If the student wishes to further appeal this decision, he or she may do so to a University Grade and Program Dismissal Appeals Committee (GAPDAC).

This appeal must be initiated within twenty business days of the final notification of program dismissal. The student will initiate an appeal through the office of the University Ombuds. When the Ombuds receives an appeal, the Provost or designate will schedule a meeting of a grade and program dismissal appeals committee using procedures determined by the Professional Standards Committee of the Faculty Senate.
Professional Standards Signature Page

I agree to adhere to the Professional Standards as stated in the Western Michigan University Integrative Holistic Health and Wellness Certificate Program student handbook.

______________________________
Print Name

______________________________  _________________________
Signature                                     Date

Sign, date and send to:

WMU
Integrative Holistic Health and Wellness
Dr. Paula Andrasi
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5212

Or deliver to Dr. Paula Andrasi, room 2400, College of Health and Human Services building
Steps to Complete the IHHW Certificate

Portfolio

As a part of our program assessment, we are asked to keep a portfolio of work for each student who graduates from the Certificate Program. The student portfolio should be sent to Dr. Paula Andrasi.

The student portfolio includes:

• A copy of a research paper written in a core Integrative Holistic Health and Wellness Program 5000 or 6000 level class that received a grade of B or better.

• A two to three page summary statement regarding what the student has learned through coursework in the Integrative Holistic Health and Wellness Program and how this will be integrated into professional and personal life.

• A reflection on the Field Placement Experience including the completion of the Learning Objectives.

Graduation Audit (Program Outline)

• Prior to enrolling in HOL 6700, Field Experience, contact the program advisor, Sheena Bolton to complete your graduate certificate program outline.

• Sheena Bolton – sheena.bolton@wmich.edu or (269) 387-2656.

Apply for Graduation

• Apply for graduation through GoWMU – Refer to Registrar’s website for details - http://wmich.edu/registrar/graduation-graduate-certificate

*Please allow ten weeks after commencement date before you receive your Certificate.

Graduation Month Application Deadline

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Please note: Non-degree status students must be accepted to the graduate school by the time they have completed 9 credit hours in order to complete certificate program.
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<thead>
<tr>
<th>Steps you must complete</th>
<th>Completed (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Be admitted to the IHHW graduate certificate program</td>
<td>□ _______<a href="#">This is true even if you have already been admitted to a graduate degree program.</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Submit signed Professional Standards Form</a></td>
</tr>
<tr>
<td>✓ Successfully complete 18-credit hours of advisor-approved graduate course work.</td>
<td>□ _______<a href="#">Introduction to Holistic Health, HOL 5310</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Seminar in Holistic Methods, HOL 6500</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Field Experience (HOL 6700 or HOL 7120)</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Nine credit hours of approved electives</a></td>
</tr>
<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Sheena Bolton.</td>
<td>□ _______<a href="#">Prior to enrolling in HOL 6700, Field Experience, contact the program advisor, Sheena Bolton to complete your graduate certificate program outline.</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Sheena Bolton – sheena.bolton@wmich.edu or (269) 387-2656.</a></td>
</tr>
<tr>
<td>✓ Secure advance approval of your field placement from the Program Coordinator.</td>
<td>□ _______<a href="#">Submit learning contract to Integrative Holistic Health and Wellness Program Coordinator.</a></td>
</tr>
<tr>
<td>✓ Register for HOL 6700/7120 OR ✗ Register for 1 credit hour of HOL 6700/7120 if combined with a master’s program that requires an internship</td>
<td>□ _______<a href="#">Successfully complete 3 credit hours (180 clock hours) of field experience or integrate 1 credit hour of Holistic activities into a 3 credit hour field experience from another graduate department.</a></td>
</tr>
<tr>
<td>NOTE: After approval of your internship, Dr. Andrasi will arrange for you to be enrolled in the course.</td>
<td>□ _______<a href="#">Submit final field placement evaluation</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">Submit final field placement log and reflections</a></td>
</tr>
<tr>
<td>✓ Submit your portfolio to the Integrative Holistic Health and Wellness Program Coordinator.</td>
<td>□ _______<a href="#">Portfolio will include:</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">A copy of a research paper written for any Integrative Holistic Health and Wellness class where you received a &quot;B&quot; or better.</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">A two-three page summary statement regarding your experiences in the Integrative Holistic Health and Wellness Program</a></td>
</tr>
<tr>
<td></td>
<td>□ _______<a href="#">A reflection paper on the Field Placement experience</a></td>
</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
<td>□ _______<a href="#">Apply for graduation through GoWMU – Refer to Registrar’s website for details - http://wmich.edu/registrar/graduation-graduate-certificate</a></td>
</tr>
</tbody>
</table>

**Note:** Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.
### Program Planning for IHHW Certificate – 18 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5310 Introduction to Holistic Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOL 6500</strong> Seminar in Holistic Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOL 6700 or HOL 7120</strong> Professional Field Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This form is a planning form and when the certificate is completed; your advisor will complete the final form and submit it as part of your requirements for graduation.
Field Experience Learning Contract for IHHW Certificate

Name ___________________________________________ WIN _________________________

Permanent Address: __________________________________________________________________________

Street __________________________ City ______ State ______ Zip __________________________

Phone __________________________ Semester __________________________

☐ HOL 6700 (Masters/program) ☐ HOL 7120 (Doctoral)

Please complete the following contract for the Field Experience

Name of Placement Site ________________________________________________________________

Address ________________________________________________________________

Street __________________________ City ______ State ______ Zip __________________________

Contact Person __________________________ Phone __________________________

General Description of Site

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Placement Goals and Objectives __________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Program Coordinator Signature __________________________________________ Date ____________

Student Signature __________________________________________ Date ________________
Field Experience Evaluation Form for IHHW Certificate

This evaluation form should be given by the student to the field supervisor at the beginning of the field experience to encourage early discussion of the evaluation process. This form should be completed by the field supervisor and returned at the end of the field experience to:

WMU
Integrative Holistic Health and Wellness
Dr. Paula Andrasi
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5212

Name ________________________________ WIN ______________________

Permanent Address ________________________________

Phone ________________________________ Semester ______________________

Placement site __________________________________________________________________________

WMU semester or session_________________________ Year ______________

☐ HOL 6700 (Masters/program) ☐ HOL 7120 (Doctoral)

Did the student meet the 180 clock hours requirement? ☐ Yes ☐ No

Please attach a separate sheet and comment briefly on each of the following items:

1. Summary of student’s placement training and activities and degree to which goals specified in learning contract have been fulfilled.

2. Student’s attitude toward field experience and willingness to learn.


4. Quality of professional job performance or practice within student’s academic specialty area.

Do you recommend that the student receive credit for field placement? ☐ Yes ☐ No

Please attach a copy of the learning contract to the evaluation form.

__________________________________________  ______________________
Supervisor’s signature  Date

__________________________________________  ______________________
Student’s signature  Date
### Holistic Approaches to Stress Management Specialty Certificate

**Steps you must complete**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Completed (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Be admitted to the Stress Management graduate certificate program</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ This is true even if you have already been admitted to a graduate degree program.</td>
<td></td>
</tr>
<tr>
<td>▪ Submit signed Professional Standards Form</td>
<td>○ ______</td>
</tr>
<tr>
<td>✓ Successfully complete 9-credit hours of advisor-approved graduate course work.</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Introduction to Holistic Health, HOL 5310</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Holistic Approaches to Stress, HOL 5350</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Three credit hours of approved electives</td>
<td>☐ ______</td>
</tr>
<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Sheena Bolton.</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Prior to enrolling in your last Holistic class contact the program advisor, Sheena Bolton to complete your graduate certificate program outline.</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Sheena Bolton – <a href="mailto:sheena.bolton@wmich.edu">sheena.bolton@wmich.edu</a></td>
<td>☐ ______</td>
</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
<td>☐ ______</td>
</tr>
<tr>
<td>▪ Apply for graduation through GoWMU – Refer to Registrar’s website for details - <a href="http://wmich.edu/registrar/graduation-graduate-certificate">http://wmich.edu/registrar/graduation-graduate-certificate</a></td>
<td>☐ ______</td>
</tr>
</tbody>
</table>

**Note:** Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.

### Program Planning for Stress Management Certificate – 9 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5310 Introduction to Holistic Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOL 5350 Holistic Approaches to Stress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This form is a planning form and when the certificate is completed; your advisor will complete the final form and submit it as part of your requirements for graduation.
### Holistic Approaches to Mindfulness
Specialty Certificate Program Check List

<table>
<thead>
<tr>
<th>Steps you must complete</th>
<th>Completed (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Be admitted to the Mindfulness graduate certificate program</td>
<td>□ ________</td>
</tr>
<tr>
<td>• This is true even if you have already been admitted to a graduate degree program.</td>
<td>o ________</td>
</tr>
<tr>
<td>▪ Submit signed Professional Standards Form</td>
<td></td>
</tr>
<tr>
<td>✓ Successfully complete 9-credit hours of advisor-approved graduate course work.</td>
<td>□ ________</td>
</tr>
<tr>
<td>• Introduction to Holistic Health, HOL 5310</td>
<td>□ ________</td>
</tr>
<tr>
<td>• Mindfulness Theories and Skills HOL 6305</td>
<td>□ ________</td>
</tr>
<tr>
<td>• <em>Three</em> credit hours of approved electives</td>
<td>□ ________</td>
</tr>
<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and</td>
<td>□ ________</td>
</tr>
<tr>
<td>Wellness advisor, Sheena Bolton.</td>
<td></td>
</tr>
<tr>
<td>• Prior to enrolling in your last Holistic class contact the program advisor, Sheena</td>
<td></td>
</tr>
<tr>
<td>Bolton to complete your graduate certificate program outline.</td>
<td></td>
</tr>
<tr>
<td>• Sheena Bolton – <a href="mailto:sheena.bolton@wmich.edu">sheena.bolton@wmich.edu</a> or (269) 387-2656.</td>
<td></td>
</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
<td>□ ________</td>
</tr>
<tr>
<td>• Apply for graduation through GoWMU – Refer to Registrar’s website for details -</td>
<td></td>
</tr>
<tr>
<td><a href="http://wmich.edu/registrar/graduation-graduate-">http://wmich.edu/registrar/graduation-graduate-</a> _certificate</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.

### Program Planning for Mindfulness Certificate – 9 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Holistic Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOL 6305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mindfulness Theories and Skills</td>
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</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Note:** This form is a planning form and when the certificate is completed; your advisor will complete the final form and submit it as part of your requirements for graduation.
**Steps you must complete**

- **✓ Be admitted to the Spirituality & Healing graduate certificate program**
  - This is true even if you have already been admitted to a graduate degree program.
  - Submit signed Professional Standards Form
- **✓ Successfully complete 9-credit hours of advisor-approved graduate coursework.**
  - Introduction to Holistic Health, HOL 5310
  - Holistic Health & Spirituality, HOL 5340
  - Three credit hours of approved electives
- **✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Sheena Bolton.**
  - Prior to enrolling in your last Holistic class, contact the program advisor, Sheena Bolton to complete your graduate certificate program outline.
  - Sheena Bolton – sheena.bolton@wmich.edu or (269) 387-2656.
- **✓ Apply to receive graduate certificate and pay fee.**
  - Apply for graduation through GoWMU – Refer to Registrar’s website for details - [http://wmich.edu/registrar/graduation-graduate-certificate](http://wmich.edu/registrar/graduation-graduate-certificate)

**Completed (Date)**

- □ ______
- □ ______
- □ ______
- □ ______

**Note:** Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.

---

### Program Planning for Spirituality & Healing Certificate – 9 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Holistic Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOL 5340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holistic Health &amp; Spirituality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
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</tbody>
</table>

**Note:** This form is a planning form and when the certificate is completed; your advisor will complete the final form and submit it as part of your requirements for graduation.
## Holistic Approaches to Enhance Living Specialty Certificate Program Check List

<table>
<thead>
<tr>
<th>Steps you must complete</th>
<th>Completed (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Be admitted to the Enhance Living graduate <em>certificate</em> program</td>
<td>□ _______ ○ _______</td>
</tr>
<tr>
<td></td>
<td>• This is true even if you have already been admitted to a graduate <em>degree</em> program. ▪ Submit signed Professional Standards Form</td>
</tr>
<tr>
<td>✓ Successfully complete 9-credit hours of advisor-approved graduate course work.</td>
<td>□ _______ □ _______</td>
</tr>
<tr>
<td></td>
<td>• Introduction to Holistic Health, HOL 5310 ▪ <em>Six</em> credit hours of approved electives</td>
</tr>
<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Sheena Bolton.</td>
<td>□ _______</td>
</tr>
<tr>
<td></td>
<td>• Prior to enrolling in your last Holistic class, contact the program advisor, Sheena Bolton to complete your graduate certificate program outline. ▪ Sheena Bolton – <a href="mailto:sheena.bolton@wmich.edu">sheena.bolton@wmich.edu</a> or (269) 387-2656.</td>
</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
<td>□ _______</td>
</tr>
<tr>
<td></td>
<td>• Apply for graduation through GoWMU – Refer to Registrar’s website for details - <a href="http://wmich.edu/registrar/graduation-graduate-certificate">http://wmich.edu/registrar/graduation-graduate-certificate</a></td>
</tr>
</tbody>
</table>

*Note: Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.*

### Program Planning for Enhance Living Certificate – 9 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5310 Introduction to Holistic Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
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<td></td>
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</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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