Catalog of Courses, Academic Programs & Policies
2017-2018

Accredited Distance Learning
- Graduate Degree Programs
- Undergraduate Degree Programs
- Diploma Programs

118 Legacy View Way • Knoxville, TN 37918
Phone: 865-524-8079 • Fax: 865-524-8339
E-mail: admissions@hchs.edu
Toll Free Phone: 800-290-4226
www.hchs.edu

Rev. 6/1/2017
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,

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.
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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

2017-2018 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 8:30 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
(2017: observed December 25th 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 Integrative Nutrition and Healthcare

Diploma in Dietary Supplement Science (Dip.D.S.S.)
(Non-Financial Aid/Self-Paced Program)

This diploma program is ideal for those whose profession currently involves the use or sales of dietary supplements, or for those planning on entering such a profession. This academic program provides a comprehensive education in dietary supplement science, including the safety, efficacy and research associated with the supplemental use of vitamins, minerals, nutraceuticals and herbs. In addition, foundational courses in nutrition and biology provide a solid background for understanding the context in which dietary supplements can play a positive role in human health. Completion of this program earns one a Diploma in Dietary Supplement Science (Dip.D.S.S.).

The 6-course Dip.D.S.S. program is designed to provide a thorough and in-depth education in dietary supplement science. 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 dietary supplement guidance in clinical, retail or other professional settings.

Program Objectives:
Upon completion of the Diploma in Dietary Supplement Science program, the completer will be able to:
1. Select appropriate dietary supplements for clients.
2. Analyze and evaluate information from traditional and herbal perspectives.
3. Provide dietary supplement guidance to clients in a variety of settings.
4. Recommend botanicals herbal supplements based upon regulatory and safety standards.
5. Examine research-based evidence for the use of nutraceuticals to promote healthy living and prevent disease.

The Diploma in Dietary Supplement Science program consists of the following six courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO210 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>NUT100 Macronutrients</td>
<td>3</td>
</tr>
<tr>
<td>NUT105 Micronutrients</td>
<td>3</td>
</tr>
<tr>
<td>HER101 Introduction to Herbal Sciences</td>
<td>3</td>
</tr>
<tr>
<td>HER200 Introduction to Essential Oils</td>
<td>3</td>
</tr>
<tr>
<td>NUT302 Introduction to Nutraceuticals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 18

Tuition: $4,410*

Academic prerequisites: High School diploma or equivalent.
In addition, NUT100 is the prerequisite for NUT105 and NUT302.

* 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: 12 months full-time; up to 24 months part-time

Diploma in Dietary Supplement Science

According to Gene Bruno, Dean of Academics at Huntington College of Health Sciences, “I always believed that the world of nutrition education needed an academic program in dietary supplement science, and I was now in a position to spearhead the effort to create one. To this end, I assembled a group of nutritionists, pharmacists, herbalists, biologists and dietary supplement experts to design the curriculum for a Diploma in Dietary Supplement Science (Dip.D.S.S.). It took a few years to develop and was quite a task, but in January of 2008 HCHS launched the world’s first accredited program in dietary supplement science.”
Diploma in Herbal Science (Dip.H.Sc.)  
(Non-Financial Aid/Self-Paced Program)

This diploma program is ideal for individuals in retail or healthcare professions who wish to expand their knowledge of herbal products, including the safe and appropriate use of such products. This diploma gives retail salespeople who sell herbal products, or those who work in healthcare professions, a better understanding of the products they are selling or using. The Diploma in Herbal Sciences (Dip.Herb.Sc.) will provide retailers and those in the healthcare professions with a comprehensive education in the principles and practice of herbal supplement use.

The courses will help students understand the regulation, efficacy, quality, safety and applications of over 50 commonly used herbal supplements. Additional coursework in nutrition (Macronutrients) and Medical Terminology are included to provide those without an educational background in healthcare with an appropriate context in which to understand the role that herbal supplements may play in human health.

This diploma program is not designed to prepare the student to practice herbal medicine. However, those in the licensed healthcare professions may use their newly gained knowledge to integrate the use of herbal supplements into their practice and/or to advise patients about the appropriate use of herbal supplements. Retailers will be able to provide better advice to consumers about the safe and appropriate use of herbal supplements.

Program Objectives:
Upon completion of the Diploma in Herbal Science program, the completer will be able to:
1. Discuss the regulation, efficacy, quality, safety and applications of herbal supplements.
2. Describe the nature of many commonly used herbal products within the backdrop of traditional Chinese medicine.
3. Explain the specific usage of the most common, botanical essential oils.
4. Integrate the use of herbal supplements into professional practice.
5. Advise patients and consumers about the safe and appropriate use of herbal supplements.

The Diploma in Herbal Science program consists of the following six courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA101 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>NUT100 Macronutrients</td>
<td>3</td>
</tr>
<tr>
<td>HER101 Introduction to Herbal Sciences</td>
<td>3</td>
</tr>
<tr>
<td>HER103 Intro to Traditional Chinese Herbalism</td>
<td>3</td>
</tr>
<tr>
<td>HER200 Introduction to Essential Oils</td>
<td>3</td>
</tr>
<tr>
<td>HER201 Herbs and Body Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 17

Tuition: $4,165*

Academic prerequisites: High School diploma or equivalent.

* 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: 12 months full-time; up to 24 months part-time
Diploma in Women’s Nutrition (Dip.W.N.)
(Non-Financial Aid/Self-Paced Program)

This diploma program is ideal for those who have a passion for women’s health issues. It is constructed for those who would like to understand how proper nutrition and dietary practices can help address women’s special health concerns. It is also for those who would like to understand the relevance of alternative and complementary views of nutrition including the potential value of dietary supplements. This curriculum earns one a diploma in Women’s Nutrition (Dip.W.N.), and arms one with the ability to help female patients, clients or consumers adopt better nutrition practices for a healthier lifestyle.

The 6-course Dip.W.N. program is designed to provide a thorough foundation in the nutrition sciences, while providing a specific focus in women’s nutrition and health issues. As with the Dip.C.N. program, the Dip.W.N. program includes 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 women with excellent nutrition guidance in clinical, retail or other professional settings.

Program Objectives:
Upon completion of the Diploma in Women’s Nutrition program, the completer will be able to:

1. Apply sound nutrition principles to women’s health choices and behaviors.
2. Plan proper dietary intake during pregnancy and throughout the lifetime.
3. Critically analyze current nutrition trends in women’s health.
4. Recommend approaches to disorders, medical conditions, and weight management.
5. Encourage female clients to adopt sound nutritional practices.

The Diploma in Women’s Nutrition program consists of the following six courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO210 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>NUT100 Macronutrients</td>
<td>3</td>
</tr>
<tr>
<td>NUT105 Micronutrients</td>
<td>3</td>
</tr>
<tr>
<td>NUT221 Pregnancy, Pediatric &amp; Adolescent Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUT224 Eating Disorders and Weight Management</td>
<td>3</td>
</tr>
<tr>
<td>NUT300 Integrative Nutrition for Women</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18

Tuition $4,410*

Academic prerequisites: High School diploma or equivalent.
In addition, NUT100 is the prerequisite for NUT105, NUT221, NUT224, and NUT300.

* 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: 12 months full-time; up to 24 months part-time
This program is for those who own, manage, or hope to one day own or manage a small business. It is common knowledge that despite motivation, tenacity and thousands of dollars invested, most small businesses fail within the first five years. Although there are a variety of reasons for this, a lack of understanding fundamental principles of small business management can certainly play a significant role. For those who wish to better avoid becoming a business failure statistic, earning a Diploma in Small Business Management (Dip.S.B.M.) can help to shift the odds in your favor with the program.

The 6-course Dip.S.B.M. program is designed to help entrepreneurs and/or small business managers gain the necessary knowledge and skills to effectively operate a small business. This includes the mastery of business management/operations, marketing, advertising, psychology, business mathematics and other business principles.

Program Objectives:
Upon completion of the Diploma in Small Business Management program, the completer will be able to:

1. Develop plans for starting, managing, and marketing a small business.
2. Make sound decisions regarding marketing opportunities, pricing, promotions, and distribution of products and services.
3. Organize and present business-related strategies to individuals and groups.
4. Select and utilize effective motivational and persuasive techniques.
5. Manage the daily operations of a successful business.

The Diploma in Small Business Management program consists of the following six courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG130 English: Reading Enhancement</td>
<td>3</td>
</tr>
<tr>
<td>BUS142 Managing A Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS140 Contemporary Marketing Skills</td>
<td>3</td>
</tr>
<tr>
<td>COM101 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT101 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Tuition $4,410*

Academic prerequisites: High School diploma or equivalent.

* 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: 12 months full-time; up to 24 months part-time
New and interesting research continues to increase our understanding of the importance of nutrition in human health. More and more, that understanding includes an integrative approach to the use of food, supplements and other scientifically responsible complementary practices to help promote a state of wellness. Huntington College of Health Sciences (HCHS) uses the term “integrative nutrition” to refer to the incorporation of evidence-based complementary approaches into mainstream (conventional) nutrition and related health care modalities. If your career and personal goals are leading you toward pursuing an undergraduate degree in integrative nutrition, the A.S. in Integrative Nutrition from HCHS may be the academic program for which you’ve been searching. This associate degree program is a self-paced program that is not approved for financial aid.

The A.S. degree provides a solid foundation in the sciences, with a special focus in courses related to integrative nutrition, including Macronutrients, Micronutrients, Healthy Aging, Environmental Challenges & Solutions, and even Essential Oils. Upon completion of the A.S. degree, you will have achieved a solid foundation in the science of nutrition, with an emphasis on taking an integrative approach to human health.

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 Integrative 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 integrative nutrition.
2. Apply principles and concepts from the biological, behavioral, and social sciences into decision making in the health sciences and integrative nutrition.
3. Apply mathematical formulas to the calculation of nutritional components.
4. Demonstrate and apply knowledge of general, functional, and clinical nutrition to health and disease.
5. Promote healthy lifestyle practices for clients through sound nutritional principles.

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 Integrative Nutrition program consists of the following 20 courses:

**General Education Courses**

*Oral & Written Communications (6 credits)*
- ENG101 English Composition 1 3
- ENG102 English Composition 2 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

**Integrative Nutrition Courses**

*Major Courses (21 credits)*
- NUT100 Macronutrients 3
- NUT105 Micronutrients 3
- HER101 Introduction to Herbal Sciences 3
- HER200 Introduction to Essential Oils 3
- HEA201 Environmental Challenges & Solutions 3
- NUT350 Healthy Aging 3
- NUT401 Nutritional Counseling Skills 3

*Nutrition Electives (6 credits)*
- EXE320 Exercise Physiology 3
- NUT220 Sports Nutrition 3
- NUT221 Pregnancy, Pediatric & Adolescent Nutrition 3
- NUT222 Community Nutrition 3
- NUT300 Integrative Nutrition for Women 3
- HER102 Herbs & Body Systems 3
- NUT225 Current Weight Management Theory & Application 3
- NUT402 Clinical Nutrition 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: 24 months full-time; up to 72 months part-time.
Bachelor of Science in Integrative Nutrition
(Non-Financial Aid/Self-Paced Program)

129 Credit Hours

The Bachelor of Science degree program in Integrative Nutrition is unlike any other undergraduate program in nutrition currently offered. As science continues to examine issues such as the use of dietary supplements and herbs as part of a comprehensive nutrition program for good health, an academic program that takes a responsible and integrative approach to the use of supplements together with diet is of vital importance. Huntington College of Health Sciences’ B.S. program in Integrative Nutrition is designed to do just that. HCHS uses the term “integrative nutrition” to refer to the incorporation of evidence-based complementary approaches into mainstream (conventional) nutrition and related health care modalities.

Graduates will be well prepared for a career in clinical practice in a complementary and alternative medicine practice (CAM); health and wellness consultant; sport’s nutrition consultant; or a career in the 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, Integrative Nutrition for women, Essential Oils, and elective coursework in such diverse areas as Herbs & Body Systems and Integrated Personal Training.

The B.S. degree incorporates all of the courses from the Associate of Science in Integrative Nutrition, 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 integrative practices in nutrition. To obtain the Bachelor of Science Degree in Integrative 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 Integrative 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. Apply business principles to a CAM practice.
4. Use mathematical and statistical tools to calculate and analyze herbal and nutritional components.
5. Demonstrate and apply knowledge of general, functional, and clinical nutrition to health and disease.
6. Promote healthy nutrition practices for clients through health and nutrition education.
7. Support the appropriate and recommended use of nutraceuticals.
8. Apply integrative assessments to the eating behaviors of clients.
9. Construct appropriate integrative nutrition plans.
Courses
The Bachelor of Science Degree in Integrative Nutrition program consists of the following 42 courses:

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral &amp; Written Communications (12 credits)</td>
<td></td>
</tr>
<tr>
<td>• ENG101 English Composition 1 3</td>
<td></td>
</tr>
<tr>
<td>• ENG102 English Composition 2 3</td>
<td></td>
</tr>
<tr>
<td>• COM101 Public Speaking 3</td>
<td></td>
</tr>
<tr>
<td>• ENG130 English: Reading Enhancement 3</td>
<td></td>
</tr>
<tr>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>• HUM200 American Character 3</td>
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<tr>
<td>Mathematics (6 credits)</td>
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<tr>
<td>• MAT210 College Algebra I 3</td>
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<td>• MAT200 Statistics 3</td>
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<tr>
<td>Social Sciences (4 credits)</td>
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<tr>
<td>• SSC201 Food and Culture 4</td>
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<td>Behavioral Sciences (3 credits)</td>
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<tr>
<td>• PSY101 Psychology 3</td>
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<td>Other General Education Elective Courses (9 credits)</td>
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<tr>
<td>• BUS140 Contemporary Marketing 3</td>
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<td>• BUS142 Managing a Small Business 3</td>
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<td>• CDV101 Child Development 3</td>
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<td>• MAT101 Business Mathematics 3</td>
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<td>Other Required Courses</td>
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<td>Natural Sciences (19 credits)</td>
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<tr>
<td>• CHE101 General Chemistry 3</td>
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<td>• CHE201 Organic and Biochemistry 4</td>
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<td>• BIO210 Human Biology 3</td>
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<td>• BIO230 Anatomy and Physiology I 3</td>
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<td>• BIO231 Anatomy and Physiology II 3</td>
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<td>• BIO325 Introduction to Microbiology 3</td>
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<td>Health Science Courses</td>
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<td>Core Requirements (26 credit hours)</td>
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<td>• HEA101 Medical Terminology 2</td>
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<td>• HEA201 Environmental Challenges &amp; Solutions 3</td>
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<td>• HER200 Introduction to Essential Oils 3</td>
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<td>• HEA300 Stress Management in Integrative Health 3</td>
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<tr>
<td>Nutrition Courses</td>
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<td>Integrative Nutrition Courses (32 credits)</td>
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<tr>
<td>• NUT100 Macronutrients 3</td>
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<td>• NUT105 Micronutrients 3</td>
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<tr>
<td>• HER101 Intro. to Herbal Sciences 3</td>
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<td>• NUT300 Integrative Nutrition for Women 3</td>
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<td>• NUT302 Introduction to Nutraceuticals 3</td>
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<td>• NUT350 Healthy Aging 3</td>
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<td>• NUT401 Nutrition Counseling 3</td>
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<td>• NUT410 Nutrition Therapy I 4</td>
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<td>• NUT411 Nutrition Therapy II 4</td>
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<td>• CAP500 Capstone project 3</td>
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<tr>
<td>Integrative Nutrition Electives (15 credits)</td>
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<td>• EXE320 Exercise Physiology 3</td>
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<td>• HER102 Herbs &amp; Body Systems 3</td>
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<td>• HER103 Into to Traditional Chinese Herbalism 3</td>
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<td>• NUT102 Vegetarian Nutrition 3</td>
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<td>• NUT220 Sports Nutrition 3</td>
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<td>• NUT221 Pregnancy, Pediatric &amp; Adolescent Nutrition 3</td>
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<td>• NUT224 Eating Disorders &amp; Weight Management 3</td>
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<td>• NUT225 Current Weight Management Theory &amp; Application 3</td>
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<td>• NUT 402 Clinical Nutrition 3</td>
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<tr>
<td>Total Credits</td>
<td>129</td>
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<tr>
<td>Tuition - $31,605*</td>
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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: 48 months full-time; up to 96 months part-time.
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.sportsnutritionsociety.org/CISSN.html and http://www.sportsnutritionsociety.org/BCC.html.

Certified Clinical Nutritionist (CCN) Examination

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.
Master of Science in Integrative Nutrition
(Non-Financial Aid/Self-Paced Program)

37 Credit Hours

Huntington College of Health Sciences’ (HCHS) Master of Science in Integrative Nutrition degree program is designed to advance current and future health professionals’ knowledge and expertise in integrative nutrition. Building upon students’ current knowledge of the human body and basic nutrition science, advanced coursework in biochemistry and nutrition will take students’ understanding of these topics to the next level. Furthermore, courses in Integrative Nutrition, Current Trends in Integrative Nutrition, Research in Integrative Nutrition, as well as elective courses in such topics Herbal Therapies & Alternative Healing and Essential Oils teach students an integrative approach to the use of food, supplements and other scientifically responsible complementary practices to help promote a state of wellness. 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.

HCHS uses the term “integrative nutrition” to refer to the incorporation of evidence-based complementary approaches into mainstream (conventional) nutrition and related health care modalities. The M.S. in Nutrition program was designed with health care and allied health care professionals in mind. This program is ideal for nutritionists, registered dieticians, physicians, nurses, pharmacists, physical therapists, chiropractors, acupuncturists, and other healthcare professionals who desire to expand their skills and knowledge in the burgeoning science of integrative nutrition, and increase their marketability in today’s competitive job market.

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

1. Integrate and apply advanced concepts in nutrition to health-related practices and issues.
2. Interpret findings of clinical and CAM research to make evidence-based decisions.
3. Review and evaluate current trends in traditional and holistic nutrition.
4. Design and conduct an in-depth study on a current issue in integrative nutrition.
5. Predict health-related issues for clients based on nutrition assessments.
6. Analyze nutritional behaviors to promote and support healthy lifestyles.
7. Recommend appropriate nutraceuticals for clients based upon a variety of assessments.
Courses
The Master of Science in Integrative Nutrition program consists of the following graduate level courses:

**Nutrition Courses**

Core Courses (25 Credits)

- BIO510 Advanced Biochemistry      4
- NUT525 Integrative Nutrition      4
- NUT530 Nutrition Assessment      4
- NUT540 Clinical Nutrition       3
- NUT555 Research in Integrative Nutrition    4
- NUT565 Current Trends in Integrative Nutrition   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: 24 months full-time; up to 72 months part-time.

<table>
<thead>
<tr>
<th><strong>Certified Clinical Nutritionist (CCN) Examination</strong></th>
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<tr>
<td>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 <a href="http://www.cncb.org">www.cncb.org</a> for eligibility requirements.</td>
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Huntington College of Health Science's (HCHS's) Doctor of Science in Integrative Healthcare program is unlike virtually any other doctorate program available in the U.S. or abroad. This dynamic, professional doctorate program is designed to provide healthcare professionals with the knowledge and skills necessary to take an integrative approach to patient care through the application of principles associated with functional medicine, complementary and alternative medicine (CAM), and other integrative healthcare topics. It also prepares graduates to manage a CAM practice and to conduct CAM-oriented research. The D.Sc. program is offered exclusively online, and has no residential requirements.

The D.Sc. program offers two areas of concentration: 1) Clinical Nutrition or 2) a Personalized Concentration. Graduate students who wish to gain a more in-depth understanding of nutritional medicine in clinical practice should take the Clinical Nutrition application. Those who wish to focus on an area of integrative healthcare not currently offered as part of a formalized program of study through HCHS should consider the personalized concentration. Through prior agreement with course instructors, students might use various sources of information as a basis for learning, include any combination of attending symposiums or seminars, reading textbooks or scientific literature, participation in a research project, or participation in a professional activity related to the health sciences. Examples of Personalized Concentrations in integrative healthcare include holistic nursing, Phytotherapy, dietary supplement science, hair and scalp science, integrative healthcare education, etc. The D.Sc. program culminates in a capstone project. The capstone project is a substantial research project that is ultimately presented in the form of a dissertation that conforms to institutional standards. A maximum of 9 credit hours may be transferred from previously completed graduate courses from other accredited institutions.

Program Objectives:
Upon completion of the Doctor of Science in Integrative Healthcare degree program, the graduate will be able to:

1. Analyze patient/client biochemistry and develop individualized healthcare programs based upon functional medicine techniques,
2. Integrate complementary and alternative medicine modalities into their existing healthcare practice,
3. Manage a complementary and alternative medicine practice,
4. Conduct research within a complementary and alternative medicine practice,
5. Synthesize relevant information from an understanding of clinical nutrition or other personalized healthcare concentration, and
6. Make educated and informed decisions relevant to patient/client healthcare within the context of the CAM and functional medicine paradigm.
Courses
The Doctor of Science in Integrative Healthcare Degree program consists of the following courses:

Core Courses (13 credits)
- EDU501 Doctoral Orientation 1
- HEA610 Complementary & Alternative Medicine 3
- HEA620 Research in Complementary & Alternative Medicine 3
- NUT650 Functional Medicine & Nutrition 3
- BUS601 Management of a CAM Practice 3

Examination (1 credit)
- HEA550 Qualifying Examination 1

Clinical Nutrition Concentration Courses
- BIO720 Cellular & Molecular Biology 3
- NUT530 Nutrition Assessment 4
- NUT710 Nutritional Medicine I 3
- NUT711 Nutritional Medicine II 3
- NUT712 Nutritional Medicine III 3
- NUT720 Nutrigenomics 3
- NUT730 Nutraceuticals & Functional Foods 3

Personalized Concentration Courses
- HEA710 Special Topics in Health Sciences I 3
- HEA711 Special Topics in Health Sciences II 3
- HEA712 Special Topics in Health Sciences III 3
- HEA713 Special Topics in Health Sciences IV 3
- HEA714 Special Topics in Health Sciences V 3
- HEA715 Special Topics in Health Sciences VI 3
- HEA716 Special Topics in Health Sciences VII 3

Elective Courses (choose 12 credits)
- BIO510 Advanced Biochemistry 4
- NUT540 Clinical Nutrition 3
- NUT555 Research in Integrative Nutrition 4
- NUT565 Current Trends in Integrative Nutrition 3
- NUT572 Lifespan Nutrition 3
- NUT574 Community Nutrition 3
- NUT578 Herbal Therapies and Alternative Healing 3
- NUT702 Advanced Nutrition with Clinical Applications 3
- NUT703 Antioxidants 3

Examinations & Capstone Project
- HEA650 Comprehensive Examination 2
- HEA850 Capstone Project 12

Total credits - core courses, concentration courses & electives 61-62

Tuition - $22,448-$22,816*

1 Qualifying Examination must be completed after completion of Core Courses.
2 Comprehensive Examination must be completed after completion of Concentration and Elective Courses.

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: 36 months full-time; up to 96 months part-time.
Academic prerequisites:
1) Candidates for admission must meet one of the following credentials:
   • Master’s degree, or first professional degree program in a health related field from an accredited college/university with at least a 3.0 GPA
   or
   • A minimum of a master’s degree from an accredited college/university with at least a 3.0 GPA and significant professional experience in a health related field.
2) Completed undergraduate coursework from a similarly accredited institution in basic nutrition (NUT101), general chemistry (CHE310), biochemistry (CHE410), biology (BIO210) and statistics (MAT200).
3) Completed graduate courses: nutrition (NUT520 or NUT702)) and biochemistry (BIO510).

Note: Students may be accepted into the D.Sc. program, and take these courses prior to beginning any courses in the D.Sc. program. The courses must be taken from HCHS or other accredited schools.

Clinical Nutrition Concentration prerequisites:
Candidates must currently have a professional background in nutrition, and/or prior undergraduate or graduate education in nutrition. Examples include, but are not limited to: nutritionist, dietician, medical doctor, nurse, nurse practitioner, chiropractor, naturopath, or medical herbalist.

Certified Clinical Nutritionist (CCN) Examination
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.

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

SSC200 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.

HEA300 Stress Management in Integrative Health 3 semester hour credits
Introductory course to understanding what stress is and how to manage stress holistically. In this course, you will not only learn how to holistically approach stress, but discover how to incorporate specific behavior into the management and prevention of stress. As you examine the physical and psychological implications of stress, you will be conducting a self-analysis to evaluate and conclude how your own stress can be both managed and prevented.

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.

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 is the study of clinical laboratory tests used for identifying nutrients, toxicants and other factors underlying patient health and disease. It will focus on these tests and explain their interpretation and clinical application in a systematic manner in order to understand how the tests are used clinically. It explains how the environmental challenges contribute to the patient’s unique set of genetic predispositions, attitudes, and beliefs relate to clinical imbalances. Determine optimal treatment programs & recommendations that are based on assessment findings.
**HEA 450 Integrative Pathophysiology I**  3 semester hour credits
This course explores conventional and complementary/ integrative treatments for selected diseases and conditions. Normal structures and functions of the neurological, endocrine, and hematological systems, as well as disorders that occur in each are examined. The symptoms, causes, integrative treatments, and consequences of selected diseases and conditions are reviewed.

**HEA 455 Integrative Pathophysiology II**  3 semester hour credits
(Prerequisite: Pathophysiology I)
This is a continuation of HEA450. The focus of the course is on the pathophysiology of the cardiovascular, lymphatic, pulmonary, renal, urologic, reproductive, digestive, musculoskeletal and integumentary systems. Complementary and alternative treatments for conditions of diseases and conditions of these systems in addition to conventional treatments are explored.

**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

NUT100 Macronutrients 3 semester hour credits
This course covers the foundational principles of nutrition with an in-depth examination of
macronutrients (carbohydrates, fats, and proteins). The structure and function of the digestive
system as related to the breakdown of each of the macronutrients as well as a scientific overview
of macronutrient food sources. Finally, energy balance and weight management are addressed.

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.

NUT105 Micronutrients 3 semester hour credits
An in-depth exploration of the micronutrients, including water and fat soluble vitamins, as well as
macro- and trace minerals. The physiological functions of each micronutrient are examined, and
symptoms of nutrient deficiencies and toxicities (if applicable) are identified. The curriculum
includes a practical assessment of micronutrient intake via analysis of a 3-day food diary, and
adjustment of dietary intake to bring micronutrient levels up to the Daily Recommended Intake
(DRI). This course also addresses the beneficial aspects of dietary supplements, and explores the
use of the Organix® urine test as a tool to help determine supplemental needs of each unique
person. Students will establish criteria for assessing and choosing quality dietary supplements,
and will compare and contrast allopathic (conventional) and naturopathic approaches health care
including lifestyle changes, dietary modification, dietary supplements and botanical medicines.
The curriculum will also include case studies and a critique of current nutrition trends.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUT224</td>
<td>Eating Disorders and Weight Management</td>
<td>3</td>
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<tr>
<td></td>
<td>Causes and physical effects of anorexia and bulimia;</td>
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<td></td>
<td>nutritional complications of eating disorders;</td>
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<td>profile of individuals with an eating disorder;</td>
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<td>approaches to treating eating disorders;</td>
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<td>recovering from an eating disorder;</td>
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<td>emotional and physical factors related to obesity;</td>
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<td>medical conditions related to obesity;</td>
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<td>practice counseling session and case studies.</td>
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<tr>
<td>NUT225</td>
<td>Current Weight Management Theory &amp; Application</td>
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<td></td>
<td>An overview of current diet and weight loss theory;</td>
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<td>the expected sequel of restrictive eating plans;</td>
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<td></td>
<td>review of pharmacological and nutritional weight loss</td>
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<td>products; construct of a healthy eating plan to</td>
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<td>maximize weight management; weight management in a</td>
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<td>clinical setting.</td>
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<tr>
<td>NUT300</td>
<td>Integrative Nutrition for Women</td>
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<tr>
<td></td>
<td>Integrative Women’s Health is an intensive course</td>
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<td></td>
<td>that touches on several aspects of women’s health.</td>
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<td></td>
<td>Explore the roles of traditional and alternative</td>
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<td></td>
<td>treatments for the conditions such as Fibromyalgia,</td>
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<td>PCOS, Endometriosis, estrogen-driven Cancers,</td>
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<tr>
<td></td>
<td>Cardiovascular Disease, PMS and much more.</td>
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<td>NUT302</td>
<td>Introduction to Nutraceuticals</td>
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<td></td>
<td>(Prerequisite: Understanding Nutrition I)</td>
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<td></td>
<td>A research-based examination of dietary supplements</td>
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<td>classified as nutraceuticals; including health/disease</td>
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<td>applications and safety considerations. In addition</td>
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<td>to the assigned texts, students will read a</td>
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<td>variety of peer-reviewed monographs and reviews on</td>
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<td>individual nutraceutical supplements.</td>
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<td>NUT350</td>
<td>Health Aging</td>
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<td>This course explores the impact of lifestyle on the</td>
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<td>aging process, including choices that may help</td>
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<td>to mitigate premature aging and promote healthy</td>
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<td></td>
<td>aging. The examination of lifestyle factors</td>
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<td>include: 1) quality of diet; 2) type and amount of</td>
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<td>physical activity3) quality of sleep; 4) stress</td>
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<td>levels and stress management. Students will explore</td>
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<td>the role of nutrition, including dietary supplements,</td>
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<td>and exercise in maintaining optimal function of the</td>
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<td>brain and skeletal system, as well as the effects of</td>
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<td>prescription medications on nutritional status.</td>
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<td>Students will complete personal self-assessments in</td>
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<td>sleep, stress, and brain function. This course</td>
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<td></td>
<td>explores lifestyles of the longest-lived cultures in</td>
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<td>the world and includes video segments from the</td>
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<td>University of California Television.</td>
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<tr>
<td>NUT401</td>
<td>Nutrition Counseling Skills</td>
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<td></td>
<td>(Prerequisite: Basic Nutrition course)</td>
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<td></td>
<td>The psychology of nutrition counseling; evaluating</td>
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<td>and understanding the client’s attitude; how to</td>
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<td>illustrate the importance of good nutrition principles;</td>
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<td>interpreting the counseling session; how to</td>
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<td>identify and express your feelings toward the client;</td>
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<td>identifying inappropriate eating behaviors;</td>
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<td>recognizing dietary misconceptions; interpreting</td>
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<td>the results of nutrition research; making diet</td>
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<td>recommendations; applying appropriate strategies to</td>
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<td>specific problems; evaluating progress and spotting</td>
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<td>potential failure; utilizing proper counseling</td>
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<td>techniques; how to use client data forms in</td>
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<td>counseling; case studies.</td>
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<td>NUT402</td>
<td>Clinical Nutrition</td>
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<td></td>
<td>(Prerequisite: Basic Nutrition course)</td>
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<td>Study of nutrients and how the body handles them</td>
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<td>based on principles of chemistry and molecular</td>
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<td>biology; the effect of nutrition choices on</td>
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<td>diabetes, hypoglycemia and disorders of the major</td>
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<td>organ systems; food choices and diet planning</td>
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<td>principles; nutrition prescription for illness;</td>
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<td>the development and evaluation of nutrition plans;</td>
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<td>nutrition assessment; the relationship between</td>
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<td>nutrition and illness; strategies for providing</td>
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<td>nutritional support for people with serious illness;</td>
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<td></td>
<td>practical examples in clinical nutrition case</td>
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<td>studies.</td>
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</table>
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
dthus 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

NUT525 Integrative Nutrition  4 semester hour credits
(Prerequisites: Understanding Nutrition I, Anatomy & Physiology, Organic and Biochemistry)
The foundations of integrative nutrition and dietary recommendations are explored from a
scientific perspective. The structure of nutrients, related metabolic processes, energy balance, and
requirements throughout the life cycle are explored. The effects of food processing and
bioavailability are evaluated. Applications from current literature on broad-spectrum nutrition are
made based on specific human nutritional needs.

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.

NUT555 Research in Integrative Nutrition  4 semester hour credits
(Prerequisite: Statistics)
The scientific method of inquiry for conducting research in areas of integrative nutrition is
explored. A variety of research designs and statistical tools are reviewed to answer research
questions/test hypotheses. A synthesis of conventional and integrative approaches to nutrition is
developed in a critical review of current scholarly literature. Ethical issues in research and the
selection of appropriate descriptive, inferential, parametric, and nonparametric statistics are
reviewed and applied. Students develop a 3-chapter research proposal on a specific topic in integrative nutrition.

**NUT565 Current Trends in Integrative Nutrition** 3 semester hour credits
(Prerequisite: Advanced Nutrition)
This course explores the current state and projected future state trends of studies in nutrition in light of integrative approaches to health and wellness. Students will review and interpret scientific literature to examine current trends on specific topics in integrative nutrition. Elements of scholarly articles are critically analyzed as a basis for debate on specific topics. Students will establish and defend their positions using evidence-based sources.

**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.
THE SCHOOL OF INTEGRATIVE NUTRITION AND HEALTHCARE

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 School of Integrative Nutrition and Healthcare is self-paced. Though students determine their lesson completion goals and set their own study schedules, HCHS expects students to actively pursue their studies and regularly submit coursework. Once registered for any course, students have a time limit to finish all course requirements. The average time to complete a course is 10 weeks. The maximum amount of time to complete a course is 16 weeks.

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 7 days of being submitted to the instructor. Always keep a copy for your records. The grade received for the proctored final
An 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 550 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), 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” of higher at an appropriately accredited college of
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](http://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 INTEGRATIVE NUTRITION AND HEALTHCARE
(Non-Financial Aid/Self-Paced Program)

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 enrollment agreement into an individual course, a diploma program or a degree program. Tuition must be paid in U.S. currency, by check, money order, or credit card.

Tuition must be paid on an individual basis for each course you are currently taking (e.g., pay the tuition for one course if you are taking only one course at a time or for two courses if you are taking two courses at a time).

Diploma Programs
For the diploma programs in Dietary Supplement Science, Integrative Personal Training, Women’s Nutrition and Small Business Management: 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 Integrative Nutrition Degree Program
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 Integrative Nutrition Degree Program
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
Extension of time for a course Fee (12 weeks) $50
Program Reactivation Fee $50
Transcript Fee $5
Prior Learning Assessment/per course $150
Final Exam through Remote Proctor (cost is per exam) $15
Shipping and Handling for Printed Course Material (Special Circumstances) $20

*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 Dietary Supplement Science $1,017
Diploma in Small Business Management Program $1,245
Diploma in Women’s Nutrition Program $1,249
Associate of Science in Integrative Nutrition $3,037
Bachelor of Science in Integrative Nutrition $5,803

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
Payment is due upon submission of the enrollment agreement for an individual course. Tuition is payable for one course at a time and should be paid at the time of each course enrollment. Tuition must be paid in U.S. currency, by check, money order, or credit card.

Master of Science in Integrative 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.

**Doctor of Science in Integrative Healthcare Degree Program**

**Clinical Nutrition Concentration**

Sixty-two credit hours are required for completion of a doctorate degree. Depending upon the amount of transfer credits, a student may be required to take 53 to 62 semester hours in order to graduate with a Doctor of Science.

**Personalized Concentration**

Sixty-one credit hours are required for completion of a doctorate degree. Depending upon the amount of transfer credits, a student may be required to take 52 to 61 semester hours in order to graduate with a Doctor of Science.

**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
- Extension of time Fee for a course (12 weeks) $50
- Program Reactivation Fee $50
- Transcript Fee $5
- Prior Learning Assessment/per course $225
- Final Exam through Remote Proctor (cost is per exam) $15
- Shipping and Handling for Printed Course Material (Special Circumstances) $20

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.**

**Returned Checks/Declined Credit Cards**

A charge of $25 will be made for all returned checks and denied credit cards. Should a student have checks or credit cards dishonored on two or more occasions, the college reserves the right to require payment by cashier’s check or money order.

**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](http://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**

Master of Science in Integrative Nutrition $2,692
Doctor of Science in Integrated Healthcare
    Clinical Nutrition Concentration  $2,808
    Personalized Concentration       $2,712

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% (4th 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 a 16 week course:

<table>
<thead>
<tr>
<th>% returned to student AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
</tr>
<tr>
<td>2nd week</td>
</tr>
<tr>
<td>3rd week</td>
</tr>
<tr>
<td>4th week</td>
</tr>
<tr>
<td>5th week</td>
</tr>
</tbody>
</table>

The withdrawal calculation date is when the student notified the college.

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 16 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 6th week.

Calculation:
Refundable to Student: $294.00 ($735 tuition x 40%)
Institution retains: $641.00 ($935 paid minus $294 refund) 60% tuition and $200 enrollment fee
Payments of refund are made within thirty (30) days of a student’s request to withdraw. 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 Probation and Suspension
It is HCHS policy that students’ financial accounts must be current. If difficulties arise, appropriate arrangements must be made with administration. Students who fail to complete satisfactory arrangements or who default on their financial arrangement are subject to financial suspension. No transcripts or other documents, including student study materials or grade reports, will be issued to students on financial suspension.

ACADEMIC REGULATIONS

Academic Extension
Occasionally students encounter personal challenges or difficulties while enrolled at HCHS that prevent them from completing all course requirements within a 16 week period. Under these circumstances, students may be granted a 12 week extension of time upon payment of a $50 administrative fee. Only one extension of time per course will be granted. Receiving an academic extension in no way suspends any financial obligations students may have to the college nor is the student eligible for a tuition refund.

Program Time Frames

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Status</th>
<th>Part-Time Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>12 months</td>
<td>18 months</td>
</tr>
<tr>
<td>Undergraduate: Associates</td>
<td>24 months</td>
<td>72 months</td>
</tr>
<tr>
<td>Undergraduate: Bachelors</td>
<td>48 months</td>
<td>96 months</td>
</tr>
<tr>
<td>Masters</td>
<td>24 months</td>
<td>72 months</td>
</tr>
<tr>
<td>Doctorate*</td>
<td>36 months</td>
<td>96 months</td>
</tr>
</tbody>
</table>

*There is a minimum of 2 years completion time for the Doctorate program.

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:

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**
Plagiary 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 plagiary. 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 plagiary.

**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:
  o Windows: Vista, Windows 7 or later;
  o 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>B</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>B-</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>C</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>F</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>Below 73</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
<td>0.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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:

A student has until the end of the 9th week of enrollment to drop a course, receiving a “W” (withdrawal) with no grade penalty. If the student does not withdraw, the final grade will be calculated based on the standard HCHS grading procedure:

- All assignments, both complete and incomplete, will count as 70% of the final grade. The final exam counts as 30% of the grade regardless of whether or not it is completed.

If the student is granted an extension, the withdrawal policy does not apply and the final grade will be calculated as stated above on the extension end date.

**Course Repeat Policy**

A student may have two course attempts, after the original attempt, to repeat a course. After the third attempt, the student will receive the grade of the last attempt.

**Reactivation Policy**

A student is required to complete a Reactivation Form after being inactive for 6 months. The student will be enrolled in the Individual Course Program until successfully completing a course and at that time can apply for readmission into a degree program.

**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.

Non-Academic Dismissal and Suspension
The College reserves the right to suspend or dismiss any student at any time such action is deemed advisable. However, the College statement on due process protects students against arbitrary termination of enrollment. Huntington College of Health Sciences reserves the right to suspend or cancel classes for any reason.

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:

   2. FERPA 20 USC 1232(g) - [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g)

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](http://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 ¼ 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 outlined 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.

Graduate students pursuing a Doctorate Degree may transfer up to 9 credit hours which satisfy the subject matter and curriculum requirements.

**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
Huntingdon 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 Lighting 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.
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 Cortication 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., DHP
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.

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., DHPH
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 McInally, M.S., C.N.
Deb McInally 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. McInally 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.

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. It is not necessary to wait until the beginning of a semester.

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. DSS  Diploma in Dietary Supplement Science
- Dip. H.Sc.  Diploma in Herbal Science
- Dip. WN  Diploma in Women’s Nutrition
- Dip. SBM  Diploma in Small Business Management
- A.S.  Associate of Science in Integrative Nutrition
- B.S.  Bachelor of Science in Integrative Nutrition
- M.S.  Master of Science in Integrative Nutrition
- D.Sc.  Doctorate of Health Science in Integrative Healthcare

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.