



BIH
BRITISH INSTITUTE OF HOMEOPATHY
INTERNATIONAL

Student Handbook

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The BIH has been accepted as a candidate for accreditation by the Accreditation Commission for Homeopathic Education in North America (ACHENA). BIH has demonstrated that it has met eligibility requirements and its curriculum is generally consistent with ACHENA educational standards. Schools that are candidates for accreditation are actively engaged in self- study and preparation for a peer review site visit. While BIH cannot guarantee that the school will be accredited, it is actively pursuing accreditation and believes that our program is consistent with ACHENA standards. Updates to BIH’s status with ACHENA can be found on the ACHENA website at: <http://achena.org/resources/accredited-school-directory/>

The British Institute of Homeopathy (BIH) is committed to equal opportunity, a culture of inclusion and an environment free from discrimination and harassment in its educational programs and employment. Equal opportunity is offered to all students, faculty and staff, including applicants for admission and/or employment, consultants/contractors for activities or services, participants in programs and volunteers. The BIH complies with applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

The BIH prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability or veteran status in its programs, activities, employment and admissions. This prohibition applies to faculty, staff, students and all other members of the BIH community, including affiliates, invitees and guests.

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Letter from the Education Director/Chief Executive Officer

Dear Student,

Welcome to the British Institute of Homeopathy. You have taken the first step on a path that will lead you into a new and exciting world. The art of healing and the desire to heal is as ancient as the family of man. You will find great rewards and joy in witnessing the true healing of homeopathy, the richest and most rewarding experiences that life has to offer.

The BIH's mission is *“to provide a thorough and comprehensive classical homeopathic education to students and professionals, live and online, through distance education.”*

The BIH Vision and Values are:

Seeing the improvement in the quality of homeopathic education globally is our vision, through live, online and distance learning to individuals worldwide.

- Distance learning as an effective approach to homeopathic education with online access for all.
- To support and sustain the future growth of homeopathic practitioners through live and online education worldwide.
- To offer resource and support to students throughout their homeopathic educational experience

Goals:

- To advance the profession of classical homeopathy by educating individuals who become certified homeopathic professionals.
- Provide quality classical homeopathic education through live, online and distance learning to individuals worldwide.

I look forward to meeting you and to supporting you in your endeavors at the BIH. Wishing you an exciting and enjoyable journey through your education at the BIH.

Sincerely,
Maria T. Bohle



History

The British Institute of Homeopathy is the leader in online homeopathic education and training since 1987. Our distance learning courses provide each student with an excellent foundation of knowledge in Classical Hahnemannian Homeopathy.

The British Institute of Homeopathy has graduated thousands of students from many countries and regions globally, including the USA, Australia, Canada, India, United Kingdom, Spain, Greece, Singapore, Cyprus, China, Japan and South America. BIH graduates have become successful professionals all over the world, active in client practice, research, writing and teaching.

The faculty of the British Institute are highly respected healthcare practitioners in private practice all over the world, and include medical doctors, nurses, professional homeopaths and veterinarians using homeopathy in their practice. These knowledgeable professionals run busy clinics and practices, and utilize that practical experience to educate BIH students.

BIH Accreditation and Certification

The British Institute Homeopathy has been accepted as a candidate for accreditation by the Accreditation Commission for Homeopathic Education in North America. The British Institute of Homeopathy has demonstrated that it has met eligibility requirements and its curriculum is generally consistent with ACHENA educational standards. Schools that are candidates for accreditation are actively engaged in self-study and preparation for a peer review site visit. While the British Institute of Homeopathy cannot guarantee that the school will be accredited, the British Institute of Homeopathy is actively pursuing accreditation and believes that our program is consistent with ACHENA standards. Updates to British Institute of Homeopathy's status with ACHENA can be found on the ACHENA website at: <http://achena.org/Schools.htm>.

The British Institute of Homeopathy is accredited as a Continuing Medical Education Provider for the Arizona Homeopathic and Integrative Medical Association (AHIMA). The BIH course satisfies the 40 hour requirement that qualifies physicians to sit for the Homeopathic licensure examination in Arizona.

Directory

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Course Studies

The BIH offers courses for the general public such as the Introduction to Homeopathy course, specifically for those who would like to use homeopathy for self care.

The British Institute's proven distance learning format makes a quality homeopathic education available to students all over the world who are not suited to the confines of a traditional brick and mortar classroom. All students become part of the BIH student community and participate in online discussions with other students.

Many elective courses are also a perfect fit for medical practitioners from a wide variety of disciplines who are interested in better serving their patients by incorporating homeopathy or other modalities into their existing practices.

Students with the goal of becoming a certified professional homeopathic practitioner and who are prepared to make a significant time commitment to their studies on a full time basis would be best suited to the Professional Homeopathic Practitioner Program. The Program requires a steady and consistent pace of study through three core courses and clinical training. The length of the full time Practitioner Program is 3 years, with a Fast Track option of 2 years and the part-time program that may take up to 6 years. All enrollment options offer BIH students the requisite 550 hours of didactic study and 500 hours clinical training to qualify for [The Council for Homeopathic Certification \(CHC\)](#) examination as Classical Certified Homeopath (CCH).

Note:* Anatomy & Physiology and Pathology are electives with the British Institute and mandatory for successful completion of the BIH Professional Homeopathic Practitioner Program as well as for CHC eligibility. These courses may be taken at a college or university.

The Professional Homeopathic Practitioner Program, either Accelerated or Traditional options, can be taken from your own home or anywhere that you have computer access. While each student enjoys the flexible hours, convenience and low stress environment of distance learning, students are never alone in their studies. Faculty are always available to answer questions, provide feedback, grade assignments and examinations and guide and support students through their program of study.

The BIH's Professional Homeopathic Practitioner Program is the major education program teaching classical homeopathy. The Program is comprised of four courses that must be taken sequentially:

HF102	Foundations of Hahnemannian Homeopathy	200 hours/13 credits
HIP201	Homeopathy in Practice	100 hours/7credits
CT202	Clinical Training in Homeopathy	500 hours/15credits
HAH301	Advanced studies in Homeopathy	250 hours/16 credits

Clinical Training in Homeopathy (CT202) is an essential component of the Program. The skills required by the homeopath to utilize and incorporate philosophy, principles, and theory into coherent case taking and case management are at the heart of homeopathic practice.

The ultimate goal of homeopathic clinical training within a homeopathic program is that it runs concurrently with theoretical education, allowing the student to demonstrate understanding of theory and methodology as theoretical learning proceeds. Clinical experience has two legs: observation and student clinician-ship. The first leg allows students to observe experienced clinicians or taking, analyzing, and managing cases with actual clients. The second leg offers the student the opportunity to be the clinician under the direct supervision of an experienced, certified homeopath. This process should begin with at the outset of the educational experience and continue throughout the student's entire educational program.

The objectives of the BIH Clinic are to provide students with an instrument for assimilation of theory, principles, philosophy and academic knowledge of homeopathy into practice; to prepare students for independent practice; and to facilitate basic clinical skills and knowledge required to satisfy requisites for the clinical requisites of CHC certification. In this way students can develop homeopathically through a supervised process that allows for creating a practitioner mindset where identification of strengths and weaknesses, self-reflection, and ways to develop professionally are fostered.

Training hours in case taking, case analysis, case management, client management, homeopathic pharmacy and posology are all necessary for a well rounded clinical education. Supervised clinical training is strongly emphasized as the best method of learning the practical skills needed in the consulting room.

The ultimate goal of clinical training is to support and encourage our students to progress to independent homeopathic practice. The BIH gears clinical training to progress towards increasing responsibility for homeopathic case taking, case analysis and case management by integrating theoretical and scientific information gained in the didactic portion of our BIH programs.

Course Material

All British Institute courses are delivered through an online course delivery system. When payment is complete and after a student has registered for a course, they will be assigned to a class and an instructor. Prior to starting the course the student is required to take the Moodle orientation tutorial.

Supplemental Materials

Each course has a list of required and recommended books or other materials to accompany the course material. These materials are not included in the course cost and must be obtained independently at the student's own expense unless otherwise specified. BIH provides a list of

online suppliers who may at their own discretion choose to offer a discount to BIH students. The booklist for each course is included in the course materials and available upon request.

Consistency of Study

The BIH is committed to providing our students with rigorous homeopathic courses and programs. Homeopathic students must demonstrate consistency and mastery of the materials. The Professional Homeopath Practitioner Program is subject to specific time frame requirements provided in the program description and are significantly more stringent than those required for non-matriculated students.

Upon successful enrollment students will be sent a welcome letter, the BIH Student Handbook, and an invitation to attend a required orientation to the Learning Management System used for classes. The BIH makes every effort to match students with the faculty that the BIH Registrar believes will be the best fit for the student, based on the course selected, the student's stated goals for studies and educational background. Students should direct any questions on course material to their faculty members. Questions regarding the assigned Faculty, payments or other concerns should be directed to the Registrar or Education Director.

Program courses are provided through the Learning Management System (Moodle) that is populated with all materials, assignments, quizzes, discussion forum questions, exams, links to resources for both students and faculty to interact throughout the course. All students are required to take a short Moodle tutorial as part of the BIH Student Orientation and before being allowed to start a course. There are discussion questions on each lesson, researched assignments based on course work and quizzes, graded by faculty. Lessons are completed with access to support material such as books, websites and personal notes.

The BIH uses a web conferencing program (Zoom) to maintain synchronous work with students for lectures and training.

Course materials may be presented by faculty or a content area expert via the following modalities:

- Moodle
- Assigned readings from the text and other homeopathic literature
- Discussion Forum
- Individual and Group Collaborative Sessions
- Multi-Media such as YouTube video
- Pre-recorded sessions presented with educational technology
- Other material as deemed necessary by the faculty member

All assignments and examinations submitted must be the student's own work. Quotations and material from other sources must be correctly cited with footnotes and bibliography. All sources must be cited, using APA format.

Application and Enrollment Procedure

Students may register at any time for any of the courses offered through The British Institute. Students must also submit information documenting their highest level of education. Courses under the Professional Homeopathic Practitioner Program

Application

All prospective students are reviewed by the Registrar to determine the applicant's eligibility requirements are met. A letter of intent must accompany the application. The letter of intent should address the applicant's willingness to apply themselves to the rigor of the courses of study required to become a successful homeopathic student and/or future professional homeopath. The Application Form can be found on the website at www.bihint.com to apply.

An application must include all of the following:

- A completed application form
- All required education documentation
- Letter of intent with reasons for enrolling in the program
- Photo ID documentation
- The non-refundable application fee of \$75.00 paid in full with the application.

English Proficiency Requirement

Applicants to the program must be competent in spoken and written English. If the completed application or communication with the school indicate that the applicant's English is not sufficient to successfully complete the program the applicant must submit scores of at least 500 on the Test of English as a Foreign Language (TOEFL) and at least the currently reported mean score on the Test of Spoken English (TSE) to be admitted to the Professional Practitioner Program.

Required for Verification of Education Prerequisite for admission to courses or programs

*Scanned copies of official transcripts are required as documentation:

1. Associates Degree or higher education that include all courses taken and grades received from each program of study
2. If a degree has been awarded, the official transcript with institutional Registrar's stamp must indicate the title of the degree and the date it was conferred.
3. Official transcript from Military or Corporate training, through the American Council on Education in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Services.

4. Official results of standardized test results from standardized testing corporation
5. If the transcript is not in English, both official transcripts in English and in the applicant's native language must be provided. If the Institution does not provide the copy in English, a certified, verbatim English translation from a certified translation service, such as Certified Translation Services (www.daytranslations.com), Educational Credential Evaluators (ece.org), or World Educational Services (wes.org) is required.

If an applicant does not have the required prerequisites for admission to the Professional Program, he/she is required to take the BIH course, entitled "Introduction to Homeopathy" This course is also open to the public as a 30 hour (2 credit) course. Successful completion of the Introduction to Homeopathy course with a score of 85% or better is accepted as a probationary admission, while pursuit of education towards an Associates Degree or equivalent, this allows the student the opportunity to enroll in the "Foundations of Hahnemannian Homeopathy" Course (HF102). Upon successful completion of HF 102 with a GPA of 85% the student is removed from probation and is matriculated into the Professional Homeopathic Practitioner Program.

Applications will not be processed unless all requirements are submitted together.

Denial of Application

If there is a denial of the application the Registrar will convene the Admissions Committee. The applicant will be notified of the Admissions Committee decision within 7 business days.

Applicants may submit requests regarding denied application or enrollment eligibility, denied ADA accommodations or other issues related to application or enrollment in writing to the BIH at: registrar@bihint.com within 5 business days of receipt of the decision.

A written appeal requests for reconsideration regarding eligibility, ADA accommodations, or other perceived issues must include the applicant's name, address, a description of the specific issue or concern and the original letter of denial of application or enrollment.

Once an applicant has been accepted the next step is to complete the enrollment form for the program or course of choice. The enrollment form must include the following:

Enrollment/Registration

(Use Enrollment Form at www.bihint.com)

Payment in full of a non-refundable \$125.00 registration fee (enrollment form) will be required upon submission of completed and signed registration form.

In addition to the registration fee, there is a \$200.00 Technology Fee.

Prior Studies in Homeopathy

An Advanced placement test is required by applicants with prior studies in Homeopathy to test their homeopathic knowledge in order to be considered for transfer credits to be awarded. The exam must be administered by a proctor and

The requisites are the following:

- The exam is taken in up to 3 hours
- All outside materials, including books, tablets, cell phones, or other material, written, electronic, digital or otherwise is not allowed.
- The Proctor cannot be a friend or relative and proctors and exam locations must be approved in advance by The British Institute of Homeopathy.
- The test includes subject areas in the BIH Foundations of Hahnemannian Homeopathy Course (HF 102), varies in format, includes multiple choice, fill-in the blanks with short answers and essays questions ranging from 100-500 word responses.
- Advanced Placement Exam Fee
 - A \$250* non-refundable examination fee is payable at time of application and can be submitted by
 - Credit card (preferred method) or
 - Check or bank money order drawn in U.S. dollars from U.S. bank and made payable to The British Institute of Homeopathy
 - PayPal – transfer money to BIH account: info@bihint.com

Note: *\$150.00 of the fee will be credited to the fees owed upon enrollment. Upon attaining a passing score of 85% the applicant will be awarded 13 credits equal to the Foundations of Hahnemannian Homeopathy (HF 102) course. If an applicant attains a score lower than 85%, he/she will not be awarded advanced standing in the Professional Homeopathic Practitioner Program and will be required to enroll in the full program or be allowed to take remediation lessons.

In certain cases, the BIH is willing to accept students who are pursuing undergraduate prerequisites as they are studying with the BIH in non-matriculated courses. Additionally, the BIH accepts individuals holding a BHMS or DHMS from other countries once the applicant has provided an equivalency transcript and letter from an organization such as Educational Credential Evaluators (ece.org) or World Educational Services (wes.org) is submitted with the application to the BIH Registrar.

Enrollment will not be processed unless all requirements are satisfied and is not considered complete unless paid.

Once the completed and signed Enrollment Form and Student Agreement is received and verified, the Registrar will enroll the student in the appropriate course or program.

Enrolled students may begin coursework at the next scheduled commencement of a class following the approval of their application, enrollment and completion of the BIH student orientation, including the online learning management system tutorial. These requirements must be met prior to the course being opened for each student.

Upon successful enrollment students will be sent a welcome letter, the BIH Student Handbook, and an invitation to attend a required orientation to the Learning Management System used for classes. Questions regarding the assigned Faculty, payments or other concerns should be directed to the Registrar.

ADA Accommodations

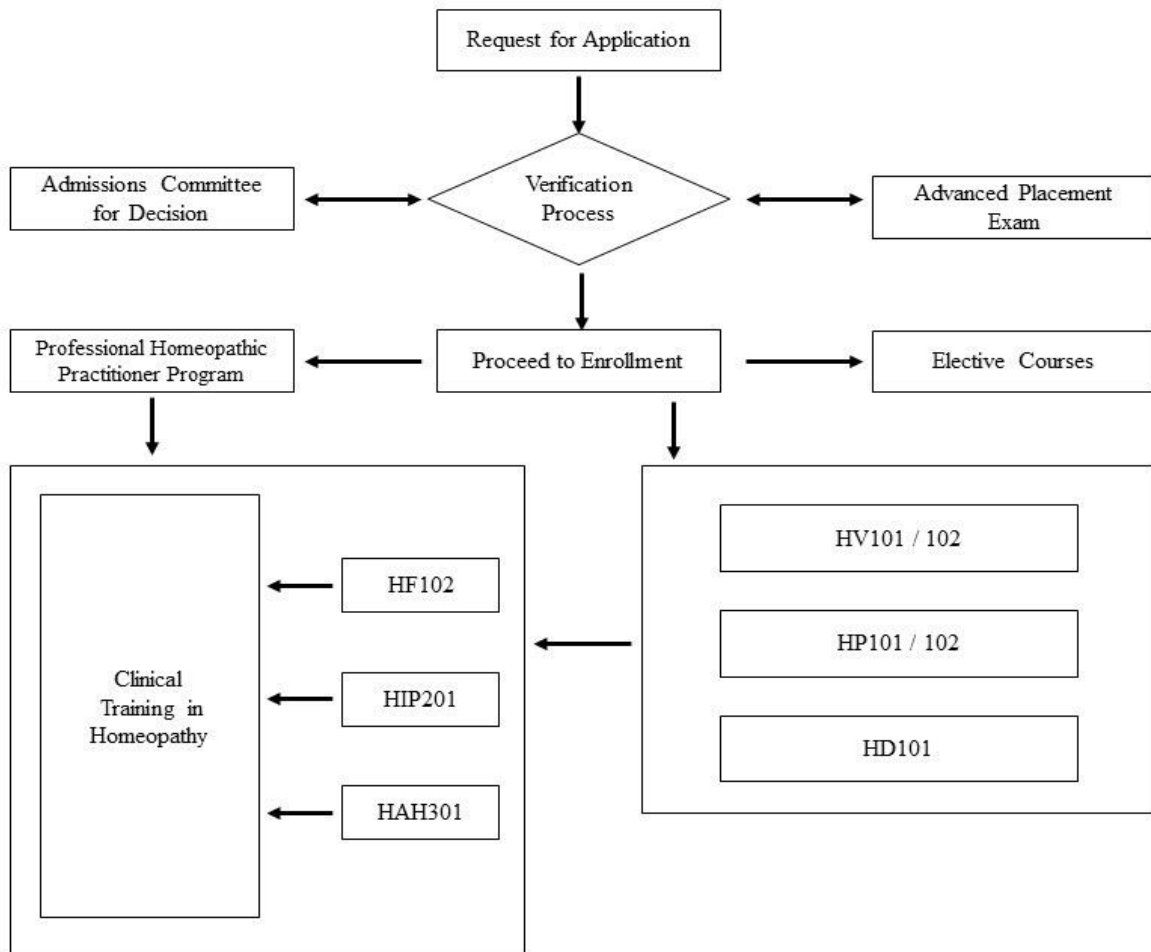
Compliance with the American with Disabilities Act of 1990 is accomplished through the BIH ADA Policy and Request for Reasonable Accommodation Form. Students with a documented disability must send a signed Request Form to the Registrar.

Payment

BIH offers various payment solutions for students. Payment can be done through credit card, cheques, direct deposits, and wire or bank transfers.

BIH provides installment plans for all courses except those which prices are \$1200 and below with a \$25.00 processing fee added to each installment payment. An initial forty percent (40%) payment of the assessed fee must be paid prior to the BIH allowing a student to begin coursework and a required nine (9) equal monthly installments payments for the remaining amount. Students are responsible for any of the fees incurred due to the following: \$50.00 Declined Card fee, \$50.00 Returned Check fee, bank transfer fee or 5% processing fee charged by Paypal, Transferwise or other online payment solutions over the total amount to be paid. All students are required to accept the Institute's Financial Responsibility Agreement prior to or upon enrollment. The agreement outlines the financial terms and conditions associated with course enrollment.

BIH Application and Enrollment Process



Technology Orientation

Students are required to take a Moodle Tutorial Training prior to having access to their course(s). The Moodle Tutorial Training covers the course method of instruction that includes: information about the course methods of instruction and the course handbook that includes syllabus, course material, booklist, instructions for faculty and student interaction, grading rubrics for assignments and class discussions, and proctoring information needed by the student to sit for the two examinations. This is located on Moodle through secure password and has access to all the above-mentioned information.

Course Syllabi

Each course syllabus is located in the 'announcements' tab in Moodle. The boundaries related to communication, course deadlines, dealing with technology problems, netiquette, and online participation is outlined in the syllabus.

Clinical Studies Overview

The Professional Homeopathic Practitioner Program is online with both synchronous and asynchronous class interaction. Clinic is live and offered in person at the BIH office as well as through HIPAA protected Zoom meetings.

Clinical training and supervision at the BIH includes Clinical Case studies. It is a requirement of the Professional Homeopathic Practitioner Program participation that students only treat cases under the supervision of BIH faculty. All students enrolled in Clinical Studies are required by law to purchase liability insurance through the BIH. The insurance is paid for annually by the clinical student. When the student signs up for clinic the insurance premium amount of \$150.00 is assessed and paid through the BIH. This insurance covers each student annually through completion of their clinical and supervised cases.

A certificate of completion for the Professional Homeopathic Practitioner Program is the credential attesting to student's successful completion of homeopathic education and clinical instruction and supervision. Graduation from the BIH Professional Homeopathic Practitioner Program does not constitute a license to practice. Each country has its own regulations and requirements to become a certified homeopath, qualified physician or licensed practitioner of the healing arts. Students seeking to become licensed practitioners must meet all state and/or national requirements and follow the licensing procedure for the state and/or country in which they intend to practice.

Please note: Courses in Health Sciences are electives in the BIH Program; however, proof of having completed these courses elsewhere is mandatory for graduation from the BIH Program and for eligibility to take the CHC exam.

Elective Course Options

- **Foundations of Clinical Nutrition** - Clinical Nutrition relies on clinical test results to determine nutrition needs based on the patient's pathology. Two areas are addressed: the nutrients needed to help the patient return to full function and the nutrients needed to repair the damaged tissue. This course is comprehensive and prepares the student to study the pathways and the metabolites needed for full function as well as certain human deficiency states and how they can be addressed through a nutritive approach. (500 hrs) CN302
- **Gemmotherapy** - The study of the medicinal use of extracts from plant buds either in potentized form (Homeopathy) or in concentrated form. This technique is widely used in Belgium and France, where conventional practitioners are using the method as well. The

ease of use, safety and wide indications makes this technique an individual tool for any type of health practitioner, whatever modality is primarily used. (100 hrs) GEM201

- **Nutrition and Herbology** - This course provides general training in modern nutritional therapy, recognizing it as complementary to and in many respects an intrinsic part of, all complementary therapies. It also provides general training in herbal medicines which, like nutritional supplements, are now widely available along with homeopathic medicines. (75 hrs) NH101
- **The Bach Flower Practitioner Course** - This course encompasses the history, theory and therapeutic application of the Bach Flower Remedies to practitioner level and views them in the larger context of complementary medicine. Veterinary application of Bach Flower Therapy is a unique feature of this course. (150 hrs) FES101

Student Rights and Responsibilities

Code of Student Rights and Responsibilities are a set of guidelines to which students are held. Students must be familiar with these guidelines; not only does it have rules for students, it also describes student rights and has information on academic misconduct.

Students have the right to:

- Students are responsible for respecting all BIH staff, faculty, employees and classmates.
- Students are responsible for acting in a way that does not hinder, interfere with or impede the educational process.
- Students are responsible for completing all class tasks and assignments in a timely manner
- Students should feel free to express their opinions, feelings and ideas.
- Students also have the responsibility to work hard, to do their best, to complete assignments and to respect others' opinions, feelings and ideas.

It is the student's responsibility to:

- Remain current with classwork and assignments
- Submit lessons weekly (bi-weekly for part-time students)

Student Status Guidelines

- Students must complete and submit all lesson work each week for the full time Professional Homeopathic Practitioner Program; for the part time PHPP, all lesson work every two weeks.
- Lesson work includes but is not limited to: discussions forums, assignments, quizzes, tests
- Students who have missed 20% of the course assignments and/or quizzes, without notification to their faculty or to the BIH will lapse into inactive status.

Inactive Status

A lapse into 'Inactive' status does not stop or suspend scheduled payment installments, nor does such a lapse negate any balance due the BIH. Scheduled payment installments and standard collection procedures will continue unless specific arrangements have been made between the BIH and the student. Such arrangements are made on a case-by-case basis at the sole discretion of BIH.

A student who stops attending but does not file a leave of absence or drop the course, and exceeding the mandatory completion date without notification to faculty or the BIH office may receive a failing grade in the lesson(s) and/or may be considered to have lapsed into 'Inactive' status.

Request for Reactivation

Students who are considered inactive and who wish to continue their studies must send a written request to the Academic Leadership Committee. The request must include the following:

- Students name at time of registration
- Date of registration
- Course registered
- Student number
- Name of Instructor
- Reason for lapse

Upon submission of request, The Academic Leadership Committee will review the student's file and contact the student directly. In the event of an unfavorable decision from the Student Affairs Committee, the student may make an appeal to the Appeals Committee, all decisions from the Appeals Committee are final.

Students who have been placed on inactive status must contact the BIH Registrar to re-activate their status. There is a reactivation fee of \$200 and additional fees of \$100 per assignment for re-enrollment to make up assignments that were not completed initially. All grades must meet the pass/fail standard of 80% for the course.

Students inactive for a period of one (1) year or longer will be considered to have withdrawn from The British Institute. Students who have been withdrawn for 3 years or more must start their course from the beginning with full tuition payment. Students with any outstanding balances are required to resolve any payment arrangements with the financial department prior to any re-registration negotiations.

Course Extension

Only Active students who have not yet exceeded their inactivity period may be considered eligible on a case-by-case basis for a time extension. Students must remain in good standings to qualify for a time-extension. Homeopathic studies must demonstrate consistency in order to master the program materials.

Exceeded completion date is subject to a time-extension fee; as well as a possible re-registration fee and technology fees. The time-extensions are broken into a one (1) month, three (3) month and six (6) month blocks of time.

One (1) month \$ 100.00

Three (3) month \$ 300.00

Six (6) month \$ 500.00

Transfers within BIH Courses

Transfer from One Course or Program To Another

Students are permitted only one transfer per registration. A Transfer Request Form must be submitted. Upon submission of request, The Admissions Committee will review the student's file and contact the student directly for eligibility.

The student will pay a non-refundable fee of \$100 and be subject to fee assessment. A differential fee will be applied to transfer to a higher level course. To transfer to PHPP, prerequisites must be fulfilled and the student is required to sit for the BIH Advanced Placement Examination upon decision of the Admissions Committee. Successful completion of this exam with a grade of 85% or greater is used as criteria for admission and placement into the Professional Homeopathic Practitioner Program.

Leave of Absence

A student may be allowed for a leave of absence upon request to the Registrar and approval by the Academic Leadership Committee. A Leave of Absence Form must be submitted and can only be accepted if the student is in active status and whose studies are within the completion period. The request must have the date that the student will begin the leave and the expected date of return.

There are four primary Leave classifications:

- Change of life circumstances - birth, adoption, marriage divorce, death, devastation. Death of immediate family such as Parent, Sibling or Child.
- Medical - Life debilitating condition/situation
- Catastrophic – Natural or manmade disaster of mass proportion.
- Personal - change of residence, passing of a pet or loved one, no reason required.

Medical Leave requests must include a note, valid within the past 6 months, from a medical professional who specializes in the specific field of the ailment. BIH reserves the right to accept or decline the medical note for any reason.

If the student does not return by the date of return specified on the leave of absence form, and does not request an extension, the student is considered inactive. Once inactive status is attained, a re-entry fee and possible additional costs, such as instructor fees and upgrade fees shall apply.

Leave allotments cannot exceed a maximum of 6 months accumulative duration. Leave of Absence does not extend the time remaining in your course and cannot be granted if the student is inactive.

Students must contact the BIH Registrar for additional information. Only students can request a leave of absences from their course; family, staff or friends are not permitted to request leave without express written consent.

Copyright

Students must honor the BIH copyrights. All materials are copyrighted and may not be publicly displayed or copied in whole or part, nor reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopied, recorded or otherwise, except with the prior written authorization of The BIH.

All course materials are provided and may be retained by the student after completion of the course for personal use only. All materials supplied to the student by BIH must be returned upon withdrawal from the Institute. All student submissions become shared intellectual property of the BIH. The BIH staff is permitted to use student submitted work for but not limited to teaching purposes.

All rights reserved. BIH exercises its intellectual copyright over all BIH materials. All materials are copyrighted and may not be publicly displayed or copied in whole or part, nor reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopied, recorded or otherwise, except with the prior written authorization of The British Institute of Homeopathy International. All course materials are provided on the above basis only and may be retained by the student after completion of the course for personal use only. All materials supplied to the student by BIH must be returned upon withdrawal from the Institute. All course materials are provided for education purposes only.

Any illustrations, examples and/or cases are for guidance only and are not intended to replace in any way whatsoever a detailed case taking and evaluation of the client and his/her specific complaint(s).

Intellectual Property Regulations

The British Institute of Homeopathy reserves the right to amend or update the content or syllabus of any course at any time. Obsolete editions or versions of course material will not be made available to students after a course has been updated or upgraded.

All course materials are provided for education purposes only. Any illustrations, examples and/or cases are for guidance only and are not intended to replace in any way whatsoever a detailed case taking and evaluation of the client and his/her specific complaint(s).

Submission of Papers

Students are requested to keep a copy of their work for their records. All work submitted must be submitted through the Learning Management System (Moodle) including all of the following:

- Student name
- Student ID number

- Course name
- Lesson number
- All pages must be numbered
- Submissions must follow APA format

It is suggested that student's keep the course faculty member up-to-date with the progress. Discussions, assignments and quizzes are required to be posted by the timeline listed on the Moodle course site in order for the submission to be graded. Late assignments, discussions or quizzes not submitted by the timeline listed will be given a zero.

The BIH course lesson readings are meant to be a guide for your studies and should not be used as quotes for answering assignments. Outside reading and the use of outside books and materials is expected. Outside reading should be referenced in the answers you provide on the test papers at the end of each lesson. Please answer questions in your own words and fortify your answer with relevant quotes from your required readings. Enclosed in the welcome letter is a list of suggested vendors books may be purchased; both the required and recommended books for the course. The BIH strongly suggest ordering the books on the required reading list as soon as possible. The recommended books can be purchased whenever you are ready to take your studies further in a particular area.

All answers must be in the student's own words, supported with correctly cited quotations from outside reading. Reference lists along with direct quotations or paraphrased passages from other authors must be cited using the APA Style Format. The following sites are provided as additional resources for citations. Either MLA (Modern Language Association) or APA (American Psychological Association) reference styles. Students can visit the websites, work through their online tutorial and download a copy of the books or purchase either of these association handbooks to assist in preparing:

- MLA offers the MLA Handbook. Ed. Joseph Gibaldi. 8th ed. NY: Modern Language Association, 2016. Their website link: <<http://www.mla.org>>
- APA offers the Publication Manual of the American Psychological Association. 7th ed.,2020. Their website link: <<http://apastyle.org>>

Exams

All BIH exams, including the Advanced Placement exam must be proctored by a neutral person at a professional organization such as a library, law firm, municipal building or university. The exams will be completed online through Moodle. The proctor will handle all exam materials along with monitoring the student during the examination and that no outside materials such as books, notes or iPads, cell phones or tablets, or Internet websites are used. Please note that a proctor cannot be a friend or relative and examinations may not be taken at a private residence. All proctors and exam locations must be approved in advance by The British Institute of Homeopathy.

Students must make arrangements with a professional organization in their area to proctor the exam. The student is required to then send the proctor's name, organization and full contact

details (including full address, phone number and e-mail address) to the BIH office at registrar@bihint.com. The Registrar will send authorization for the proctor to be used.

The Proctor is requested to submit a signed Proctor Statement together with the copy of the student's identification card and signed Student Declaration Letter after the examination is completed. Faculty must provide feedback to the student on the result of the examination as soon as the paperwork is evaluated.

Exams are taken less frequently throughout the course. The final exam covers the entire course, while the mid-term exam covers the first half of the course. Exams are subject to a three-hour time limit. Exams require your own responses and, since there are no outside sources allowed, there are no citations necessary.

Grading System

Students will be graded on a numeric system only. No student is guaranteed a passing grade. The minimum passing grade for successful course completion is 80% for all courses in the Professional Homeopathic Practitioner Program. Probationary students must maintain a passing grade of 85% or better. The more proof a student shows of outside reading and independent research, the higher the grade awarded. Citation of sources must be formatted according to the APA Style and all reference sources must be included. Points are deducted for missing or incorrectly formatted citations.

Grading Criteria

Please note that a passing grade for students in all of the courses of study is 75%, except the PHPP, which is 80%.

100% to 80% is given when the correct answer is clearly and succinctly expressed, demonstrating wide reading of the textbooks and a thorough understanding of the subject, along with maturity and creativity. The student must comment critically on a subject or hypothesis stating his or her own views. Work graded in this range will include quotes from their required readings correctly cited with footnotes and a thorough bibliography properly formatted using the APA Style.

79% to 40% is given when the student expresses the answer mostly in his or her own words in sufficient detail. The answer must demonstrate that the student has read the accompanying textbooks to give a wider or more in-depth answer with perhaps quotations from other authors.

39% to 10% is given for answers of such brevity that the meaning is obscure. The answer demonstrates that the student does not fully understand the subject, or only a small part of the answer is given in the student's own words.

9% to 0% is given for incorrect answers, answers which are far too brief or a straight word-for-word copy of the BIH lesson text, even if such copies are correctly cited.

Turnaround Time

Grades and feedback should be provided to the student within five (5) days of the assignment submission on Moodle. If faculty delay more than five (5) days in returning a graded paper has occurred, the student must notify the BIH office so that the Instructor can be consulted and alternate arrangements can be made if necessary.

The Instructor will provide feedback on all assignments received.

Signatures

E-mail transmission of photocopied or scanned documents or electronic signatures containing student signatures, for all intents and purposes are considered as binding and enforceable as the original.

Payments

BIH offers various payment solutions for students. Payment can be done through credit card, cheques, direct deposits, wire transfers and bank transfers. BIH provides installment plan for all courses except those which prices are \$1200 and below with a \$25.00 processing fee added to each installment payment. An initial forty percent (40%) payment of the assessed fee must be paid prior to the BIH allowing a student to begin coursework and a required nine (9) equal monthly installments payments for the remaining amount.

Students are responsible for the fees incurred due to the following:

- \$50.00 Declined Card fee
- \$50.00 Returned Check fee
- Five percent (5%) processing fee charged by Paypal, Transferwise or other online payment solutions over the total amount to be paid
- Transfer fees required by the bank over the total amount to be paid

All students are required to accept the Institute's Financial Responsibility Agreement prior to or upon enrollment. The agreement outlines the financial terms and conditions associated with course enrollment.

Tuition Refund Policy

Refund requests must be submitted in writing with a detailed explanation of the reason for withdrawal from the course and will be subject to approval by the Registrar or Academic Leadership Committee.

A full refund of the tuition portion of the amount paid, after fees and non-refundable charges have been deducted, is available upon written request within three business (3) days of the date on the signed registration agreement. Beyond this initial three-day period, a pro-rated refund may be granted, subject to the following conditions:

- Administrative fees, including application, registration, insurance and Technology fees, are not refundable.
- Refunds may take 30-45 days for processing.

- Refunded amounts are subject to a 10% processing fee.
- Refunds are based on the applicable prices and fees at the time of registration; if a discounted price was given for a course, the refund will be minus the amount it would have been for the original course price.
- Approved refunds of the remaining paid amount after all fees and non-refundable charges have been deducted will be prorated according to the elapsed time since the date on the signed registration agreement:
 - 6-30 days: 50% refundable
 - 31-60 days: 25% refundable
- No refund will be approved if more than 60 days have elapsed since the date of beginning the course.

Transcripts and Certificates

Students can request a copy of an official transcript or a reissue of a Certificate by emailing the BIH Registrar at registrar@bihint.com. The request must include: name, Student ID and mailing address.

Students unable to supply supporting documentation with their request will be subject to a fee of \$75.00 for processing that includes opportunity costs of time and energy for searching of records.

Requests for re-issuance of transcripts or Certificates are subject to applicable fee of \$50 per page plus \$75 research fee plus cost of shipping. Copies of supporting documents such as registration paper, receipt of payment, paper work with grades and instructor's comments, or any documents that transcribed any of the following:

- date of registration
- date of course completion
- name of course enrolled
- name of instructor

Students who have completed their studies more than three (3) years prior must provide verifiable copies when requesting a re-issuance of transcripts or certificates .

Code of Student Conduct

Students, faculty, and staff represent the BIH in the eyes of the public, the student and faculty bodies are expected to uphold the highest standards of conduct as described in the CHC Code of Professional Ethics and North American Society of Homeopaths (NASH) Code of Ethics. Students, faculty and staff are responsible for knowing and obeying these Codes and the BIH code of conduct, rights and responsibilities and rules, as well as local, state and federal laws.

Students are not permitted to offer or provide gifts, money, services or any type of favoritism to faculty or staff members, nor may they accept any such items from faculty or staff members at any time. All BIH personnel, affiliates and fellow students must be treated equally with fairness, consistency and objectivity at all times. Discrimination against any BIH personnel, affiliates and fellow students for any reason will not be tolerated.

All assignments and examinations submitted must be the student's own work. Quotations and material from other sources must be correctly cited with footnotes and bibliography formatted in the APA Style. Substantial penalties apply for proven instances of plagiarism, up to and including expulsion from The British Institute of Homeopathy without refund.

Possible Sanctions

A student charged with misconduct may be subject to the following sanctions upon recommendation from the Academic Leadership Committee to the Board of Advisors:

1. **Warning:** either in writing or orally to the student that he/she is violating the Code of Conduct and that continuation or repetition of the conduct may be cause for further disciplinary action.
2. **Reprimand:** A written notice by the Board of Advisors of violation of the Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Code of Conduct.
3. **Disciplinary Probation:** Formal written notice by the Education Director of violation of the Code of Conduct which includes exclusion from class or clinic participation for a period not to exceed one (1) calendar year. Further violation of the Code of Conduct will result in more severe sanctions.
4. **Removal from Classes:** Exclusion of a student by a faculty or an administrator from a class. An instructor removing a student from class shall make a written report to the Academic Leadership Chair to discuss the cause for the removal. After-the-fact review by the Education Director shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.
5. **Suspension:** Action by the Board of Advisors to exclude the student from all Colleges programs for a definite period of time. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript.
6. **Expulsion:** Action by the Board of Trustees to terminate student status in the District indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.
7. **Final action:** by the Board shall be taken. Action to expel a student will be posted on the academic transcript.

This policy shall apply to all educational programs including: applicants for admission to any course or programs; students enrolled in any program, course or clinical activity, and selection for training, apprenticeship at all levels of education/employment.

This policy outlines the process for reporting, investigating and resolving claims of discrimination, including discriminatory harassment and retaliation.

The Sexual Misconduct Policy governs allegations of sexual misconduct, which includes, but is not limited to: sexual discrimination, sexual harassment, sexual assault, sexual exploitation and stalking. All allegations and complaints of sexual misconduct will be resolved as outlined in this policy.

Definitions

Discrimination. Decision-making based on protected categories of race, ethnicity, ancestry, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other category protected by law.

Discriminatory Harassment:

Unwelcome verbal, non-verbal or physical conduct directed against any person or group, based on race, ethnicity, ancestry, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetics, veteran status, or any other category protected by law, that has the purpose or effect of creating an objectively hostile working or educational environment. A hostile environment is created when harassment is so severe, pervasive or persistent as to unreasonably interfere with or limit an individual's educational opportunities.

Sexual/Gender Harassment:

Unwelcome sexual advances, requests for sexual favors, gender-based denigration, and other verbal, non-verbal or physical conduct of a sexual or gender-based nature, when:

- Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's status in a course, program or activity;
- Submission or rejection of such conduct by an individual is used as a basis for condition of an individual's status in a course, program or activity; or
- Such conduct has the purpose of creating an objectively hostile working or education environment.

Retaliation:

Any materially adverse action taken or threatened against an individual because the individual has, in good faith, filed a complaint or grievance; sought the aid of Student Services, BIH Management or any other BIH authority; testified or participated in investigations, compliance reviews, proceedings or hearings; or opposed actual or perceived violations of policy or unlawful acts. BIH prohibits retaliation under this policy.

Procedures:

Reporting Discrimination and/or Retaliation

Individuals who believe that they have been subjected to discrimination, including discriminatory harassment and/or retaliation (as a Complainant) whether against student, non-faculty, faculty, or staff, should promptly report the matter to one of the following:

The BIH CEO, Executive Administrator, or Board of Advisors. Complaints of discrimination and/or retaliation should be brought as soon as reasonably possible so they may be addressed promptly.

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"The mission of the British Institute of Homeopathy is to provide a thorough & comprehensive classical homeopathic education to students and professionals, live and online, through distance education."

Investigation/Resolution of a Complaint

The BIH will diligently investigate and seek timely resolution of a complaint. Complainants will be notified that a complaint has been received, when the investigation is concluded and will be informed of its findings. The BIH will take appropriate steps based on its findings. Violations of this policy may result in discipline up to and including, expulsion for students and exclusion from the participation in programs and opportunities.

Grievance

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation, all student-based decisions made by BIH Administrators and/or the Academic Leadership Committee, may be appealed to the Appeals Committee that is the final authority in these procedures.

Students are responsible for knowing and obeying BIH rules, as well as local, state and federal laws. A student who violates these rules will be subject to potential disciplinary action in accordance with BIH disciplinary action, which may result in suspension from BIH.

Procedure for filing a grievance

If a student has a complaint about a process within the BIH or about another student or faculty member, this policy explains how to file a complaint. Students, faculty and staff represent the BIH in the eyes of the public, the student and faculty bodies and are expected to uphold the highest standards of conduct as described in the CHC and NASH Code of Professional Ethics.

Anyone who believes he/she has a legitimate complaint regarding BIH staff, faculty or students may submit a letter to the Academic Leadership Committee Chair, describing his/her concerns in detail.

The complaint must include:

- Name
- Student Number
- Date of Incident
- Names of all parties involved
- A detailed written description of concern must be included.

Following the receipt of the grievance letter, the Academic Leadership Chair acknowledges receipt of the grievance, informs the Committee of the grievance within 7 days.. The Academic Leadership Committee notifies all parties concerned, conducts interviews and thoroughly investigates each complaint received. The results of the investigation are recommended to the BOA for a determination and sent to the individual(s) involved. In the event of an adverse decision, the complainant can appeal the grievance through the Appeals Committee. The decision of the Appeals Committee is final.

Specific examples of misconduct in which students may be subject to disciplinary action included, but are not limited to, the following:

- Violating any BIH policy, procedure, rule or regulation
- Engaging in academic dishonesty
- Failure to identify oneself or falsifying one's identity to the BIH or proctor for examination
- Disrespect in the form of verbal or physical abuse directed toward a BIH staff, faculty or student
- Participating in repetitious offenses and/or failing to fulfill all probationary requirements
- Forging, altering or misusing any BIH or other documents, forms, records or identification documentation.
- Harassing, bullying, intimidation, or stalking made either in person, by telephone, in writing, or in electronic form.
- Obstructing or disrupting any BIH activity, including teaching, clinic or research
- Violating BIH copyright/intellectual property shall not be published in any form

Special Announcement and School Closures

Students are expected to check Moodle and the BIH website for special announcements and updated policies.

State of NJ

For students who are residents of the State of New Jersey, in the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

BIH

BIH will send communication to all other students announcing its closure, indicating instructions and procedures on any uncompleted course(s) and eligibility requirements for possible forms of assistance. Students must contact the school at info@bihint.com or call (609) 927-5660 within one hundred twenty (120) calendar days. Failure to do so will exclude the student from any form of assistance.

Plagiarism and Source Citation Overview

Plagiarism

The British Institute of Homeopathy (BIH) believes that scholarly work is essential and necessary to the pursuit of homeopathic education. True scholarly work involves reading,

researching, and preparing for examinations or papers for lessons or assignments. Academic integrity has its fundamental foundation in the learning process. Since the BIH is a distance learning community it purports rigorous academic standards and honesty from its students.

Plagiarism is one of the issues at the heart of academic honesty. It is an offense that is taken seriously within the BIH teaching community. Whether plagiarism is intentional or unintentional, it is considered a violation of BIH protocol and can be grounds for suspension or immediate dismissal from a course or program.

All the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of the work being presented, whether credit is given or not

The Merriam - Webster Online Dictionary defines Plagiarism as:

to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source : to commit literary theft : present as new and originally an idea or product derived from an existing source.

When a student offers plagiarized work as their own it is dishonest, jeopardizes their own work, and takes advantage and diminishes the work of the original author. Plagiarizing work also places BIH in jeopardy of losing its standing with accrediting bodies and/or within the homeopathic educational community, ultimately affecting the worthiness of certificates issued by the BIH. When plagiarism occurs, copyright infringement could lead to fines or suit for damages from the copyright holder.

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed and providing the audience with the information necessary to find that source, is usually enough to prevent plagiarism. Retrieved December 20, 2019, <<https://www.plagiarism.org>>

Source Citation

In an attempt to assist BIH students in properly citing sources used in assignments, lessons, papers, and theses the BIH has provided a document entitled: **BIH How to Cite Sources**. Please use this document as a guide when preparing assignments or writing papers.

(Appendix How to Cite Sources)

Additionally, the following sites are provided as additional resources for citations. Either MLA (Modern Language Association) or APA (American Psychological Association) reference styles.

You can visit the websites and download a copy of the books or purchase either of these association handbooks to assist in preparing.

MLA offers the MLA Handbook. Ed. Joseph Gibaldi. 8th ed. NY: Modern Language Association, 2016. Their website link: <<http://www.mla.org>>.

APA offers the Publication Manual of the American Psychological Association. 7th ed.,2020. Their website link: <<http://apastyle.org>>

Substantial penalties apply for proven instances of plagiarism, up to and including expulsion from the BIH course or Program without refund. [See Disciplinary Actions/Sanctions p. __](#)

When a student offers plagiarized work as their own it is dishonest, jeopardizes their own work and takes advantage and diminishes the work of the original author. Plagiarizing can place BIH in jeopardy with certifying agencies; leaving all parties open to copyright infringement and penalizations from the copyright holder.

Most cases of plagiarism can be avoided, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Additionally, the following sites are provided as additional resources for citations. Either MLA (Modern Language Association) or APA (American Psychological Association) reference styles. You can visit the websites and download a copy of the books or purchase either of these association handbooks to assist in preparing.

MLA offers the MLA Handbook. Ed. Joseph Gibaldi. 8th ed. NY: Modern Language Association, 2016. Their website link: <<http://www.mla.org>>

APA offers the Publication Manual of the American Psychological Association. 7th ed.,2020. Their website link: <<http://apastyle.org>>certain material has been borrowed and providing the audience with the information necessary to find that source, is usually enough to prevent plagiarism.¹ Retrieved December 20, 2019, <<https://www.plagiarism.org>>

Cite Sourcing

APA format is suggested to be used.

APA Style can be found at the following site: <http://owl.purdue.edu>

Footnote explanation site:

http://www.google.com/search?hl=en&lr=&as_qdr=all&q=how+to+footnote&btnG=Search

Please do not use Wikipedia for a reference source. makes their information questionable. The BIH will not accept anything referenced from Wikipedia.

Definitions for citations:

Bibliography is something you put on the last page, to indicate the references that were used to research the assignment or paper.

Footnote is inserted immediately after the sentence or paragraph, as a subscript number, which is a direct quote of the author, or of any information that has been copied into the assignment or paper. Anything copied must be footnoted with a number that corresponds to the Bibliography you have included at the end of the page.

As an example (which you may not use for your paper):

Lesson One

Question 3

Give the reasons for the decline in homeopathy and also the main reasons for the current renewed interest.

By the 1930s many wonder drugs had been discovered and people were encouraged to expect that shortly there would be a pill for every disease.

The drug companies, making massive profits, were able to finance further research. The National Health Service in the United Kingdom was formed and all health care was free whereas homeopathic treatment had to be paid for. ¹

There had been much friction between practitioners over prescribing high (Kent) and low (Hughes) potencies which further helped to discredit homeopathy. ²

The resurgence began with the disenchantment of the general public to the wonder drugs' side effects, addictive nature and diseases becoming impervious to drug treatment. ³

By the 1970s people were beginning to question the medical establishment after the disaster of Thalidomide. They complained that doctors didn't listen to them, treated them like a conveyor belt etc.

Many also questioned or totally rejected the use of animals for research.

People began to demand natural therapy instead of synthetic drugs. They wanted to be treated as individuals.

People are now very disillusioned and are becoming more responsible for their own health. ⁴

1 The Homeopathy Workshop, by Trevor Cook, page22

2 Faces of Homeopathy by Julian Winston Summary page 71

3 BIH Course, Lesson 1, page 11

4 BIH Course, Lesson 1, page 12

Included below are APA Style examples of acceptable citations for BIH assignments and papers.

In Text Citations: The Basics

Reference citations in text are covered on pages 169-179 of the Publication Manual. What follows are some general guidelines for referring to the works of others in your essay.

Note: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (found or Jones (has found.

APA Citation Basics

When using APA format, follow the author date method of in text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

In-Text Citation Capitalization, Quotes, and Italics/Underlining

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media There Is Nothing Left to Lose*.

(Note: in your References list, only the first word of a title will be capitalized: Writing new media.)

- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p"). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p.199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long Quotations

Place direct quotations longer than 40 words in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style,
especially when it was their first time citing sources.
This difficulty could be attributed to the fact that many
students failed to purchase a style manual or to ask
their teacher for help. (p. 199)

Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first time learners.
APA style is a difficult citation format for first time learners (1998, p. 199).

In-Text Citations: Author/Authors

APA style has a series of important rules on using author names as part of the author date system. There are additional rules for citing indirect sources, electronic sources, and sources without page numbers.

Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In *et al.*, *et* should not be followed by a period.

Six or More Authors: Use the first author's name followed by *et al.* in the signal phrase or in parentheses.

Harris et al. (2001) argued...(Harris et al., 2001)

Unknown Author: If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.

A similar study was done of students learning to format research papers ("Using APA," 2001).

Note: In the rare case the " is used for the author, treat it as the author's name

(Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Organization as an Author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi colon. (Berndt, 2002; Harlow, 1983)

Authors with the Same Last Name:

To prevent confusion, use first initials with the last names. (E. Johnson, 2001; L. Johnson, 1998)

Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower case letters (a, b, c) with the year to order the entries in the reference list. Use the lower case letters with the year in the in- text citation.

Research by Berndt (1981a) illustrated that...

Introductions, Prefaces, Forewords, and Afterwards: When citing an Introduction, Preface, Foreword, or Afterwards in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

Personal Communication: For interviews, letters, e mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list. (E. Robbins, personal communication, January 4, 2001). A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Citing Indirect Sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above. Also, try to locate the original material and cite the original source.

Electronic Sources

If possible, cite an electronic document the same as any other document by using the author date style. Kenneth (2000) explained...

Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Sources Without Page Numbers

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para" followed by the paragraph number (Hall, 2001, para. 5).

If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997),... (Mind over Matter section, para. 6).

Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.

Footnotes /Endnotes

two types of footnotes: content and copyright.

When using either type of footnote, insert a number formatted in superscript following almost any punctuation mark. Footnote numbers should not follow dashes (-), and if they appear in a sentence in parentheses, the footnote number should be inserted within the parentheses.

Scientists examined-over several years¹-the fossilized remains of the woolly-wooly yak.²
(These have now been transferred to the Chauan Museum.³)

When using the footnote function in a word processing program like Microsoft Word, place all footnotes at the bottom of the page on which they appear. Footnotes may also appear on the final page of your document (usually this is after the References page). Center the word “ at the top of the page. Indent five spaces on the first line of each footnote. Then, follow normal paragraph spacing rules. Double space throughout.

¹ While the method of examination for the woolly woolly yak provides important insights to this research, this document does not focus on this particular species.

Content Notes

Content Notes provide supplemental information to your readers. When providing Content Notes, be brief and focus on only one subject. Try to limit your comments to one small paragraph.

Content Notes can also point readers to information that is available in more detail elsewhere.

¹ See Blackmur (1995), especially chapters three and four, for an insightful analysis of this extraordinary animal.

Copyright Permission Notes

If you quote more than 500 words of published material or think you may be in violation of “Fair Use” copyright laws, you must get the formal permission of the author(s). All other sources simply appear in the reference list.

Follow the same formatting rules as with Content Notes for noting copyright permissions. Then attach a copy of the permission letter to the document.

If you are reproducing a graphic, chart, or table, from some other source, you must provide a special note at the bottom of the item that includes copyright information. You should also submit written permission along with your work. Begin the citation with “*Note.*”

Note. From “Title of the article,” by W. Jones and R. Smith, 2007, *Journal Title*, 21, p. 122. Copyright 2007 by Copyright Holder. Reprinted with permission.

Bibliography

Basic Format for Books

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle Location:
Publisher.

Note: For “Location,” you should always list the city and the state using the two letter postal abbreviation with out periods (New York, NY).

Calfee, R. C., Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Edited Book, No Author

Duncan, G. J., Brooks Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals*. K.V. Kukil, (Ed.). New York, NY: Anchor.

A Translation

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

Edition Other Than the First

Helfer, M. E., Kempe, R. S., Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

O'Neil, J. M., Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Multivolume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols.1-4). New York, NY: Scribner's.

Reference List: Electronic Sources (Web Publications)

Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the onlinehost makes available, including an issue number in parentheses.

Author, A. A., Author, B. B. (Date of publication). Title of article Title of Online Periodical, volume number (issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A list apart: For people who make websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

Online Scholarly Journal Article: Citing DOIs

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many but not all publishers will provide an article's DOI on the first page of the document. Note that some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendor's name like "Crossref" or "PubMed." This button will usually lead the user to the full article which will include the DOI.

Find DOI's from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

Article from an Online Periodical with DOI Assigned

Author, A. A., Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*, page range doi:0000000/000000000000

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing, 41* (11/ 1245 1283. doi:10.1108/03090560710821161

Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article: providing the journal home page aids readers in this process.

Author, A. A., Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. Retrieved from <http://www.journalhomepage.com/full/url/>

Kenneth, I. A. (A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8* Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

Article from a Database

Please note APA states that including database information in citations is not necessary because databases change over time (p. 192). However, the OWL still includes information about databases for those users who need database information.

When referencing a print article obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). By providing this information, you allow people to retrieve the print version if they do not have access to the database from which you retrieved the

article. You can also include the item number or accession number in parentheses at the end, but the APA manual says that this is not required.

For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis. For more about citing articles retrieved from electronic databases, see pages 187-192 of the Publication Manual.

Smyth, A. M., Parker, A. L., Pease, D. L. (A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125.

Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.

Bossong, G. Ergativity in Basque. *Linguistics*, 22(3), 341-392.

Newspaper Article

Author, A. A. (Month Day). Title of article. Title of Newspaper Retrieved from <http://www.someaddress.com/full/url/>

Parker Pope, T. (May 6). Psychiatry handbook linked to drug industry. The New York Times Retrieved from <http://www.nytimes.com>

Electronic Books

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased use "Available from," rather than "Retrieved from," and point readers to where they can find it. For books available in print form and electronic form, include the publish date in parentheses after the author's name.

De Huff, E. W. (n.d.). *Taytay's tales Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=197809316861080>

Chapter /Section of a Web document or Online Book Chapter

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"The mission of the British Institute of Homeopathy is to provide a thorough & comprehensive classical homeopathic education to students and professionals, live and online, through distance education."

Author, A. A., Author, B. B. (Date of publication). Title of article. In Title of book or larger document (chapter or section number). Retrieved from <http://www.someaddress.com/full/url/>

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules). Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpugh, J. (1997). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter of the section, not the home page of the Web site.

Online Book Reviews

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Zacharek, S. (April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*. Retrieved from <http://www.nytimes.com/2008/04/27/books/review/Zacharek.html?pagewanted=2>

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty first Joyce*, *Joyce's critics: Transitions in reading and culture*, and *Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site: http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html

Dissertation/Thesis from a Database

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (author's names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopedia Britannica online*. Retrieved from

<http://www.britannica.com/EBchecked/topic/724633/feminism>

Online Bibliographies and Annotated Bibliographies

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from http://www.hcsc.gc.ca/ahec/asc/alt_formats/hpb_dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (Indiana income limits [Data file]. Retrieved from http://www.huduser.org/D_atasets/IL/IL08/in_fy2008.pdf

Graphic Data (e. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. ([Graph illustration the SORCE Spectral Plot May 8, 2008]. Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments Retrieved from http://lasp.colorado.edu/cgi_bin/ion_p?page=input_data_for_spectra.ion

Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print, form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e. [Interview transcript, Interview audio file]):

Butler, C. (Stevenson, R. (In terviewee). (Oral History 2 [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm

Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e. PowerPoint slides, Word document).

Hallam, A. Duality in consumer theory [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Roberts, K. F. (Federal regulations of chemicals in the environment [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

Nonperiodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., Author, B. B. (Date of publication). Title of document. Retrieved from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., Brizee, A. (May 5). General for mat. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Software that is downloaded from a Web site should provide the software's version and year when available. Hayes, B., Tesar, B., Zuraw, K. (OTSoft: Optimality Theory Software (Version 2.1) [Available from <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

E mail

Emails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

J Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from <http://www.spring.org.uk/the1sttransport>

Psychology Video Blog #3 [Video file]. Retrieved from <http://www.youtube.com/watch?v=lqM90eQi5M>

Wikis

Not permissible for BIH Courses

Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://wiki.laptop.org/go/OLPC_Peru/Arahuay

Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T. Phillips, T. (2008, May 6). A solar flare. *Science NASA Podcast*. Podcast retrieved from <http://science.nasa.gov/podcast.htm>

Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7].

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"The mission of the British Institute of Homeopathy is to provide a thorough & comprehensive classical homeopathic education to students and professionals, live and online, through distance education."

Appendix: 2 FERPA Law

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that affords parents the right to have access to their children's education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Reference Request and FERPA Release

Students Applying to The British Institute of Homeopathy (BIH) from a previous educational institution.

I permit the Registrar from BIH to obtain reference information about my scholastic (academic and personal) performance for the purpose(s) of admission to the BIH (The British Institute of Homeopathy).

The reference(s) may be given orally and/or in writing.

I hereby, authorize the release of information and an evaluation about any and all information from my education records at _____ (Name of previously attended School), including information pertaining to my education at other institutions I have previously attended that is part of my education record at the other Homeopathic School(s), deemed necessary by the BIH Registrar to provide the reference.

I understand further that: (a) I have the right not to consent to the release of my education records; (b) I have a right to receive a copy of any written reference upon request; (c) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the Registrar from the BIH but that any such revocation shall not affect disclosures previously made by the BIH prior to the receipt of any such written revocation.

Student Name (printed): _____

Student Signature: _____

Date: _____