Student Handbook

Ruhka℠ Academy
of Healing Arts & Science

Introduction

Welcome to Rukha Academy of Healing Arts and Science! We are delighted to welcome you as a member of our learning community. The process of becoming a skilled and competent practitioner is demanding and intense on both a professional and personal level. Such a demanding process requires a safe and consistent educational environment. Everybody – students, faculty, and staff – have a role to play in establishing and maintaining a safe educational environment.

This Student Handbook outlines academic and non-academic policies and procedures that students will need to adhere to while enrolled in Rukha Academy. The handbook also outlines the process that will be used in the event that a student or students are unable to maintain the standards of academic excellence and expectations for student conduct that are required. We encourage you to be familiar with the policies and procedures before classes begin.

Organizational Chart

The administration and faculty at Rukha Academy are committed to assisting students in maximizing their educational experience. The following is a list of administrators and faculty and their contact information.

ADMINISTRATION

President of Academy
Ms. Shelli Kae Nelson
SNelson@RukhaAcademy.com
No direct dial phone

Vice President and Chief Financial Officer
Mr. Brent C. Nelson
BNelson@RukhaAcademy.com
No direct dial phone

Consultant to administration
Dr. Jean Chagnon
JChagnon@RukhaAcademy.com

Office Manager
Ms. La Lonne Murphy
LMurphy@RukhaAcademy.com
Phone 952.406.8382

DEPARTMENT HEADS

Healing Arts and Science
Ms. Shelli Kae Nelson
SNelson@RukhaAcademy.com

Traditional Anatomy and Physiology
TBD

Ethics
Dr. Jean Chagnon
JChagnon@RukhaAcademy.com

Psychodrama
Mary Anna Palmer, MA
MPalmer@RukhaAcademy.com

Business Management
Dr. Scott Taylor
STaylor@RukhaAcademy.com

To assist you in reaching the correct person who can most easily help you with your specific questions please use the following reference.

For questions related to registration, tuition payments, logistics, or workbooks contact the office manager.

For questions related to refunds, webinars and all technical issues contact the chief Financial Officer

For questions related to specific classes contact the individual faculty person.

Conflicts with students, instructors or policies should be directed to Rukha Academy President, Shelli Kae Nelson

Academic Regulations

Rukha's desire is to support each student towards successful completion of the curriculum. Rukha's faculty members are dedicated educational practitioners who strive for success of the student and hold high standards of excellence. This standard of excellence is one of many ways that a Rukha education stands out above other energy healing programs. This section outlines general guidelines for academic standards as well as the process that will be used when students are falling below acceptable standards of excellence.

Grading and Evaluation

There are many ways that Rukha faculty members can use to evaluate successful understanding and integration of educational content. This section outlines the general expectations for how academic standards will be assessed by academy faculty members. Each class will have specific requirements based on the content and learning objective for that class.

1. Homework

   Homework is one of the most key avenues for student evaluation. It is an expectation that students complete all homework except in rare incidences. Homework must be turned in on time. Late homework will not be evaluated, and thus, students will lose the opportunity to demonstrate skills and understanding. Instructors will be evaluating the level of comprehension of terms, self-awareness, ability to self-reveal, and intentionality. Intentionality demonstrates a good deal about each student. Instructors will look at things such as how much is written (both a lot and a little) chronic tardiness, incomplete work and other key aspects to evaluate intentionality. Instructors will be looking for the student's language and self-awareness to change as the student develops more personal process aptitude.

2. Periodic progress assessments

   Each instructor will assess students' progress towards learning objectives periodically throughout the semester. These periodic assessments might include but are not limited to a quiz, a case presentation, a verbatim, a paper, or project. The purpose of the periodic assessments is to give students a sense about their progress towards mastery of the material and concepts for that class. Each faculty member is responsible for developing a grading process and 70% is considered a passing grade for all periodic progress assessments.

3. Final evaluation

   Each instructor will provide a final summative evaluation at the close of the course (end of semester or year). The final evaluation is intended to be an opportunity for students to demonstrate their level of integration and mastery of the overall subject matter contained in the entire course. The nature of the final evaluation is solely dependent on the course content and is designed by the faculty member. As with periodic progress evaluations, a passing grade is 70%.

Missing Classes

It is impossible to make up class weeks and the depth of teaching and personal growth that occurs during the cohort experience. If a student needs to miss any class time, it is wise to consider reasons for the absence carefully. Be sure that there are no better options available before missing classes.

Rukha administration understands that illness and personal tragedy occur without warning. However, because all class lecture material is essential, the missed time from campus trainings must be kept minimal. The policy for missed classes is designed to ensure each student's successful integration of the educational content.

If after careful consideration a student needs to miss any class week or portion of the week it must be pre-arranged with the faculty member for that class. Students need to give the reason for the absence in writing to the faculty member prior to any class week. Students may miss a total of five class days in the two year program. Thus, if a student misses four class days in year one, they may miss a maximum of one class day in year two. Fridays count as one full class day.

If a student misses more than five class days in any single year, the year will be subject to non-pass under the discretion of faculty and administration. A student must pass each year to register for the next year.

Making Up Missed Work

Lectures - There is no allotment to make up lecture times. Students will need to make arrangement with other students to obtain lecture notes. When lecture notes are available electronically, students may access the on-line student services for Power Point presentations to obtain missing information. Some of the classes are audio recorded. Students may purchase the audio recording at the usual fee.

Healing Science Skills - There is no allotment for makeup of missed healing skills taught in class. If a student misses instruction of a hands-on healing skill, the student must learn the healing technique in a private tutorial with the faculty member. This tutorial must take place within four weeks of class completion in order that the student will be able to provide practice healing sessions for their home work assignments. The student assumes normal hourly rate of $110.00 above tuition cost to pay for the tutorial. Only one skill will be taught per hour in any tutorial session. Therefore, if three healing skills were taught in a class week, the student will schedule three hours of tutorials and pay three separate tutorial fees. Healing skill tutorials may be scheduled as a webinar if necessary for long distance students.

Exams - Students can make up exams during the next regularly scheduled class week. A designated time will be set aside to proctor the exam for these students. The makeup exam time will be at the discretion of the particular instructor. Students must be present with the instructor to take or make up any exam unless the instructor specifies otherwise. *It is the student's responsibility to contact instructors for make-up exam arrangements.*

If the exam is missed during class week number five, the student will arrange to take the exam with the instructor within two weeks of conclusion of class week five. Students who do not complete the make-up exam within two weeks will not pass the year, will not be eligible to register for year two or three and/or will not be issued a graduation diploma. Students must take all exams in order to pass a year or to graduate.

Notification of Change in Health Status

Rukha Academy is committed to the health of its students and faculty as well as those its students will serve. Performing energy healing treatments can be a strenuous activity. As such it requires a physical body that is basically healthy. Because energy healing utilizes the energy of one individual's body for the benefit of another person, the physical state of the practitioner needs to be considered. In order to ensure that the healing science skills are not detrimental to the student practitioner, it is an expectation that students will notify the academy president of serious illnesses that occur while a student is enrolled at Rukha Academy.

Students should be aware that while being diagnosed with any of these illnesses may not result in the need for withdrawal from the program, it will mean, in some cases, that the student will not be able to perform practice healings on other students. Further, it should be generally understood that Rukha does not recommend individuals perform any healing science skills while some of these diagnoses are present. Lastly, in order to ensure your safety, it may be suggested that you withdraw from the program until your health has improved. If a student needs to withdraw because of illness, refunds will be granted based on the standard refund policy found in this manual.

It is the student's responsibility to self-monitor and self-advocate with respect to personal illnesses. If a student feels physically or mentally incapable of performing any energy healing science treatment or participating in any activity or class during on campus training or performing practice healing sessions they are advised not to do so.

Illnesses that are required to be reported:

1. Cancer
2. Heart disease
3. Peripheral vascular disease
4. Stroke, TIA
5. Any neurological illness such as MS, ALS, Parkinson's
6. Diabetes
7. HIV/Aids
8. Psychosis or psychotic episode
9. Suicidal ideations or attempt

Code of Student Conduct

All students at all times when engaged in activities related to Rukha Academy of Healing Arts and Science (e.g. on campus classroom activities, living in residency rooms, webinars, practice sessions with clients, etc.) are expected to adhere to the following general principles of conduct. If members of the faculty or staff of Rukha Academy become aware that a student or students have violated this code of conduct, an investigation will ensue and disciplinary action will be taken as warranted. This disciplinary action can include expulsion from the school given the nature or frequency of the violation(s).

1. Non Discrimination

   Rukha Academy of Healing Arts and Science is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.

   Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

   This policy is directed at verbal or physical conduct that constitutes discrimination/ harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Rukha will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

Rukha Academy, administration members, faculty, students and adjunctive faculty shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

2. Maintenance of clear boundaries.

   Healthy, clear, appropriate boundaries are an extremely valued asset at Rukha Academy. Students should at all times be aware of boundaries in their personal and professional relationships striving to be clear and consistent in these relationships. Students must pay special attention to the boundaries in the context of their relationships with practice clients. It is essential for students to maintain a solely professional relationship with their practice clients. This means individuals with whom a student has a current or past romantic and/or sexual relationship are not eligible to be practice clients.

   Moreover, while a student at Rukha Academy, students shall not engage in a sexual or romantic relationship of any sort with an individual that is coming to the student for the purpose of receiving practice healing treatments. It is unethical to use the practice healing session as a vehicle for gaining intimacy or a deeper relationship with another person.

   Finally, it is an expectation that students and instructors will refrain from sexual or romantic relationships while the student is enrolled at Rukha Academy. The exception for this guideline is if the student and instructor were engaged in a romantic and/or sexual relationship before association with Rukha Academy commenced. In this circumstance, it is an expectation that the instructor and student will notify administration of prior intimate relationship before the association at Rukha commences. This will allow all parties to develop an academic plan that allows the student to participate at Rukha Academy and insure that appropriate professional boundaries are maintained.

3. Maintenance of private information

   During the course of study with other students and while conducting practice sessions, students might learn of private and or sensitive information. Students adhere to the highest standards of discreteness by keeping individual's sensitive and private information to themselves. It is unacceptable for students to share private information learned while performing healing sessions whether that be with other students or with a practice client.

4. Fiscal Responsibility

   Students will not charge for practice healing sessions. If a student already has an established healing practice or any other type of treatment modality, Rukha practice healings must be scheduled separately from this arena. Students may not incorporate any Rukha healing skill into their already established profession until they have successfully passed the skill in their psychomotor testing.

5. Sober Educational Environment

   The use of non regulated mood altering medications impairs a student's ability to learn and to practice safely. As such, all forms of mood altering drugs on campus are strictly prohibited. This includes alcohol, narcotics, any recreational or otherwise illegal drugs, and substances used in rituals or ceremonies of tribal, spiritual, or cultural groups that may, in those groups, be seen as useful.

   Rukha academy acknowledges the necessity for the legitimate use of medications to manage many medical situations. It is also true that some legally prescribed medications significantly impair a student's ability to perform the work required at Rukha. We encourage students who begin medications that might affect there academics in any way to review that with school administration. When necessary, the administration will place limits on the participation of students who are negatively influenced by legally prescribed medications to protect fellow students and practice clients.

   Any student who is prescribed narcotics and needs to use them during class week they will report this immediately to faculty. Students will not be allowed to do practice healings within 24 hours of using narcotic medications.

6. Fair representation

   Students shall proclaim themselves to be a student-in-training to the public until successful completion of the entire two-year program. No student shall proclaim themselves a practitioner of energy healing unless they have already completed other programs in such theories. If students have completed other programs of energy healing they must only proclaim themselves to be practitioners of said program while enrolled at Rukha.

7. Academic honesty

   Academic dishonesty is any attempt by a student to represent work as their own when the work is not their individual creative effort. Group study is important and encouraged. However, in the end each student must represent what he or she has learned through group study independently. Cheating on any exam or homework is prohibited.

   Students will be asked to perform a specific number of practice healing sessions between classes for home work. When a student checks that they have completed each of the practice sessions, they are proclaiming that they have done such session, that the practice session was done separately from any other therapy or treatment practice that the student may already use as a form of income, and that the session was done within the framework of the course description. Misrepresentation regarding the practice healing sessions will be considered academic dishonesty.

8. Respecting proprietary information

   Rukha Academy owns a copy write on all of their class materials. Students agree to refrain from sharing the written materials with non-students. Neither students nor graduates are allowed to use any material owned by Rukha Academy for the purpose of conducting their own workshops, classes or trainings.

   It is naturally agreeable that one would verbally share the ideas, learnings and insights with clients, friends and family. And that the concepts taught at Rukha may be incorporated into another learning environment. Students and graduates agree to create their own written materials and experiential work for their clients and in any program they shall create in the future.

   Students will not share student ID access to the internet with non-students.

Campus Information

Rukha Academy rents space at Mt. Olivet Conference and Retreat Center (MOCRC) to hold on-campus training sessions. Mt. Olivet Retreat Center is owned in partnership with Mt. Olivet Lutheran ministries in Minneapolis, Minnesota. All students, faculty and employees of Rukha shall obey any and all facility rules and guidelines without question. Please see the document titled Guide for On Campus Housing for additional information about housing facilities and amenities as well as policies and procedures regarding on campus housing. It is the student's responsibility to be familiar with the policies and to adhere to them. Failure to adhere to on campus housing policies and procedures can subject a student to disciplinary action. The student handbook outlines policies and procedures regarding reservations, cancellations, and refunds.

ON CAMPUS HOUSING

Rukha Academy has contracted with MOCRC to provide room and board for students. The room and board contract includes the following:

4 nights lodging, single or double occupancy
One meal Friday
3 meals Saturday, Sunday and Monday
Two meals on Tuesday

On rare instances, students may need to use triple occupancy if the retreat center is full. This will be for a very limited time and may not include the full class week. If this seems intolerable, Rukha may be able to secure a dorm style room on a limited basis.

RESERVATIONS

Students must notify the school office as soon as possible to reserve a room on campus for use during the training weeks. Students must sign and return a room and board contract in order to complete any room and board reservation. To obtain a contract, contact the school office at 952.406.8382 or E-mail office@RukhaAcademy.com.

A very limited number of single occupancy rooms are available. You may make a request for a single room, but this is never a guarantee. Some weeks we will have extra rooms for single occupancy and other weeks we will not.

Rukha Academy assigns all roommates. If you have a roommate at the time of enrollment, you must inform the school office immediately to avoid confusion.

COMMUTER STUDENTS

Students may elect to commute to the on-campus training each day. Since it is the policy of Mt. Olivet Retreat Center that outside food not be brought onto campus, commuter students will need to register for the "commuter student food only" option.

The food only option includes all meals and snacks as outlined above.

PAYMENT OF ROOM AND BOARD

Students can pay by cash, check, or credit card for room and board. If you wish to pay in cash or by check, students will need to make their payment two-weeks before the start of class. If you have not paid your room and board or cancelled your reservation two weeks before the start of class, you will be charged the full room and board amount on the credit card on file with the office.

REFUNDS AND CANCELATIONS

Rukha Academy holds a specific number of overnight rooms for each class. Rukha Academy is charged for these rooms and must give advanced notification to decrease the number of rooms being held.

Students who need to cancel their room and board reservation need to do so a minimum of 14 days prior to the first day of classes each month to avoid being charged for the room and board. **You must speak directly with office staff to cancel your room and board reservation. Voice mail messages and E-mail messages do not constitute notification**. If students give notification within 14 days of the first day of class, a full refund will be granted.

If a student cancels their reservation between 14 and three days prior to the start of class (three days being Tuesday of class week), students will be charged 50% of the total room and board fee.

Students who cancel their reservation on or after Tuesday of class week or have to leave class for any reason, emergent or not, will be charged the full amount of the room and board fee. No exceptions.

CHECK IN/OUT POLICIES

Rukha has specifically contracted exceptions to the usual rule of check in and check out times.

Check-in. Students may check in no earlier than 3 PM on Fridays. Students must be ready for class by 4 PM in our designated conference room.

Check-out. Students and faculty must check out of the retreat center no later than 10 AM on Tuesdays. You may keep your luggage in our conference room or take it to your car for storage.

The retreat center asks that on the day of departure, guests strip their bed of sheets and pillow cases, place them along with used towels next to the door of their room and prop the door open so that housekeeping knows the room has been vacated. Remove all personal items and turn keys in at the reception desk.

OUTSIDE FOOD

Mt. Olivet Retreat Center prohibits any outside food from being brought onto campus. Additionally, no food is permitted into the sleeping house or dorms for sanitation purposes.

DAMAGES

Rukha Academy pays a damage deposit each week. Rukha is responsible for paying for any and all damages that occur beyond normal wear and tear. We ask that you be respectful of the grounds and the property of this beautiful facility. Further, should you cause any damage, we ask that you report the damage to the retreat center and Rukha administration as soon as you become aware of the problem. Rukha reserves the right to charge students for costs of damages caused by individual students.

Probation and Expulsion

It is the hope of all faculty members at Rukha that students are successful in the program and that students remain in good standing throughout their participation in the program. There are several circumstances in which a student's standing in the program could become probationary. These are: 1) a student is not achieving a passing grade in the core classes; 2) a student is not achieving passing grades in a preponderance of classes in the curriculum 3) a student is deemed to have violated the policies and procedures contained in the Guide for On Campus Housing and/or 3) a student is deemed to have violated the student code of conduct.

If a student is not achieving a passing grade in the core class and/or other classes in the curriculum the appropriate faculty member(s) will initiate the probationary process. In the event that the administration receives notification or learns that a student has possibly violated policies

for on campus housing or the code of student conduct an investigation will ensue. If the investigation verifies that a policy or the student code of conduct has been violated, the student will be recommended for probation.

Whether a student is placed on probation for academic or non-academic reasons, written notification will be presented by the Academy president to the student during an individual meeting when students are on campus for classes. The letter will outline areas where the student is lacking and give recommendations on how the student can work towards more successful outcomes. It may be suggested that a student get private healings or mentorship. If this is suggested, the student will assume additional fees according to the practitioner's regular fee schedule.

Students can receive two probationary letters. If a student's progress does not improve after two probationary letters, the student will receive a third letter stating that the student is being recommended for removal from the program.

All petitions for expulsion are reviewed by and acted upon by the Admissions Committee. If the faculty or staff member who brings the petition to the committee is on the Admissions Committee he or she will be a non voting member of the committee for that deliberation. The Rukha Academy President will inform the student of the Admission Committees decision. In the event that a student is expelled from the program, the necessary academic course work would have to be repeated in order to proceed in the academy or to graduate.

In the event that a student disagrees with his or her probationary status, he or she can appeal the decision to the Admissions Committee. Decisions of the Admissions committee regarding probationary status or expulsion from the school are final.

Students may be expelled from Rukha Academy. If a student is expelled, refunds will be granted according to the refund policy.