

# Healing Arts Institute of Clinical Sexology



## Catalog

Volume 3

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**Academic Catalog 2023-2024**

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# Healing Arts Institute of Clinical Sexology Campus

4699 N. State Road 7, Suite B-1, Tamarac, Florida 33319



## Driving Directions

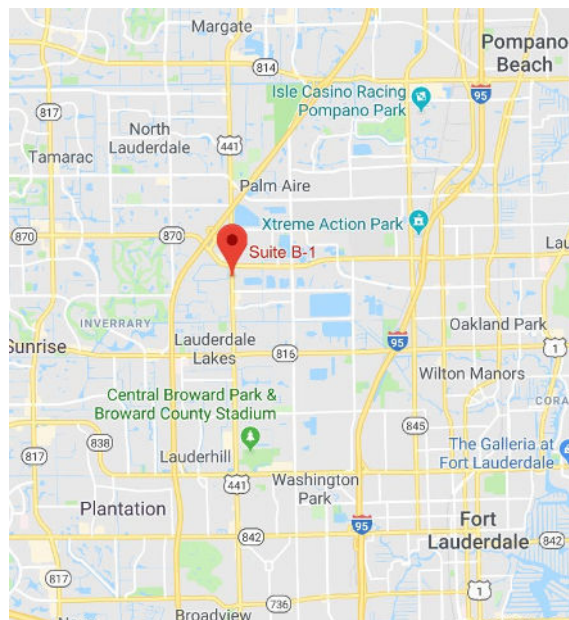
Healing Arts Institute of Clinical Sexology is located just South of Commercial Blvd, after Baer's Furniture, on the West (right) side of N. State Road 7 (441), just before the Racetrack gas station.

### From the Turnpike:

- From Miami take the turnpike North. Exit on Commercial Blvd. Make a right on (441) N. State Rd. 7. Institute is located on your right.
- From Boca take the turnpike South. Exit on Commercial Blvd. Turn left to go East on Commercial Blvd. Make a right on (441) N. State Rd. 7.

### From I-95:

- Take I-95. Take Commercial Blvd. exit. Go West. Make a left at the light on (441) N. State Rd. 7. Travel approximately 1000 feet after Baer's Furniture, turn right into Institute parking lot, on the West (right) side of N. State Road 7 (441), just before the Racetrack gas station.



## Message from the President



Welcome to Healing Arts Institute of Clinical Sexology.

As the President, I am honored that you have chosen us to augment your career development and specialize in sexology. The field of sexology needs innovative students, like you, to continue to expand and develop our field.

I would like to recognize your incredible dedication to enhancing the field of sexology, along with your strong commitment to continued learning, research, and service. As students, you are fortunate to have dedicated, distinguished, and knowledgeable faculty members to assist you as you advance your educational career at Healing Arts Institute of Clinical Sexology.

Healing Arts Institute of Clinical Sexology strongly supports its students while remaining committed to professional growth and development opportunities for faculty and alumni. Our attention to the advancement of the Healing Arts community sets us apart from similar colleges, institutions, and universities.

The Healing Arts catalog has been developed to provide students, faculty, and staff with information that may not be readily accessible or transparent elsewhere. Further, the catalog addresses contractual issues, instructional policies, and institutional policies and procedures, providing a wealth of information for incoming students and current staff and faculty members. It is an invaluable reference regarding the institution's resources.

At the Healing Arts Institute of Clinical Sexology, our chief objective is to collaborate with you as you achieve your educational goals!

Welcome one and all!

Thelma Tennie, Ph.D., LMFT.  
President, Healing Arts Institute of Clinical Sexology

## Message from the Dean of Students



A very heartfelt welcome to the Healing Arts Institute of Clinical Sexology. As an institution of higher education dedicated to advancing the field of sexology, we appreciate the vital role that students play within the organization and the field. We are pleased that you have chosen Healing Arts to further your educational pursuits. You will discover a welcoming, safe community that is filled with enjoyable and rewarding experiences that will be instrumental in advancing your personal and professional growth.

I commend you on your decision to embark on this journey to further develop your career by specializing in the sexology. As the Dean of Students, my number-one priority is a firm commitment to our students and your professional and educational needs. Furthermore, I have an open-door policy so that our students are free to stop by with or without an appointment. I have dedicated myself to go above and beyond to serve all students—your success is my success.

Together we will make on your journey at Healing Arts Institute of Clinical Sexology one that you will remember as the defining time of your educational career.

Welcome again and Cheers!

Debra A. Harris, Ph.D., LMFT  
Dean of Students, Healing Arts Institute of Clinical Sexology

# Healing Arts Institute of Clinical Sexology's Future

In quest of defining Healing Arts Institute of Clinical Sexology, also known as HAI (utilized interchangeably throughout all Healing Arts Institute of Clinical Sexology documents), President Thelma Tennie, Ph.D. joined forces with board members, faculty members, staff members, and community members to create a vision, mission, and core values for HAI. These will jointly guide HAI now and into the future.

## Vision Statement

By 2025 through culturally competent teaching, community research, service, and learning, Healing Arts Institute of Clinical Sexology will be recognized by the academic community, accrediting agencies, and the communities which we serve, as a premier private not-for-profit institute of quality and distinction that engages all students and produces alumni who serve with cultural competency in their fields of study and healthcare careers.

## Mission Statement

Healing Arts Institute of Clinical Sexology is a private, not-for-profit institution, with the mission to offer an affordable degree that is flexible for working professionals. To produce culturally competent Certified and Doctorate level professionals to better serve the community by providing a dynamic on-campus educational opportunities fostering academic excellence, intellectual inquiry, leadership, research, and commitment to community through the engagement of students, the community and faculty members in a dynamic, life-long learning environment.

## Core Values

Healing Arts Institute of Clinical Sexology is dedicated to the core values which are instilled within the institution, faculty, staff, and students. These core values further stimulate our movements.

**Academic Excellence**

**Student Centered Integrity**

**Cultural Competency**

**Opportunity**

**Scholarship/Research Diversity**

**Community**

### Academic Excellence

Academic excellence is the provision of the highest quality educational and learning experience made possible by academically culturally competent and professionally qualified instructional faculty and staff. Additionally, academic excellence reflects the successful relationship between engaged learners and outstanding instructional faculty and staff who can relate to each other.

### Opportunity

Healing Arts Institute of Clinical Sexology provides the opportunity to enhance the field of sexology. With this, comes the ability to further develop the student's learning and understanding while providing an additional advantage to attend at a low cost for the certificate and Doctorate (Ph.D.) programs for marginalized master's level healthcare professionals.



## **Student Centered Integrity**

Healing Arts Institute of Clinical Sexology is centered around students and their ability to follow ethical considerations, in other words to do the right thing even when no one is watching. As a result, student centered integrity, is not only something found within the faculty and staff of HAI but within the students as well. With students being the center focus and with promotion of integrity amongst all students, this allows students to demonstrate their abilities to maintain integrity as they continue to attend and learn while at HAI and after completion of the certificate and/or Doctorate (Ph.D.).

## **Scholarship/Research Diversity**

As the field of sexology continues to grow and expand, Healing Arts Institute of Clinical Sexology will produce more culturally specific research to further enhance cultural competences of the students. As a result, this advance cultural and diverse research aims to promote utilization of the research for personal or professional advancement within the field of sexology and sexologists.

## **Cultural Competency**

Healing Arts Institute of Clinical Sexology strives to graduate culturally competent students which understand and apply various cultural aspects to the field of sexology. Collectively, cultural competency will enhance the field, while individually developing the students in their perspective fields.

## **Community**

As a not-for-profit institution, Healing Arts Institute of Clinical Sexology, looks to serve and give back to the community. By improving the cultural competency of students serving the community, this instills healthcare providers to work within the community. This increases students' abilities and resources, especially to aid the communities' mental health needs.

## **Notice of Nondiscrimination**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title III, Title VI, Title VII, Rehab Act, ADA, Title IX), it is the policy of Healing Arts Institute of Clinical Sexology to not engage in discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to all Healing Arts Institute of Clinical Sexology to include admissions, enrollment, scholarships and loan programs, athletics, employment, and access to and treatment in all institution centers, programs, and activities. Healing Arts Institute of Clinical Sexology admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs to all the rights, privileges, programs, and activities generally accorded or made available to students at Healing Arts Institute of Clinical Sexology, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Licensure Status**

Healing Arts Institute of Clinical Sexology is licensed under the Florida Department of Education by the Commission for Independent Education (CIE) and is authorized to grant a Certificate and Doctorate (Ph.D.) in Clinical Sexology. Additional information regarding Healing Arts Institute of Clinical Sexology may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399- 0400, or toll-free telephone number (888) 224-6684.

## **Introduction to Healing Arts Institute of Clinical Sexology**

### **Purpose of the Institution**

“Sexology” is the study of sex or of the interaction of the sexes, especially among human beings. “Clinical” is relating to or based on work done with real clients. Therefore, the objective of this program is to educate and prepare healthcare providers with the knowledge and skills needed to incorporate clinical sexology into their practices. “Healthcare” encompasses the fields to include but not limited to psychotherapy, psychology, medicine, ministerial service, education, family therapy, mental health counselors, social workers, coaching, and other human service professions.

Healing Arts Institute of Clinical Sexology offers stimulating programs of study that challenge and engage students through inclusive excellence and academic innovation in teaching, research, and community outreach. HAI provides one (1) Certificate in Clinical Sexology and one (1) Doctorate degree (Ph.D.) in Clinical Sexology.

### **Reservation of Power**

Healing Arts Institute of Clinical Sexology reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the institution and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgement of the administration such changes are required in the exercise of its educational responsibility.

### **Updates**

All faculty, staff, and students will be notified in writing prior to the effective date of any changes to the institution policies, procedures, class schedules, catalog to name a few.

## **Degrees Awarded**

Students who successfully complete all forty-eight (48) credits of the certification program will be awarded a Certification in Clinical Sexology. Students who successfully complete all ninety-six (96) credits of the Doctorate Program will be awarded a Doctor of Philosophy (Ph.D.) degree in Clinical Sexology. Degrees awarded by Healing Arts Institute of Clinical Sexology are in accordance of the Commission for Independent Education, Florida Department of Education.

Additional Information regarding Healing Arts Institute of Clinical Sexology may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

## **Eligible Practice as a Clinical Sexologist (Sex Therapist)**

Graduates of the certificate program and doctorate program at Healing Arts Institute of Clinical Sexology aligns the curricula to be eligible to practice as a Sex Therapist in accordance to Florida State Statute Chapters 490 (Psychological Services) and 491 (Clinical, Counseling, and Psychotherapy Services) under 64B4-7.004 (Use of the Title “Sex Therapist”).

\*Students licensed outside the state of Florida, should contact their state licensure board to verify what constitutes the eligibility to practice as a sex therapist within their state and individual licensure.

For additional certification, students are encouraged to identify and seek certification as a sex therapist from an additional certification program which specializes in Clinical Sexology. Some examples include, but are not limited to, The American Board of Sexology (ABS), The Society for the Advancement of Sexual Health (SASH) and The American Association of Sexuality Educators, Counselors and Therapists (AASECT).

\*HAI does not have any affiliation or articulation with these certifying bodies.

## **Continuing Education**

Healing Arts Institute of Clinical Sexology provides Continuing Education under:

Thelma Tennie, Ph.D., LMFT

## Faculty and Board Members



Thelma Tennie, Ph.D., LMFT  
President, Administrator, and  
Program Director,  
Associate Professor (SA)

**Dr. Thelma Tennie** is Healing Arts Institute of Clinical Sexology Founder, President, Administrator and Program Director. Dr. Thelma Tennie earned her Doctor of Philosophy (Ph.D.) in Clinical Sexology from American Academy of Clinical Sexologist. She holds a Ph.D. in Family Therapy from Nova Southeastern University (ABD). Dr. Tennie holds a Master of Science in Family Therapy and is a licensed Marriage and Family Therapist (LMFT).

Dr. Tennie strives to deliver on Healing Arts Institute of Clinical Sexology's mission to offer an affordable degree that is flexible for working professionals, producing culturally competent Certified and Doctorate level professionals to better serve the community by providing a dynamic on-campus educational opportunities fostering academic excellence, intellectual inquiry, leadership, research, and commitment to community through the engagement of students, the community and faculty members in a dynamic, life-long learning environment.



Debra Harris, Ph.D., LMFT  
Dean of Students, Advisory Board  
Member, Full Professor (SA)

**Dr. Debra Harris Nixon** has been in practice for over 30-years with experience in community service, corporate training and coaching. Dr. Nixon is a social scientist, researcher, former university psychotherapy professor, and inclusion and diversity expert. Dr. Nixon has appeared on CNBC, FOX, and other local, regional and national media. Dr. Nixon earned her Doctor of Philosophy (Ph.D.) in Family Therapy from Nova Southeastern University and holds a Master of Arts in Educational Psychology. Dr. Nixon spent 15 years as a professor at Nova Southeastern University's School of Humanities and Social Sciences, teaching Family Therapy, and Assessment and Clinical Practice. Dr. Nixon is currently an active Board Member and Faculty member at Healing Arts Institute of Clinical Sexology.



LaTasha Russell, Psy.D.  
Associate Professor (PA)

**Dr. LaTasha Russell** has been in practice for over 10 years providing psychoeducation, crisis intervention, and trauma reduction services. After holding a school principal position in Houston, Texas, Dr. Russell moved to California to pursue higher education. Dr. Russell earned her Doctorate (Psy. D.) and Master of Science degree in Clinical Psychology from The Wright Institute. She has been a visiting professor for John F. Kennedy University teaching courses in the Marriage and Family Therapy Master's program. Dr. Russell is a former Adjunct Professor at the South Florida Bible College and Theological Seminary. Dr. Russell has also appeared on CBS4 Miami, where she provided clinically sound feedback on inappropriate and unethical sexual practices of health care professionals. Dr. Russell is currently an active Board Member at The Healing Arts Institute of Clinical Sexology.



Anna Lynn Schooley, Ph.D.  
Advisory Board Member,  
Full Professor (SA)

**Dr. Anna Lynn Schooley** has been in practice for over 20-years. Dr. Schooley earned her Doctor of Philosophy (Ph.D.) in Family Therapy from Nova Southeastern University and holds a Master of Science in Counseling Psychology. Dr. Schooley is an AAMFT Approved Supervisor and is a licensed Marriage and Family Therapist (LMFT) for the state of Florida. Dr. Schooley is a Professor at the Capella University in the School of Counseling and Human Services Department of Counseling. Dr. Schooley is currently an active Board Member and Faculty member at The Healing Arts Institute of Clinical Sexology.

## **Administrative Staff**

Librarian: Stacy Allsop  
Admissions Staff: Dr. Thelma Tennie  
Admissions Staff: Juanita Williams

Stacy@healingArtsSfl.org  
info@healingArtsSfl.org  
Juanita@healingArtsSfl.org

## **Admission Requirements**

Healing Arts Institute of Clinical Sexology is looking for dedicated professionals in the mental health and medical fields to enhance the field of sexology by completing the Certificate program or Doctor of Philosophy (Ph.D.) degree. The following minimum requirements are needed to be considered an applicant at HAI.

### **Certificate Program**

1. Graduate degree of master or doctorate (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field from an accredited college or university.
2. GPA of 3.0 or higher from last obtained degree or cumulative 3.0 GPA for the last sixty (60) credits earned.
3. Professional Licensure (including Registered Intern status- substitute title as determined by individual state and/or license)

**OR**

- Certification (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field as approved by the state(s)
4. English Proficiency Exam (if applicable) (see the international student section for more information). English Proficiency Exam is waived if prospective student completed a degree in the United States

### **Doctorate Program**

1. Graduate degree of master or doctorate (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field from an accredited college or university.
2. GPA of 3.0 or higher from last obtained degree or cumulative 3.0 GPA for the last sixty (60) credits earned.
3. Professional Licensure (including Registered Intern status- substitute title as determined by individual state and/or license)

**OR**

- Certification (or United States equivalent, if applicable for international students) of in a healthcare service, medical, or mental health field as approved by the state(s)
4. English Proficiency Exam (if applicable) (see the international student section for more information). English Proficiency Exam is waived if prospective student completed a degree in the United States
5. Completion of a Research Methods and/or Statistics Class with a “B” or higher (or United States equivalent, if applicable for international students). Additional research class(es) may be substituted at the pronouncement of HAI during the admission process.

# Application Requirements

## Location and Deadlines of Application

The Healing Arts Institute of Clinical Sexology's application may be downloaded from the website at [www.healingartssfl.org](http://www.healingartssfl.org) or requested via email from [info@healingartssfl.org](mailto:info@healingartssfl.org). Healing Arts Institute of Clinical Sexology accepts applications no more than one (1) calendar year in advance from the desired start time. The Committee will provide a decision, acceptance or denial, no longer than thirty (30) days after the application process is complete.

Healing Arts Institute of Clinical Sexology utilizes and operates under trimesters. *Trimester(s)* is defined by HAI as a selection of time at eight (8) courses.

## Application Packet

Healing Arts Institute of Clinical Sexology's method of assessing a student's ability to successfully complete the course of study for which he or she has applied will be based on the following documents to complete the application packet.

1. Completed Application
  2. Application processing fee (credit card, money orders, treasurer or bank checks made payable to Healing Arts Institute of Clinical Sexology are accepted forms of payment)
  3. Government Form of Identification: Current Driver's License or State Identification Card or Passport
  4. Curriculum Vitae or Resume
  5. Writing Sample
  6. Official Transcripts (International Students check International Students Section)
  7. One of the following must be submitted:
    - a. Professional Registered Intern status (substitute title as determined by individual state), license, or certification. The professional license or certification must be in a healthcare service, medical, or mental health field from the relevant state or jurisdiction, in which a master's degree is necessary to hold the registered intern status, license, or certification.
- OR**
- b. Official Transcript of an earned master's degree from a College or University accredited by an agency recognized by the United States Department of Education (or United States equivalent, if applicable for international students).
- OR**
- c. Official transcript indicating proof of a bachelor's degree and transcripts or certificates confirming sixty (60) graduate level credits in a healthcare field (or United States equivalent, if applicable for international students).
8. Two letters of recommendation from the student's current and/or formal employers; current and/or previous faculty and/or advisors which will speak to the applicant's ability to successfully complete the certificate or doctorate level research. If applying for the doctorate degree, letters of recommendations should be from persons with the following credentials of a PhD level, Ed.D., Psy.D., M.D., D.O. or other professional able to speak to the applicant's ability to successfully complete doctoral level research.

## Application Packet Review and Interview

The student will submit the completed application with all application documents for the application to be considered a *complete application packet*. Upon receipt of the non-refundable application processing fee by Healing Arts Institute of Clinical Sexology, the application packet will go for review. The Admissions Committee considers all applicants for admission based on their academic record, personal and professional accomplishments, motivation, talents, recommendations, personal statement, and test results, as applicable. All required application documents must be submitted to the Office of Admissions before application packet will go to the Committee for review. Based on the application packet, the Committee will determine to call the prospective student for an interview. All documents become the sole property of HAI and cannot be forwarded to another institution or returned to the applicant.

Once the application packet is submitted, all application packets will be reviewed by the Committee. All programs require a face-to-face interview with the Committee. The applicant will respond to interview questions regarding past training, clinical experience, how the degree will be used, and any other information relevant to the applicant's ability to successfully complete the program. If any Committee member deems an applicant to not meet admission requirements or goodness of fit into the program, they will submit their rationale in writing to be added to the prospective student's record. The Committee will make a recommendation of acceptance or denial. The applicant will be notified in writing not to exceed thirty (30) days of the application packet completion, as to their acceptance or denial. If the Committee decides that an applicant does not meet requirements, and has a correctable reason, the applicant will be given the opportunity to correct their application and resubmit with an answer of decision to not exceed 30 days from the date of application correction. If the decision is made to not admit the applicant at this time, the applicant will be informed in writing of the decision. The applicant will be eligible to reapply in six (6) months provided the reasons for non-acceptance are reversible. Each application will result in a non-refundable application processing fee. No waiver or credit will be applied for previous submitted applications to be used on current applications.

Upon submission of initial application packet, HAI will further assess a student's ability to successfully complete the course of study by conducting an interview. Interviews are required to be conducted face-to-face, in person at HAI's campus in Tamarac, Florida. If the applicant is accepted into Healing Arts Institute of Clinical Sexology, they will need to complete the Enrollment Agreement. This would need to be returned to the Office of Admissions before student can enroll/register in classes.

Students are required to register for classes for the start of the following term after acceptance into the program. Failure to register for classes results in one (1) automatic deferral of classes to the next term. If students do not register for classes after the first automatic deferral, students will not be eligible to register for classes until they meet with the Admissions staff to devise a plan of action. If student does not enroll in courses after acceptance, they have six (6) months to register for classes. Failure to register for classes before the six (6) month time requirement, nulls student's acceptance into the program. As a result of having a nulled acceptance, and applicant is still interested in attending HAI, they would need to submit another application, non-refundable application fee, along with a re-admit fee, and a review of application documents to be considered as a readmit student into the program. If a denial of acceptance is determined for the applicant, they may reapply after six (6) months. Reapplying will result in another non-refundable application fee, and a re-admit fee. Other documentation of the application will be evaluated, and it will be determined what, if anything, needs to be resubmitted.



## International Students

International students are required to provide official transcript(s) evaluations from one of the agencies found at National Association of Credential Evaluation Services (NACES) (<https://www.naces.org/members>). Transcript(s) need to be evaluated as a course-by-course evaluation with GPA to ensure meeting admission requirements of Healing Arts Institute of Clinical Sexology. Transcript Evaluations may be waived if the last degree was completed in the United States

Along with evaluated transcript(s) international students need to provide proof of professional registered intern status, licensure, or certification equivalent to United States standards.

International students must be able to demonstrate they can read and write in the current curriculum language of English. As a result, international students might be required to take an English Proficiency Exam. Below is the International English Examinations Equivalency Table. The following examinations will be accepted at HAI, along with the score that is required to pass for each exam. English Proficiency Exams may be waived if prospective student completed a degree in the United States.

<b>Examination</b>	<b>Score(s)</b>
International English Language testing System (IELTS)	6.0
Test of English as a Foreign Language (TOEFL)	550 (paper)/ 213 (computer)/ 79-80 (IBT)
University of Cambridge Local Examinations Syndicate English as a Foreign Language Examination (UCLES EFL)	C
Michigan English Language Assessment Battery (MELAB)	80%

## Admissions Committee

The Admissions Committee will include, but not limited to, the Program Director (hereinafter referred to as the “Director”) and the Dean of Students.

## Transferability of Credits

**Certificate Program:** Healing Arts Institute of Clinical Sexology does not accept transfer of credits towards the completion of the certificate program.

**Doctorate Program:** Units or credits may be earned at and transferred from other postsecondary institutions, when congruent and applicable to the Healing Arts Institute of Clinical Sexology Doctor of Philosophy (Ph.D.) program. Transfer of credits will be validated and confirmed by HAI after acceptance into the program. Such institutions include but are not limited to colleges and universities; institutions approved to offer post-graduate continuing education in sex therapy and sexology; or institutions approved to offer post- graduate continuing education in one of the HAI specialty areas. Coursework must be comparable to the HAI curriculum. All credits will be reviewed by the Admissions Office and approved or excluded in part or in total. Credits will only be considered for transfer if they

were completed five (5) years or less. Credits completed over five (5) years will not be considered for transfer credit.

Upon acceptance into HAI, student is eligible to apply for transfer of credits. The student will work with the Office of Admissions, submitting the transfer of credit form(s) along with the syllabus/syllabi for the credits transfer. The maximum number of transferable credits accepted from other institutions may not exceed twenty-four (24) credits. Transfer of credit form is available on HAI student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

Transferability of Healing Arts Institute of Clinical Sexology credit(s) *to* another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another other institutions.

## **HAI Certificate to HAI Doctorate Degree Transferability**

If a graduate from Healing Arts Institute of Clinical Sexology's Certificate program wanted to obtain the Doctor of Philosophy (Ph.D.) from HAI, the graduated student would need to apply and get accepted into the Ph.D. program. They would need to complete the application packet including and pay the application processing fee. Application documents will be reviewed on a case-by-case basis to determine which, if any, would need to be resubmitted to complete their application packet. If graduate student from the certificate program at HAI is accepted into the Ph.D. program at HAI, up to a total of forty-five (45) credits would be eligible for transfer into the Ph.D. program at HAI. Credits will only be considered for transfer if they were completed five (5) years or less. Credits completed over five (5) years will not be considered for transfer credit.

## **ACADEMIC POLICIES**

### **Definition of Credit Hours**

Healing Arts Institute of Clinical Sexology offers trimester credit hours under a compressed time period. This compressed time period is referred to as a 3 *credits per course*, which consist of two (2) days of instruction for each individual course. The definitions of credit hour and compressed time period, as defined by Florida Department of Education, follows.

- “Trimester Credit Hour” means either:
  - (a) A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects; or
  - (b) Planned learning experiences equivalent to the learning and preparation described in paragraph 6E-1.003(55)(a), F.A.C., above, as determined by duly qualified instructors responsible for evaluating learning outcomes for the award of credits.
- “Compressed Time Period” means delivery of required contact clock hours or credit hours in a significantly shorter period than those described in the definitions of “Semester”.
- Both program credit hours satisfy the Florida law requirement 120 hours of approved education: Rule Chapter 64B4-6 to become a Florida State Certified Clinical Sexologist/ Sex Therapist.

## Program Formats

Prospective students during the application process will select which program format delivery they would like to receive instruction from Healing Arts Institute of Clinical Sexology. Prospective students only have the option of only on Campus Based learning program format options. Program formats and requirements are outlined below. When selecting a program format, prospective students are encouraged to select the best program format which will enhance their learning. If students need to switch formats for any reason after starting the program, they will need to submit a request in writing explaining the reason for the switch of program format to the Office of Admissions. Switching of program formats is reviewed on a case-by-case basis. If granted permission to switch program formats, this will only be authorized once during their program of study. The Office of Admissions will decide at the time of any request.

### Campus Based Format

Campus based format is available for the certificate program and Doctor of Philosophy (Ph.D.). Classes are designed with the working student in mind. Classes are offered on campus Saturdays and Sundays from 9:00 a.m.-5:00 p.m. EST.

### Online Format

Healing Arts offers online delivery of its PhD and Certificate programming. Online delivery is carried out the three different ways.

**Synchronously:** Student join the faculty in [Zoom](#). Faculty can view learners, and both can ask questions.

**Asynchronously:** Students can also send in questions or requests via email and CANVAS. Faculty will get back to you within 24 hours (though likely sooner).

**Platforms to be used:** CANVAS— a distance educational platform, zoom for directed (face-to-face engagement); LIRN via online delivery for books and articles.

1. Platform to be used: CANVAS and Zoom
2. Program Delivery :

<input type="checkbox"/>	100% Online	<input checked="" type="checkbox"/>	Hybrid
<input checked="" type="checkbox"/>	Synchronous	<input checked="" type="checkbox"/>	Asynchronous

**New Student Orientation:** Students are required. Students must attend new student orientation at the beginning of their desired program, offered as needed. HAI will determine new student orientation dates as enrollment occurs. This will allow students to start the program on a solid foundation at HAI.

**Residential Institute:** RIs will be determined by the program office and available on the academic calendar. RI was designed to help students build a learning community and establish network and connections amongst their colleagues. During the RIs, students participate in experiential exercises, role-plays, group simulations, guest speaker presentations, panel discussions, career development seminars, poster presentations, social events, to name a few. There is also time allotted for degree plan advising and library research skills training.

Failure to attend RI from the Office of Admissions will result in the reduction of a student's final grade by one letter grade. Online media and interactive methods are used throughout the instructional sequence, such as Canvas, distance library services, electronic library, plus a range of online activities that facilitate frequent student to faculty, and student to student interaction. Online activities include real-time and/or synchronized forums using threaded discussion boards, chat rooms, email, and electronic classroom sessions. Healing Arts Institute offers an extensive distance and electronic library services. For more information, visit Healing Arts Institute's student resources page at [www.healingartssfl.org](http://www.healingartssfl.org).

\*Student is responsible for any fees and cost endured for the required in person events, listed in this catalog.

## **Student Enrollment**

For students of Healing Arts Institute of Clinical Sexology to maintain an active student status, all students are to be in continuous registration until they receive their certification or degree unless prior approval is received. Failure to remain in continuous registration will be considered formal withdrawal from the program.

## **Registration Requirements**

**Student Enrollment Agreement (SEA):** All students registering for classes must complete the Student Enrollment Agreement as part of the registration process. A copy of the Healing Arts Institute's SEA is available on the Healing Arts Institute student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

**Registration Process:** Students will participate in course selection in conjunction with the Office of Admissions. During each registration period, students will submit in writing the course(s) which they would like to register. The Office of Admissions will register the student in the desired class(es). Student is responsible to verify the registration of all courses and complete the SEA for each term registered. Courses should be selected in accordance to provided program/degree plan. If program/degree plan needs to be altered, it is the student's responsibility to notify and work with the Office of Admissions to devise a new plan, ensuring the new plan projects an accurate program/degree completion and adheres to when the courses are offered.

**Failure to Register:** Students who fail to register for a trimester without an approved leave of absence are considered to have terminated their studies. Such students may petition for re-entry into the program if they wish to reenter the program. As a result, students will need to pay a re-entry fee.

## **Attendance Policy**

At HAI, satisfactory attendance is considered a vital part of each student's performance. Absences and/or tardiness in excess of 25% of the class hours for any subject may cause the student to be ineligible to take the final examination in that subject. This decision is at the discretion of the course instructor in consultation with the applicable Program Director. The student may be reinstated to classes following an evaluation of his/her abilities and performance by the Instructor and the Dean. Students are expected to attend classes. At the beginning of the semester, instructors will define specific requirements for successful completion of each course.

Excessive absences may also result in the following administrative actions: academic warning, probation, student suspension, student termination. Students are responsible for contacting the faculty for make-up.

## **Drop/Add Period**

A student's drop/add period will be calculated based on date of enrollment. Students will have seven (7) days from signing the application to withdraw from the program without the 5% administrative fee or any penalty.

## **Textbooks and Supplies**

Students are required to purchase their own textbooks, supplies, and materials from either retail or online suppliers. Any purchases of textbooks, supplies, and materials are not included in the cost, tuition, and fees outlined. Textbooks, supplies, and materials are the property of the student and as a result are not subject to refund from HAI. Textbooks, supplies, and materials needed will be outlined in the syllabus for each course at the start of the class. Currently, HAI does not offer specialized concentration which would require additional textbooks and supplies to fulfill the requirements for the concentration.

## **Transcripts**

Students will be able to access unofficial transcripts online from Canvas. Official transcripts can be ordered from the Office of Admissions, via email and CANVAS, for a transcript fee of \$10.00.

## **Degree Conferral**

Students that have completed all program or degree requirements must submit an application for degree. A fee is required upon submission of the degree application form, which is available on the HAI student's resource page ([www.healingartssfl.org](http://www.healingartssfl.org)).

Upon approval, the application is presented to the Institution's Board Members for conferral. Degrees are conferred at the end of the month in which the application for the degree/diploma was approved and recommended to the Board Members by the academic department and the Office of Admissions.

## **Graduation Requirements**

In order to be considered to meet requirements for graduation, students must complete all program or degree requirements within the stated time limits. In addition, doctoral students must have a minimum of a 3.5 GPA and certificate program a minimum of 3.0 GPA at the time of degree completion. Students must not be in financial arrears with any office at HAI.

## **Alumni Association**

All graduates of Healing Arts Institute of Clinical Sexology are automatically members of the HAI Alumni Association.

## Tuition and Fees

Healing Arts Institute of Clinical Sexology does not charge tuition and fees based on In-State or Out-Of-State cost. As a result, HAI has a flat rate of cost for tuition and fees. The tuition and fees are succeeding. HAI does not offer any additional fee waivers or discounts in tuition or cost.

### Total Doctorate Program Tuition

The Ph.D. in Clinical Sexology cost is as follows: 96 credit hours at \$200 (USD) per credit hour. The 96 credit hours satisfies the Florida law requirement 120 hours of approved education: Rule Chapter 64B4-6.

Total Tuition Cost: \$19,200.00 (USD)

### Total Certification Program Tuition

The Certificate in Clinical Sexology cost is as follows: 48 credit hours at \$200 (USD) per credit hour. The 48 credit hours satisfies the Florida law requirement 120 hours of approved education: Rule Chapter 64B4-6.

Total Tuition Cost: \$9,600.00 (USD)

### Administrative Fees and Costs

Books and course materials are purchased independently by the student and are not included in the Tuition/Fee schedules printed here.

The current fee schedule is as follows:

Registration Fee (one-time):	\$ 100.00
Transcript Request Fee:	\$ 10.00 (non-refundable)
Administrative Fee (withdraw):	\$ 100.00
Re-Entry Fee:	\$ 50.00
Textbooks and Supplies:	\$ 600.00 (approximate)

### TERMS OF PAYMENT OF TUITION AND FEES

The following payment options are available for all students:

1. Students may choose to pay for the entire program in full at any time. However, there is no reduction in fees based on prepayment. HAI reserves the right to increase the cost per credit, registration fee, and/or education fees on an annual basis.
2. Students may negotiate, at the time of registration, a weekly, monthly, or quarterly payment plan. The balance may be paid in full at any time

## **CANCELLATION AND REFUND POLICY**

Healing Arts has open enrollment, so a student's start date will be based on the first class that student attends.

Cancellation can be made in writing, by electronic mail with return receipt, by Certified Mail or by institution termination. Withdraw from the program prior to taking any classes will be refunded in full, notice must be received the day before class starts. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

1. All classes have credits assigned to them and tuition for each credit is \$200. Once a student has begun classes, refunds or tuition owed will be calculated based on classes attended. Cancellation after attendance has begun, through 20% completion of the term, will result in a Pro Rata refund computed on the number of hours completed to the total term hours.
2. Cancellation after completing more than 20% of the term will result in no refund.
3. A student's drop/add period will be calculated based on date of enrollment. Students will have seven (7) days from signing the application to withdraw from the program without the 5% administrative fee or any penalty.
4. Textbooks are not purchased from Healing Arts and are therefore the property of the student. Students must refer to the purchaser of books for their individual refund policies.
5. If a student is terminated, the Cancellation and Refund Policy will be applied. Students may be terminated from the program by the Healing Arts Board for just cause as described under the Student's Responsibility section. Refunds in this case will be the same as student withdrawals.
6. The \$100 application fee will not be refunded if the school does not accept the applicant.
7. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. Students are encouraged to notify Healing Arts prior to the start of their program segment should they need to take an academic interruption during the program. All schedule changes must occur no later than the end of the first week of the start date to not incur all segment charges.

# Academic Calendar

## Holiday Dates

All national holidays in the United States are recognized and no classes will be held on those days. All religious holidays are respected, regardless of the religion. Should a student have a conflict between a non-national holiday (religious or national holiday from native country) and class or campus schedule, contact the administration or appropriate faculty member for assistance in scheduling.

**Withdrawal:** The dates for withdrawing from a course can be found in the academic calendar. Withdrawal from a course during the timeframe designated on the academic calendar will result to a W as a grade on the student's transcript.

## Leave of Absence and Voluntary Withdrawal

Students may take a temporary Leave of Absence from the program and return within one year to continue (WP-Withdrew Passing) with written consent from the Director and Dean of Students Failure to enroll in classes the next term after the year has passed, will result in being dropped from the program. Student will need to re-apply to be considered to the completion of the program.

Students who voluntarily withdraw from the program may reapply at any time within two years from the date of termination. If the student reapplies, an application processing fee will need to be provided with the application. Individual application documents will be reviewed on a case-by-case basis. They will be credited with previous passed courses and paid tuition of those courses. However, they will be considered a new student and responsible for the tuition fee at the time of current acceptance. Re-acceptance is not guaranteed.



## Clinical Sexology Program Course Calendar

Course Code	Course Title	When Offered
<b>Trimester A</b>		
CPS / CCS 701	Sexual and Reproductive Anatomy and Physiology	Open Availability
CPS / CCS 702	Developmental sexuality	Open Availability
CPS / CCS 703	Socio-cultural factors in sexual values and behavior	Open Availability
CPS / CCS 704	Gender-identity	Open Availability
CPS / CCS 705	Diagnosis of Sexual Dysfunctions and Disorders	Open Availability
CPS / CCS 706	Medical factors related to sexuality and sexual functioning	Open Availability
CPS / CCS 707	Treatment of Sexual Dysfunctions and Disorders	Open Availability
CPS / CCS 708	Sexually Transmitted Infections	Open Availability
<b>Trimester B</b>		
CPS / CCS 709	Victims and Victimology	Open Availability
CPS / CCS 710	Research on sexual dysfunctions, disorders and deviancy	Open Availability
CPS / CCS 711	Group therapy in treatment of sexual dysfunctions, disorders, and deviancy	Open Availability
CPS / CCS 712	Legal Ethical and Forensic Issues in Sex Therapy	Open Availability
CPS / CCS 713	Forensic Sexology, Sexology of the Law	Open Availability
CPS / CCS 714	Treatment of Sexual Offender Treatment & Juvenile Sexual Offenders	Open Availability
CPS / CCS 715	Interaction between sexuality and dynamics of interpersonal and family relationships	Open Availability
CPS 716	Risk Assessment with Sex Offenders	Open Availability
<b>Trimester C</b>		
CPS 717	Alternative Lifestyles	Open Availability
CPS 718	Sexuality and Disability	Open Availability
CPS 719	Sexual Abuse Treatment	Open Availability
CPS 720	Sexuality and Substance Abuse	Open Availability
CPS 721	Sexual Pharmacology	Open Availability
CPS 722	Pornography and Media Addiction	Open Availability
CPS 723	Sex and Religion	Open Availability
CPS/CCS 401	Comprehensive Exam	Open Availability
CPS 501	Internship 1	Open Availability
CPS 601	Externship 1	Open Availability
CPS 603	Externship 2	Open Availability
CPS / CCS 801	Clinical Supervision	Open Availability
CPS 901	Research Dissertation or Doctoral Project	Open Availability
CPS 910	Dissertation Defense	Open Availability

Courses are held on Saturday and Sunday from 9 a.m.-5 p.m. each day

# Clinical Sexology Certification Program

## Program Description

Clinical Sexology is the interdisciplinary study of human sexuality, integrating research findings of human sexual behavior with the diagnosis and treatment of sexual concerns and dysfunctions. The Clinical Sexology program is dedicated to preparing licensed psychotherapists, psychologists, family therapists, mental health counselors, social workers, and other health care providers to provide clinical sexology as an addendum to their already licensed clinical practice.

\*The certificate program does not prepare unlicensed students to meet initial licensing requirements in any field.

## Certification Program Objectives

Students graduating from the Clinical Sexology Certification Program will be able to:

1. Demonstrate comprehensive clinical assessment skills, including the following:
  - Diagnosis of sexual disorders using the DSM-5.
  - Assess for psychological, medical, and pharmacological etiology of sexual disorders. Speakers from various disciplines will lecture and answer questions. Design the appropriate clinical interventions for the diagnosis.
  - Comprise a variety of alternative interventions and a team of providers from other disciplines for effective treatment of specific sexual disorders.
2. Demonstrate comprehensive skills in clinical intervention during class and case consultation.
  - Students will work with cases from their own practices, other students' practices, and case studies that comprise a wide spectrum of sexual issues.
3. Identify and understand issues related to cultural diversity and individual differences as they affect clinical competencies.
  - Healing Arts Institute of Clinical Sexology will bring speakers from various races and cultures to present during class. Panel members and speakers from around the globe will discuss sexual disorders from their personal experience and answer questions. Students from various places in the United States and other countries will be able to contribute their personal experience and knowledge of various cultures during class and case consultation.

## Credit Completion and Time Requirement

Clinical Sexology certificate program consists of forty-eight (48) credits. This certificate program consists of Clinical Sexology course work and one externship. At the start of the program, students will decide to attend full or part time. Based on the student's decision, a full or part time program degree will be provided for the students to follow. Along with a degree program, students will acknowledge receipt of catalog containing all curriculum descriptions. At the beginning of each class a syllabus will be provided. Before the start of the first class(es), students will be required to become and show proof- at a minimum- a liability insurance from an organization or agency to practice as a Student Member (higher level of membership if applicable, based on the student's status). Examples include American Psychological Association (APA), American Association for Marriage and Family Therapist (AAMFT), American Mental Health Counselors Association (AMHCA).

The Certificate program can be completed in seven (7) months full time. Certificate completion should not exceed thirty-six (36) months. Failure to complete the Certificate program requirements will result in being dropped from program. Enrollment is prior to the beginning of each term. Currently, HAI does not offer specialized concentrations.

## **Educational Curricula**

The classes comprised in these curricula encompass considerable variety in the field of sexology, including the diagnosis and treatment of sexual dysfunctions, sexual abuse, gender dysphoria, and sex offending. Students will also gain in-depth knowledge of developmental sexuality, legal and ethical issues related to sex therapy, socio-cultural factors in sexuality, medical factors affecting sexual functioning, and alternative lifestyles.

Classes consist of didactic instruction incorporating PowerPoint presentations, videos, and guest speakers. These guest speakers are experts in a particular subject and/or will contain panel discussions from the people with experience in the subject being taught during class. For instance, transgender people might be chosen to provide firsthand accounts of their experiences, while answering questions from the students.

In addition to live class time, students will be instructed to read the required texts and recommended readings, view additional educational videos that are provided by Healing Arts Institute of Clinical Sexology and accessible on Canvas, and complete other homework assignments as assigned by the instructor. Class syllabus will determine how assignments are turned into obtain credit.

The Clinical Sexology component includes Clinical Supervision in the form of Case Consultation, as all students are Registered Interns, licensed, or certified in their respective fields. Case Consultation is offered in group format on Saturdays from 3:00 – 4:00 p.m. EST following class. Students can attend group supervision in person or via HIPAA Compliant online platform. For completion of the certificate program, students will need to complete a total of forty (40) direct client contact hours, which pertain to areas of the sexology field during a minimum period of six months. Participate in a minimum of 20 hours of supervision, where each supervisory session is no more than one and one-half hours in length, by a qualified supervisor as set forth in Rule 64B4-7.004, F.A.C., during a minimum period of six months.

Case studies are also incorporated into the class time. Students are required to participate in eight (8) hours of group sessions and present their own case in at least one (1) group session. They must also schedule twelve (12) hours of individual Supervision/Case Consultation with an approved Supervisor, list to be provided by Healing Arts Institute of Clinical Sexology. They will present cases from their own case files and from the bank of cases provided by HAI and accessible on Canvas. This form on instruction is utilized to teach the students how to treat a wide variety of cases from the field of sexology. Case Consultation will require presentation of cases using the Case Supervision Form provided so students will learn how to professionally present a case and be sure to cover all aspects of a case. All paired Case Consultation takes place via webinar. Course descriptions breakdown follows.

\*Registered Interns will need to contact their qualified state supervisors to determine if the hours they are doing to complete Healing Arts Institute program meets requirements for state licensure.

## **Comprehensive Exam**

Upon completion of the Clinical Sexology classwork, prior to starting Clinical supervision, students will take a Comprehensive Exam in the form of an oral exam to assess student's ability to apply the theoretical knowledge gained across cases and topics based on their coursework and clinical experiences. They will be given a set of cases from which to study and prepare, using the Case Supervision Form format, and will then be randomly assigned one of those cases to present at the time of the exam. Three (3) board members, will comprise the Healing Arts Institute of Clinical Sexology Examination Committee. The student will answer questions relating to each content area and be graded by each committee member on ability to treat content-relevant cases. The committee will evaluate the student according to specified criteria as outlined in the exam rubric. The grade will be based on the average of the three evaluations. Student will receive a Pass (P) or In Progress (IP) (for the first two unsuccessful attempts to pass) or Unsatisfactory (U) as their final score to be added to their student record and reported on their transcript for verified completion.

It is a requirement that all students attend in person for their comprehensive exam. Comprehensive exams will be offered during the academic calendar year, dates to be determined by the Program. Failure to comply to this requirement might result in a disenrollment in the program. Students will have no more than three (3) attempts to pass the oral exam. If student is unable to successful receive a grade of Pass (P) for the oral exam, they will be unenrolled from the program.

## Certification Program Breakdown

CERTIFICATION PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Pre-requisite	Instructor
CCS 701	Sexual and Reproductive Anatomy and Physiology	3	N/A	Dr. Tennie
CCS 702	Developmental Sexuality	3	N/A	Dr. Harris
CCS 703	Socio-Cultural Factors in Sexual Values and Behavior	3	N/A	Dr. Harris
CCS 704	Gender-Identity	3	N/A	Dr. Tennie
CCS 705	Diagnosis of Sexual Dysfunctions and Disorders	3	N/A	Dr. Tennie Dr. Harris
CCS 706	Medical Factors Related to Sexuality and Sexual Functioning	3	N/A	Dr. Tennie Dr. Harris
CCS 707	Treatment of Sexual Dysfunctions and Disorders	3	N/A	Dr. Tennie Dr. Harris
CCS 708	Sexually Transmitted Infections	3	N/A	Dr. Tennie Dr. Harris
CCS 709	Victims and Victimology	3	N/A	Dr. Tennie Dr. Harris
CCS 710	Research on Sexual Dysfunctions, and Disorders	3	N/A	Dr. Harris
CCS 711	Sexual Offender Treatment	3	N/A	Dr. Tennie Dr. Harris
CCS 712	Legal Ethical and Forensic Issues in Sex Therapy	3	N/A	Dr. Tennie Dr. Harris
CCS 713	Forensic Sexology and Sexology of the Law	3	N/A	Dr. Tennie Dr. Harris
CCS 714	Treatment of Juvenile Sexual Offenders	3	N/A	Dr. Tennie Dr. Harris
CCS 715	Interaction Between Sexuality and Dynamics of Interpersonal and Family Relationships	3	N/A	Dr. Tennie Dr. Harris
CCS 401	Comprehensive Exam	P	All course work completed	Three (3) Board Members
CCS 801	Clinical Supervision	3	Licensed or Registered Intern	Dr. Tennie Dr. Harris
	<b>Total</b>	<b>48</b>		

# Clinical Sexology Doctor of Philosophy (Ph.D.)

## Program Description

Clinical Sexology is the interdisciplinary study of human sexuality, integrating research findings of human sexual behavior with the diagnosis and treatment of sexual concerns and dysfunctions. The Clinical Sexology program is dedicated to preparing licensed psychotherapists, psychologists, family therapists, mental health counselors, social workers, and other healthcare providers to provide clinical sexology as an addendum to their already licensed clinical practice.

\*The doctorate program does not prepare unlicensed students to meet initial licensing requirements in any field.

## Doctorate Program Objectives

Students graduating from the Clinical Sexology Doctoral Program will be able to:

1. Demonstrate comprehensive clinical assessment skills, including the following:
  - Diagnosis of sexual disorders using the DSM-5.
  - Assess for psychological, medical, and pharmacological etiology of sexual disorders. Speakers from various disciplines will lecture and answer questions. Design the appropriate clinical interventions for the diagnosis.
  - Comprise a variety of alternative interventions and a team of providers from other disciplines for effective treatment of specific sexual disorders.
2. Demonstrate comprehensive skills in clinical intervention during class and case consultation.
  - Students will work with cases from their own practices, other students' practices, and case studies that comprise a wide spectrum of sexual issues.
3. Identify and understand issues related to cultural diversity and individual differences as they affect clinical competencies.
  - Healing Arts Institute of Clinical Sexology will bring speakers from various races and cultures to present during class. Panel members and speakers from around the globe will discuss sexual disorders from their personal experience and answer questions. Students from various places in the United States and other countries will be able to contribute their personal experience and knowledge of various cultures during class and case consultation.
4. Demonstrate the ability as clinical sexologists to serve as clinical supervisors, administrators, and consultants in diverse settings.
  - Graduates will be experts in the field of sexology and as such, will be in supervisory and administrative positions in their respective fields. Healing Arts Institute of Clinical Sexology provides a Clinical Supervision course to prepare students for these roles.
5. Demonstrate the skills to be discerning consumers of scholarly works and research, including studies of empirically based treatment methodology.
  - Throughout the dissertation/doctoral project segment of the program, students will learn how to critique, evaluate, and apply existing research from books and journals.
  - As experts in the field of sexology, graduates will be authoritative voices on various subjects. Healing Arts Institute of Clinical Sexology will prepare them for this role.

## **Credit Completion and Time Requirement**

The Clinical Sexology Ph.D. consists of ninety-six (96) credits. At the start of the program, students will decide to attend full or part time. Based on the student's decision, a full or part time program degree will be provided for the students to follow. Along with a degree program, students will acknowledge receipt of catalog containing all curriculum descriptions. At the beginning of each class a syllabus will be provided. Before the start of the first class(es), students will be required to become and show proof- at a minimum- a liability insurance from an organization or agency to practice as a Student Member (higher level of membership if applicable, based on the student's status). Examples include American Psychological Association (APA), American Association for Marriage and Family Therapist (AAMFT), American Mental Health Counselors Association (AMHCA), or AASECT.

It can be completed within twenty-four (24) months as a full-time student four (8) classes per term and one (1) year for dissertation or forty-eight (48) months as a part-time student two (4) classes per term and two (2) years for dissertation). On average it takes students an additional one – two (1-2) years after completing their Clinical Sexology classwork to complete their Dissertation or Doctoral Project, which is worth fifteen (15) credits three (3) credits per term for a total of five (5) terms. While completing the dissertation or doctoral project, student must be enrolled each term for dissertation or doctoral project credits. After the required 15 credits, students will need to register for dissertation/doctoral project class at one (1) credit each term until student completes the degree. Failure to maintain class enrollment each term throughout entire program and until dissertation or doctoral project is complete will result in being dropped from the program. Degree completion is to not exceed seven (7) years. Failure to complete their degree in the required time will result in students being dropped from the program. Enrollment is prior to the beginning of each term. Currently, HAI does not offer specialized concentrations.

## **Educational Curricula**

The classes comprised in these curricula encompass considerable variety in the field of sexology, including the diagnosis and treatment of sexual dysfunctions, sexual abuse, gender dysphoria, and sex offending. Students will also gain in-depth knowledge of developmental sexuality, legal and ethical issues related to sex therapy, socio-cultural factors in sexuality, medical factors affecting sexual functioning, and alternative lifestyles.

Classes consist of didactic instruction incorporating PowerPoint presentations, videos, and guest speakers. These guest speakers are experts in a particular subject and/or will contain panel discussions from the people with experience in the subject being taught during class. For instance, transgender people might be chosen to provide firsthand accounts of their experiences, while answering questions from the students.

In addition to live class time, students will be instructed to read the required texts and recommended readings, view additional educational videos that are provided by Healing Arts Institute of Clinical Sexology and accessible on Canvas, and complete other homework assignments as assigned by the instructor. Class syllabus will determine how assignments are turned into obtain credit.

The Clinical Sexology component includes Clinical Supervision in the form of Case Consultation, as all students are Registered Interns, licensed, or certified in their respective fields. Case Consultation is offered in group format on Saturdays from 3:00 – 4:00 p.m. EST following class. Students can attend

group supervision in person or via HIPAA Compliant online platform. For completion of the doctorate degree, students will need to complete a total of forty (40) direct client contact hours, which pertain to areas of the sexology field during a minimum period of six months. Participate in a minimum of 20 hours of supervision, where each supervisory session is no more than one and one-half hours in length, by a qualified supervisor as set forth in Rule 64B4-7.004, F.A.C., during a minimum period of six months.

Case studies are also incorporated into the class time. Students are required to participate in twenty-five (25) hours of group sessions and present their own case in at least one (1) group session. They must also schedule twenty-five (25) hours of individual Supervision/Case Consultation with an approved Supervisor, list to be provided by Healing Arts Institute of Clinical Sexology. They will present cases from their own case files and from the bank of cases provided by HAI and accessible on Canvas. This form on instruction is utilized to teach the students how to treat a wide variety of cases from the field of sexology. Case Consultation will require presentation of cases using the Case Supervision Form provided so students will learn how to professionally present a case and be sure to cover all aspects of a case. All paired Case Consultation takes place via webinar. Course descriptions breakdown follows.

\*Registered Interns will need to contact their qualified state supervisors to determine if the hours they are doing to complete Healing Arts Institute degree meets requirements for state licensure.

## **Comprehensive Exam**

Upon completion of the Clinical Sexology classwork, prior to starting dissertation or doctoral project, students will take a Comprehensive exam in the form of an oral exam to assess student's ability to apply the theoretical knowledge gained across cases and topics based on their coursework and clinical experiences. They will be given a set of cases from which to study and prepare, using the Case Supervision Form format, and will then be randomly assigned one of those cases to present at the time of the exam. Three (3) board members, will comprise the Healing Arts Institute of Clinical Sexology Examination Committee. The student will answer questions relating to each content area and be graded by each committee member on ability to treat content-relevant cases. The committee will evaluate the student according to specified criteria as outlined in the exam rubric. The grade will be based on the average of the three evaluations. Student will receive a Pass (P) or In Progress (IP) (for the first two unsuccessful attempts to pass) or Unsatisfactory (U) as their final score to be added to their student record and reported on their transcript for verified completion.

It is a requirement that all students attend in person for their comprehensive exam. Comprehensive exams will be offered during the academic calendar year, dates to be determined by HAI. Failure to comply to this requirement might result in a disenrollment in the program. Students will have no more than three (3) attempts to pass the exam. If student is unable to successful receive a grade of Pass (P) for the exam, they will be unenrolled from the program.



## **Dissertation and Doctoral Project**

This program is structured in two components: Clinical Sexology course work and Dissertation or Doctoral Project. Both the dissertation and the doctoral project requires a significant literature review. The distinction between the two includes but is not limited to:

1. Dissertation will postulate a hypothesis, which the methodology and statistical analysis will either support or not.
2. Doctoral project will involve the design and implementation of an intervention for a sexual issue or concern; the need for which was suggested by the literature review.

Students will have the benefit of committee members who are experts in the particular field of interest. They will choose one (1) doctorate level committee member from the Healing Arts Institute of Clinical Sexology's faculty and choose an additional two (2) doctorate level committee members from their field of interest, which they may be from Healing Arts Institute of Clinical Sexology or from a regionally accredited University in a full-time faculty position. The research may build on the specialty concentration the student studied. The dissertation or doctoral project will have a sexology/sex therapy focus and will make an original contribution to the field of Sexology.

## **Institutional Review Board Requirements**

It is required that the students have completed courses in Research Methodology or Statistics (or an equivalent, verified during time of admissions by the Office of Admissions). Graduate level courses are preferred but not required.

During the first week of class, for the first Dissertation or Doctoral Project course, students are required to complete CITI Training: Protection of Human Subjects Training/Education. This training is available at HAI student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

After successful proposal of dissertation or doctoral project, students are required to register their dissertation or doctoral project study with Healing Arts Institute of Clinical Sexology's Institutional Review Board (IRB). Students are not eligible to start their research study without IRB approval. Failure to not get approval from the IRB or any violation of this process is considered a breach of ethics and grounds for dismissal from the program.

As part of the dissertation/doctoral project portion of the program, Healing Arts Institute of Clinical Sexology offers ancillary classes in Research Methodology and in Statistics. For those students who want or require additional guidance in completing a dissertation/doctoral project, consultants with expertise in Research Methodology and Statistics will be offering tutorials at an additional cost throughout the year. Those consultants will also be available to the students independently for additional tutoring or editing. The Healing Arts Institute of Clinical Sexology faculty will also be available to the students for consultation and guidance at no charge.

Students will be provided with ideas for their dissertation/doctoral project throughout their program and faculty will help them fine-tune their ideas and give guidance with methodology. This is in addition to the input of their committee members.

## Doctorate Program Breakdown

DOCTORATE PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Pre-requisite	Instructor
CPS 701	Sexual and Reproductive Anatomy and Physiology	3	N/A	Dr. Tennie
CPS 702	Developmental Sexuality	3	N/A	Dr. Harris
CPS 703	Socio-Cultural Factors in Sexual Values and Behavior	3	N/A	Dr. Harris
CPS 704	Gender-Identity	3	N/A	Dr. Tennie
CPS 705	Diagnosis of Sexual Dysfunctions and Disorders	3	N/A	Dr. Tennie Dr. Harris
CPS 706	Medical Factors Related to Sexuality and Sexual Functioning	3	N/A	Dr. Tennie Dr. Harris
CPS 707	Treatment of Sexual Dysfunctions and Disorders	3	N/A	Dr. Tennie Dr. Harris
CPS 708	Sexually Transmitted Infections	3	N/A	Dr. Tennie Dr. Harris
CPS 709	Victims and Victimology	3	N/A	Dr. Tennie Dr. Harris
CPS 710	Research on Sexual Dysfunctions and Disorders	3	N/A	Dr. Harris
CPS 711	Sexual Offender Treatment	3	N/A	Dr. Tennie Dr. Harris
CPS 712	Legal Ethical and Forensic Issues in Sex Therapy	3	N/A	Dr. Tennie Dr. Harris
CPS 713	Forensic Sexology and Sexology of the Law	3	N/A	Dr. Tennie Dr. Harris
CPS 714	Treatment of Juvenile Sexual Offenders	3	N/A	Dr. Tennie Dr. Harris
CPS 715	Interaction Between Sexuality and Dynamics of Interpersonal and Family Relationships	3	N/A	Dr. Tennie Dr. Harris
CPS 716	Risk Assessment with Sex Offenders	3	N/A	Dr. Tennie Dr. Harris
CPS 717	Alternative Lifestyles	3	N/A	Dr. Tennie Dr. Harris
CPS 718	Sexuality and Disability	3	N/A	Dr. Tennie Dr. Harris
CPS 719	Sexual Abuse Treatment	3	N/A	Dr. Tennie Dr. Harris
CPS 720	Sexuality and Substance Abuse	3	N/A	Dr. Tennie Dr. Harris
CPS 721	Sexual Pharmacology	3	N/A	Dr. Tennie Dr. Harris
CPS 722	Pornography and Media Addiction	3	N/A	Dr. Tennie
CPS 723	Sex and Religion	3	N/A	Dr. Harris
CPS 501	Internship 1	3	N/A	Dr. Tennie Dr. Harris

CPS 601	Externship 1	3	N/A	Dr. Tennie Dr. Harris
CPS 602	Externship 2	3	N/A	Dr. Tennie Dr. Harris
CPS 801	Clinical Supervision	3	Courses 701-715 completed	Dr. Tennie Dr. Harris
CPS 401	Comprehensive Exam	P	All course work completed	Three (3) Board Members
CPS 901	Dissertation Research Project	15	All course work & exam completed	Committee Members Minimum One Board Member
CPS 910	Dissertation Defense	P	All course work & 901 courses completed	Committee Members
	<b>Total</b>	<b>96</b>		

Courses Described

### Numbering Descriptions

Prefix	First Digit	Second & Third Digit
CPS – Clinical Sexology Ph.D. CCS – Clinical Sexology Certificate	4 – Comprehensive Exam 5 – Internship 6 – Externship 7 – Represents Post-Graduate Program 8 – Represents Practicum 9 – Represents Research	Represents the order of classes or course number

## Course List Descriptions

CPS / CCS 701 – Sexual and Reproductive Anatomy and Physiology 3 Credits/14 Class Hours

Course content will include 1) exploration of cultural beliefs and messages about sex and the human body; 2) developing an understanding of how these impact optimal sexual functioning; 3) describing male and female reproductive processes (menstrual cycle, menopause, sperm production and ejaculation); 4) describing internal male organs and prostate problems; describing the role of hormones in male and female sexual behavior; 5) applying Masters and Johnson four-phase sexual response cycle and Kaplan's three-phase cycle of sexual response in a clinical setting.

CPS / CCS 702 – Developmental Sexuality 3 Credits/14 Class Hours

Course content will include 1) describing the process of psychosexual development and how individual patterns of sexual orientation and behavior develop through the interaction of biological, social, cultural, and psychological factors; 2) developing a practical understanding of sexuality in infancy, childhood, and adolescence, adult sexuality and relationships; 3) teaching students to provide sex education to children, adolescents, and adults according to their developmental status.

CPS / CCS 703 – Socio-Cultural Factors in Sexual Values and Behavior 3 Credits/14 Class Hours

This course explores sexuality from historical, religious, and cultural perspectives. It will focus on 1) Various cultural sexual practices, such as genital mutilation, polygamy, and castration; 2) The primary influences on sexuality in the Western World, originating from the Torah and the Bible; 3) Sexual diversity as it exists in various subcultures within the United States; and 4) how the media and the internet influence sexual attitudes and behavior.

CPS / CCS 704 – Gender Identity 3 Credits/14 Class Hours

This course will focus on 1) the gender identity spectrum; 2) the therapist's role in treating gender variant clients; 3) therapeutic needs of transitioning people throughout the lifespan; and 4) assisting family members and partners of transitioning people.

CPS / CCS 705 – Diagnosis of Sexual Dysfunctions and Disorders 3 Credits/14 Class Hours

This course will define atypical sexual behavior in the context of culture, history, and the law. It will cover DSM diagnoses for sexual dysfunctions and paraphilias, differential diagnoses for sexual dysfunctions and how to distinguish as well as understand the causes. Students will learn how to define and diagnose sexual addiction, complete a diagnostic interview and be able to screen for medical causes of dysfunction.

CPS / CCS 706 – Medical Factors Related to Sexuality and Sexual Functioning 3 Credits/14 Class Hours

This course will define the DSM sexual disorders with medical origins and focus on symptoms, factors increasing susceptibility, and prevention. Students will learn how major disabilities may affect sexual function and expression; coping and enhancement strategies for people with disabilities; how surgical procedures may affect a woman sexually, physically, and emotionally; hormone replacement

therapy; the incidence of, symptoms of, and treatment alternatives for penile cancer, testicular cancer, prostatitis, benign prostate hyperplasia, and prostate cancer.

CPS / CCS 707 – Treatment of Sexual Dysfunctions and Disorders 3 Credits/14 Class Hours

This course will review the differing diagnoses and the underlying characteristics that will determine treatment. It will cover different treatment interventions based on nature of the disorder and dysfunction and students will learn to be able to effectively implement behavioral, cognitive, and trauma interventions according to individual cases. It will discuss how to incorporate risk reduction into any therapeutic intervention.

CPS / CCS 708 – Sexually Transmitted Infections 3 Credits/14 Class Hours

This course will cover the statistics for age and population groups regarding prevalence of the various STIs. It will describe cause, incidence and transmission, symptoms and complications, and treatment for viral and bacterial STIs, as well as vaginal infections and ectoparasitic infections, including pubic lice and scabies. It will cover the basics of HIV: what it is, how it is transmitted, how transmission is prevented, and which populations are more susceptible to transmission and why.

CPS / CCS 709 – Victims and Victimology 3 Credits/14 Class Hours

This course will define the terms related to victims and victimology. Students will learn to recognize types of victims and issues specific to type. Content will include bias toward victims, victim-blaming, and issues between victims and the criminal justice system; it will also cover the process of restorative justice. Students will learn to utilize a variety of interventions appropriate to victim type.

CPS / CCS 710 – Research on Sexual Dysfunctions and Disorders and deviancy 3 Credits/14 Class Hours

This course will cover the advantages and disadvantages of the following research methods: case study, survey, direct observation, and experimentation. Students will become familiar with the major sex researchers and their contributions to the field, including Henry Havelock Ellis, Richard von Krafft-Ebing, Sigmund Freud, Theodore Hendrik van de Velde, Alfred Kinsey, Leah Schaefer, Masters and Johnson, Helen Singer Kaplan, and National Health and Social Life Survey. Students will review recent research relating to sexual functioning, disorders and deviancy and become familiar with the major research journals.

CPS / CCS 711 – Group therapy in treatment of sexual dysfunctions, disorders, and deviancy 3 Credits/14 Class Hours

This course will cover group treatment and the life cycle of group sex therapy. Group focus includes both support and school age groups interviewing for group placement and setting of group rules and confidentiality. Students will become familiar with the major components and dynamics of group therapy in treatment of sexual dysfunctions, disorders, and deviancy. Students will learn to run short term, long term, and open-ended support groups; also covering understanding cultural variations and development stages in group dynamics.

CPS / CCS 712 – Legal, Ethical and Forensic Issues in Sex Therapy 3 Credits/14 Class Hours

This course will review the Codes of Ethics of several organizations, including ATSA and AASECT.

It will cover the basics of Ethical Decision Making and ethical questions related to specific areas, such as conversion therapy. Students will learn how therapists and psychologists come to violate the laws regarding sexual relationships with patients and be able to clearly differentiate between the therapist-patient relationship and the forensic arena and understand the boundaries of each. The course will also focus on forensic assessment and testifying in court.

CPS / CCS 713 – Forensic Sexology, Sexology of the Law

3 Credits/14 Class Hours

Course content will include 1) education on the court, counsel and probation regarding offenders; 2) proper document of treatment needs; 3) written clinical evaluation of the psychological and sexual dynamics leading to sexual offending; 4) determining the offender's risk for re-offending; 5) determining amenability for psychological and psycho-sexual treatment; 6) development of recommendations for the conditions of treatment and supervision of the offender; 7) identifying the optimal setting, intensity of intervention, and level of supervision necessary; 8) identifying offenders who should not be referred for community-based treatment.

CPS / CCS 714 – Treatment of Juvenile Sexual Offenders

3 Credits/14 Class Hours

This course will focus on 1) the philosophy of treatment of juvenile sexual offenders; 2) knowing the "mandatory" reporting requirements for Florida; 3) understand and identify key assessment issues; 4) defining the types of sex offenders as per the DSM 5; 5) defining the legal definitions related to sex offending; 6) recognizing the differing dynamics and underlying motives related to stranger rape, acquaintance rape, child molestation, incest, sexual harassment, sex addiction and paraphilias; 7) best treatment practice according to the type of offense, including cognitive- behavioral, trauma intervention, medical, and group therapy; 8) assessment and treatment of the family of a sex offender; and 9) developing and implementing a treatment plan for sex offenders under supervision.

CPS / CCS 715 – Interaction between Sexuality & Dynamics of Interpersonal & Family Relationships

3 Credits/14 Class Hours

This course will focus on 1) the various theories about love, attraction and attachment, i.e.: Sternberg, Lee, Gottman, et.al. and the brain chemistry of attraction; 2) how cultural and social influences determine and impact relationships and family structures; 3) strategies for communication and negotiation in relationships and how to implement therapeutic interventions with couples and families; 4) how sexual orientation, transgenderism, sex addiction, and alternative lifestyles impact family relationships; and 5) how sex becomes the presenting problem in relationships while hiding underlying issues, including lack of intimacy and/or control.

CPS 716 – Risk Assessment with Sexual Offenders

3 Credits/14 Class Hours

This course will focus on 1) differentiating between types of sexual offenses and assessing the risk in each category; 2) research on risk assessment and recidivism; 3) actuarial and static risk assessment tools and how to use them in a clinical setting; 4) the impact and effectiveness of supervised release and community control on offender's risk of recidivism; and 5) how to assess effectiveness of psychological, behavioral, and chemical treatment of sex offenders.

CPS 717 – Alternative Lifestyles

3 Credits/14 Class Hours

This course will include 1) the effects of lifestyles on significant others and communities within a social, political, cultural, and economic context; 2) discussions on the role of family, social networks,

and community systems as assets or obstacles in the treatment processes; 3) the applicable methods for incorporating family and social dynamics in treatment processes; 4) assessment of the individual treatment needs of partners and children and implementation of appropriate interventions 5) discussion of multi system relationships including polyamory; 6) implementation of a treatment plan based on the assessment and evaluation; 7) writing letters of recommendation for hormone therapy and surgery; 8) writing support letters; 9) exploration of post-hormone and post-surgical issues; 10) treatment of transgender individuals who are experiencing regret and remorse for their transition.

CPS 718 – Sexuality and Disability

3 Credits/14 Class Hours

This course will focus on to 1) identifying personal attitudes that could create barriers in sex therapy with a person with a disability; 2) identifying physical changes in sexual functioning resulting from a disability or illness; 3) identifying psychological changes in sexual functioning resulting from a disability or illness; 4) diagnoses for changes in sexual functioning per the DSM-V; 5) describing intervention methods for assisting patients and families with sexual issues.

CPS 719 – Sexual Abuse Treatment

3 Credits/14 Class Hours

This course will focus on 1) types of sexual abuse as categorized by behavior, victim, and offender; 2) first response strategies when someone has been abused; 3) how to assess level of trauma and identify mediators of trauma; 4) diagnosis of PTSD symptoms; 5) the principles of recovery: Empowerment, Establishing Safety, Remembrance and Mourning, and Reconnection (from Judith Herman, M.D.); 6) utilization of a variety of trauma interventions and treatments, including EMDR, Rapid Reduction Technique, and Critical Incident Stress Debriefing as applied to sex abuse.

CPS 720 – Sexuality and Substance Abuse

3 Credits/14 Class Hours

Course content will include 1) review of Florida Statute 397 related to addiction treatment programs 2) identification of treatment problems, goals and measurable objectives 3) criteria and methods for evaluating models and theories; 4) the continuum of addiction, including initiation, intoxication, harmful use, abuse, dependence, withdrawal, craving, relapse, and recovery; 5) the behavioral, psychological, social, and health effects of psychoactive substances and the interaction with process addiction.

CPS 721 – Sexual Pharmacology

3 Credits/14 Class Hours

Course content will include hormone therapy protocols, hormone effects and side effects, and informed consent. A review of various surgical interventions for genital reconstruction, chest/breast reconstruction, and other changes to secondary sex characteristics; contraindications for medical interventions. fundamental concepts of pharmacological properties and effects of all psychoactive substances; medical conditions that contribute or otherwise impact addictive behavior.

CPS 722 – Pornography and Media Addiction

3 Credits/14 Class Hours

Course content will include 1) differentiation of sex addiction from paraphilic and sex offending disorders; 2) implementation of a treatment plan based on the assessment and evaluation; 3) evaluation and assessment protocols, including clinical interview, questionnaires, and testing instruments; 4) assessment of co-occurring disorders and how these impact addiction; 5) assessment of body dysmorphic disorders and paraphilic disorders, with treatment recommendations; 6) exploration of personal biases and counter-transference.

Course content will include 1) terms and concepts related to theory, etiology, research, and practice; 2) exploration of the scientific and theoretical bases of treatment from medicine, psychology, sociology, religious studies, and other discipline's perspectives.

## CPS 501 – Internship 1

3 Credits

This internship will evaluate the student's ability to 1) demonstrate knowledge of agency policies and procedures; 2) follow site requirements for file management and paperwork; 3) demonstrate professionalism including relationships with clients, site colleagues and site supervisor; 4) demonstrate a team approach to his/her work at the site; 5) Intern demonstrates a willingness to accept and use feedback related to professional conduct and clinical skills; 6) utilize supervisory feedback to further advance clinical skills; 7) Intern is able to articulate coherent clinical conceptualizations in supervision; 8) seek out supervision and/or consultation appropriately; 9) demonstrate ability to develop a therapeutic relationship with clients; 10) demonstrate ability to develop effective and appropriate treatment plans that lead to a therapeutic contract; 11) demonstrate ability to select and utilize appropriate interventions that support the treatment plans; 12) demonstrate ability to effectively evaluate client progress; 13) demonstrate competence in case management issues (e.g., managing information, missed appointments, crisis management, referrals, termination, etc.); 14) monitor and manage attitudes, personal well-being, personal issues, and personal problems to insure they do not impact the therapy process adversely or create vulnerability for misconduct; 15) demonstrate competence in developing theoretically consistent clinical interventions; 16) demonstrate competence in attending to issues of culture and context with all clients; 17) demonstrate advancement in clinical skills; 18) take appropriate action when ethical/legal dilemmas emerge including developing safety plans as needed; 19) demonstrate competence in the ability to manage intensity and/or chaos in sessions; 20) demonstrate ability to effectively alter course of treatment as clinically appropriate.

Students will complete Internship 1 at Healing Arts Institute of South Florida International or they will find an internship site closest to their location. Sites need to be approved by Healing Arts Institute of Clinical Sexology. Students are responsible for submitting contact hour forms and supervision forms to the Office of Admissions no later than the end of the term. Students are responsible for any expenses they may incur to include but not limited to travel to and from internship locations.

## CPS 601 – Externship 1

3 Credits

This externship will evaluate the student's ability to 1) demonstrate knowledge of agency policies and procedures; 2) follow site requirements for file management and paperwork; 3) demonstrate professionalism including relationships with clients, site colleagues and site supervisor; 4) demonstrate a team approach to his/her work at the site; 5) Intern demonstrates a willingness to accept and use feedback related to professional conduct and clinical skills; 6) utilize supervisory feedback to further advance clinical skills; 7) Intern is able to articulate coherent clinical conceptualizations in supervision; 8) seek out supervision and/or consultation appropriately; 9) demonstrate ability to develop a therapeutic relationship with clients; 10) demonstrate ability to develop effective and appropriate treatment plans that lead to a therapeutic contract; 11) demonstrate ability to select and utilize appropriate interventions that support the treatment plans; 12) demonstrate ability to effectively evaluate client progress; 13) demonstrate competence in case management issues (e.g., managing information, missed appointments, crisis management, referrals, termination, etc.); 14) monitor and manage attitudes, personal well-being, personal issues, and personal problems to insure they do not



impact the therapy process adversely or create vulnerability for misconduct; 15) demonstrate competence in developing theoretically consistent clinical interventions; 16) demonstrate competence in attending to issues of culture and context with all clients; 17) demonstrate advancement in clinical skills; 18) take appropriate action when ethical/legal dilemmas emerge including developing safety plans as needed; 19) demonstrate competence in the ability to manage intensity and/or chaos in sessions; 20) demonstrate ability to effectively alter course of treatment as clinically appropriate.

When students enroll in Externship 1, they may use a contracted site or find an alternate location that is convenient to their work or home state location. Alternate sites for Externship 1 must meet criteria in contract and be approved by administration prior to starting externship. Students are responsible for submitting contact hour forms and supervision forms to the Office of Admissions no later than the end of the term. Students are responsible for any expenses they may incur for travel to and from externship locations.

#### CPS 602 – Externship 2

3 Credits

This externship will evaluate the student's ability to 1) demonstrates knowledge of agency policies and procedures; 2) follow site requirements for file management and paperwork; 3) demonstrate professionalism including relationships with clients, site colleagues and site supervisor; 4) demonstrate a team approach to his/her work at the site; 5) Intern demonstrates a willingness to accept and use feedback related to professional conduct and clinical skills; 6) utilize supervisory feedback to further advance clinical skills; 7) Intern is able to articulate coherent clinical conceptualizations in supervision; 8) seek out supervision and/or consultation appropriately; 9) demonstrate ability to develop a therapeutic relationship with clients; 10) demonstrate ability to develop effective and appropriate treatment plans that lead to a therapeutic contract; 11) demonstrate ability to select and utilize appropriate interventions that support the treatment plans; 12) demonstrate ability to effectively evaluate client progress; 13) demonstrate competence in case management issues (e.g., managing information, missed appointments, crisis management, referrals, termination, etc.); 14) monitor and manage attitudes, personal well-being, personal issues, and personal problems to insure they do not impact the therapy process adversely or create vulnerability for misconduct; 15) demonstrate competence in developing theoretically consistent clinical interventions; 16) demonstrate competence in attending to issues of culture and context with all clients; 17) demonstrate advancement in clinical skills; 18) take appropriate action when ethical/legal dilemmas emerge including developing safety plans as needed; 19) demonstrate competence in the ability to manage intensity and/or chaos in sessions; 20) demonstrate ability to effectively alter course of treatment as clinically appropriate.

When students enroll in Externship 2, they may use a contracted site or find an alternate location that is convenient to their work or home state location. Alternate sites for Externship 2 must meet criteria in contract and be approved by administration prior to starting externship. Students are responsible for submitting contact hour forms and supervision forms to the Office of Admissions no later than the end of the term. Students are responsible for any expenses they may incur for travel to and from externship locations.

#### CPS / CCS 401 – Comprehensive Exam

Pass (P)

Comprehensive exam in the form of an oral exam to assess student's ability to apply the theoretical knowledge gained across cases and topics based on their coursework and clinical experiences.

#### CPS / CCS 801 – Clinical Supervision

3 Credits

Practicum, as defined by the Merriam-Webster dictionary, is a course of study for teachers, doctors, nurses, etc., that involves working in the area of study and using the knowledge and skills that have been learned in a school.

Students will present cases from their clinical practices and review case studies provided by the supervising instructor. They will apply the major models of sex therapy for clinical social work, marriage and family therapy, mental health counseling, or psychology. Students will gain and apply skills to develop a personal model of clinical work and practice preferred styles of therapy. They will discuss the co-evolving dynamics of therapist-client relationships, explore distinctive issues that arise in sex therapy and counseling, and address the contextual variables in practice such as culture, gender, ethnicity, power and economics. Students will become familiar with and demonstrate the ethical, legal, and regulatory issues of clinical sexology practice. They will discuss the role of evaluation and assess evaluation tools during supervision. The variety of cases will prepare students for the comprehensive examination.

Clients will be engaged through the student's private or agency practice, internet marketing, support groups, and word of mouth. All clients will provide informed consent to being treated by a student under supervision. As a prerequisite for practicum, students will be licensed or license-eligible to provide counseling to clients independently.

The supervision will be in the form of case consultation sessions where students will present written case logs, excluding identifying information, that will be discussed with the supervisor and other participating students. The supervision consists of case discussion and review, reading appropriate materials, and the implementation of treatment interventions by the supervisor. Students will see clients in their own professional offices. Supervision will take place via HIPAA Compliant online platform.

It will be the student's responsibility to maintain a case log during supervision. The log will contain the date, type of case, client's age, gender, marital/relationship status, DSM-5 codes and the modality of therapy used. The supervisor will keep a similar log. Template of case log can be found on the HAI student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

CPS 901 – Dissertation Research Project

15 Credits

The student's capstone project in which the student works on the development, writing, and defense of the dissertation or doctoral project. The Dissertation Research Project demonstrates the ability to be able to articulate and demonstrate to other mental health professionals their specific area of expertise on a subject pertaining to the field of sexology. When approved, students register for the three (3) terms of five (5) credits courses for a total of fifteen (15) credits.

CPS 910 – Dissertation or Doctoral Project

Pass (P)

Continuation of Dissertation or Doctoral Project course (CPS 901) after required fifteen (15) credits. Students will register for this course until the completion of Dissertation or Doctoral Project, not to exceed seven (7) years.

# **Student's Rights and Responsibilities**

## **Student Rights**

Students have the right to the following.

- All statutory rights – laws passed by Congress.
- Privacy right-information in students' records.  
Protection from improper disclosures.
- Civil or federal right – right secured under the federal constitution or federal civil right law (freedom of expression, assembly).
- Make their own academic decisions.
- Access adequate academic advising.
- Quality instruction and/or educational experiences.
- Access to the instructor throughout each course.
- Information regarding application procedures.
- Information regarding tuition, fees, refund policies and procedures.
- Information regarding how satisfactory academic progress is determined.

## **Student Responsibilities**

Students have the responsibility of the following.

- Pay all tuition, fees, and other expenses.
- Comply with the Student Conduct Policy.
- Be aware of the educational objectives of the institution, comprehend the Healing Arts Institute of Clinical Sexology evaluation criteria, and maintain satisfactory academic progress.
- Conduct their academic affairs honestly. Students will not cheat, plagiarize, falsify their academic records, or otherwise misrepresent their work.
- Take appropriate action when informed of grade deficiencies.
- Know their due process guarantees and understand the appeals procedures.

## **Privacy of Records**

Healing Arts Institute of Clinical Sexology maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance. These records are available for review by current and former students upon written request to the Office of Admissions. However, the Office of Admissions will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid. The Institute is regulated by FERPA (Family Education Rights and Privacy Act) which limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name, b) address, c) dates of attendance, d) degree and awards received. Requests for such information must be submitted in writing to the institution. The institution reserves the right to refuse the above information if the reason for the request is not considered to be sufficient need to know. Any student or parent not wishing to have this information disclosed should notify the Office of Admissions in writing before September 1 of the relevant School year. Students do not have the right of access to educational records until they have been admitted to and have actually begun attending Healing Arts Institute of Clinical Sexology. There is

no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms. Parents or eligible students will be provided a hearing by the institution if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record. If students are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the student or parent(s) may file a complaint with the U.S. Department of Education.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his or her education records. These rights include

- The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. A student should submit to the Office of the Institute Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the Institute Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the Office of the Institute Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the Institute Registrar of his or her right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605 concerning alleged failures by Healing Arts Institute of Clinical Sexology to comply with the requirements of FERPA.

Healing Arts Institute of Clinical Sexology hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion.

- student name
- local and home address

- telephone numbers
- email address
- Photo ID
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date

## **Student Code of Conduct**

The institution is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the institution as defined by the institution administration or with the rights of other members of the institution cannot be tolerated. Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the institution's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the institution retains the power to maintain order within the institution and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or institution policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Student violations of conduct standards, institution policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs, or through the individual college when appropriate. An academic unit, as a result of professional education standards/requirements may have additional procedures to address student misconduct. Student violations of sexual misconduct/discrimination will be handled by the Office of the Vice President of Student Affairs, following an investigation by the Title IX Coordinator. Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

All **student organizations** are subject to institution rules and regulations concerning conduct as set forth in this handbook, whether an incident occurs on campus or anywhere off campus.

Procedures for investigating and adjudicating each kind of incident are provided later in this handbook. In circumstances where this handbook defines a violation more stringently or differently than local or state law, the handbook's definition shall supersede. The institution is not limited or bound to the definitions contained in local or state statutes or case law in addressing code of conduct violations.

## **Institution Withdrawal or Termination**

Students may withdraw from the Institute at any time. Financial obligations in the event of withdrawal are described in the Cancellation and Refund Policy.

Students may be terminated from the Institute for the following reasons.

- Failure to maintain contracted payment schedule.
- Failure to maintain minimum academic requirements (see Grading System).
- Non-adherence to any student responsibilities.

## **Drug-Free Schools and Campuses Policy**

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R, part 86), Healing Arts Institute of Clinical Sexology has adopted the following policy for all academic units, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drug(s)\* and the abuse of alcohol are prohibited in and on Healing Arts Institute of Clinical Sexology owned or controlled property and as a part of any of its activities. No Healing Arts Institute of Clinical Sexology student shall report to school while under the influence of illicit drugs or alcohol.

\*The term *illicit drug(s)* refers to all illegal drug(s), and to legal drug(s) obtained or used without a physician's order. This policy does not prohibit the use of prescribed medication under the direction of a physician. However, in accordance with Federal law, HAI does not permit the possession or use of marijuana on HAI property or during HAI -sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law is prohibited on HAI property and during HAI -sponsored activities.

Any Healing Arts Institute of Clinical Sexology student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Additionally, HAI will impose sanctions on both individuals and organizations for violations of these policies. Serious disciplinary sanctions, including suspension or expulsion, can result from violations of this policy.

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. The Federal Sentencing Guidelines outline Federal penalties for trafficking in drugs. In addition to the Federal Sanctions, Florida State Statutes provides sanctions regarding the use, possession, and/or sale of illicit drugs and the abuse of alcohol. For further information, please refer to Chapters 316 and 893 of the Florida Statutes, or consult with a legal representative of your choosing.

There are serious health risks associated with the abuse of drugs and alcohol. If you, or a fellow student, has a problem with abuse of drugs and/or alcohol, help can be provided please see administrative staff for assistance.

Additional information regarding the Institution policies and additional resources for students are available on HAI student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

## **Anti-Hazing Policy**

Florida Statute under Title XLVIII, Chapter 1006.63 defines *hazing* as:

any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

Hazing includes but is not limited to the following. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

- pressuring or coercing the student into violating state or federal law
- any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements,
- forced consumption of any food, liquor, drug, or other substance
- other forced physical activity that could adversely affect the physical health or safety of the student
- any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

Hazing is a criminal offense in Florida under the Chad Meredith Act. Healing Arts Institute of Clinical Sexology shares the national concern over the negative effects of hazing on the campus environment. HAI takes a strong stance against hazing, and strictly enforces anti-hazing policy by taking swift action against any instances of hazing and will refer to local or state authorities for criminal prosecution whenever appropriate. HAI is dedicated to ensuring that hazing has no place in campus life.

**How to report.** Anyone with knowledge of a suspected act of hazing should contact the Institution. Healing Arts Institute of Clinical Sexology faculty and staff have a duty to report any such acts. Reports can be made to Thelma Tennie, Ph.D., LMFT via phone, (954) 459-147, or e-mail [dr.thelmatennie@healingartssfl.org](mailto:dr.thelmatennie@healingartssfl.org), or in writing to the Office of the President, 4699 North State Road 7, Suite B1, Tamarac, FL 33319. Reports can be made anonymously. Healing Arts Institute of Clinical Sexology will maintain the confidentiality of anyone who reports an incident of suspected hazing.

## **Prohibition of Sexual Harassment**

*Sexual Harassment* is defined as:

any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.

Healing Arts Institute of Clinical Sexology has a strong policy against sexual harassment and any such behavior will not be tolerated. Instructors and staff are prohibited from dating or engaging in other sexual relationships with any student- future, current, or graduated. They are prohibited from making quid pro quo offers to students or in any way creating a hostile learning environment. Complaints from students will be made to the Director, who will meet with the instructor or staff member and formulate a corrective action. An instructor or staff member will be subject to termination if it is determined that a student was sexually harassed.

A sexual harassment allegation will be investigated as an Administrative Grievance (see Grievance and Appeal Procedures). Additionally, if the Director or the arbiter determines that the grievance involves issues of sexual harassment or discrimination, a determination as to any interlocutory measures needed and/or whether charges will be filed and pursued against the offending party under the guidelines of the Equal Employment Opportunity Commission (see [http://www.eeoc.gov/laws/types/sexual\\_harassment\\_guidance.cfm](http://www.eeoc.gov/laws/types/sexual_harassment_guidance.cfm))

## **Student Services**

The Director, Administrators, and Instructors are all available via email and telephone for all student services. The faculty and staff of HAI have up to a seventy-two (72) hour time to return all phone calls and email communications within normal business hours.

### **Academic Advisement**

Dr. Tennie - Director, Dr. Nixon – Dean of Students, and Ms. Hamilton – Admissions Office, are trained in Admissions. They will provide academic advisement for prospective and current students. Current Ph.D. students will seek consultation on dissertation topics from doctorate level faculty and/or board members. Doctorate level faculty and/or board members will provide advisement based on their own areas of concentration. If students need to change their designated program or degree plan(s), they should contact the Office of Admissions to assist with plan changes.

\*Reminder changes in program/degree plans could result in delaying the completion of the program/degree. Students and Office of Admissions will work together to devise a program/degree plan which works for the student, while adhering to when the class(es) are offered.

### **Financial Advisement**

Healing Arts Institute of Clinical Sexology admissions team will review, explain, and assist students with setting up payment plans and payment options. HAI is not eligible to accept financial aid assistance from federal, state, institutional, or private financial aid services on behalf of the student.

### **Personal Advisement**

All Board members can provide consultation with students experiencing personal difficulties. Board members will not provide therapeutic services, but only referrals and recommendations to the students' local resources.

### **Career Services**

Healing Arts Institute of Clinical Sexology does not provide placement services. Healing Arts Institute of Clinical Sexology will make available to students a list of institutions, agencies, and other venues where their services as Clinical Sexologists may be of value. Healing Arts Institute of Clinical Sexology will also assist students with developing a marketing niche for their individual specialties. Records of initial employment of all graduates shall be maintained. Exceptions to this requirement shall be made for those graduates who attend the institution on a student visa or other temporary immigration status and who do not seek employment in this country.

### **Retention Improvement Plans**

Healing Arts Institute of Clinical Sexology will report its retention rate annually as defined by the Commission.



## **Facilities**

The physical location of the classroom is 4699 North State Road 7, Suite B1, Tamarac, FL 33319. It is in an office building and set up with tables and chairs to accommodate up to 18 students. The facility has two bathrooms in the suite, and two additional bathrooms located in the hall. In total the facility has a total of 1,700 feet squared.

The administrative facility office is at 4699 North State Road 7, Suite B1, Tamarac, FL 33319. The administrative assistant works from there and all class preparation and resource materials are there. It is also used as the mailing address. Suite B1 is the business address on the corporation articles.

## **Students with Disabilities**

Healing Arts Institute of Clinical Sexology complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the institution, or be subjected to discrimination by reasons of his or her disability. Student requests for accommodation will be considered on an individual basis in accordance with the Institute's procedures.

## **Library**

At the time of enrollment all students will be given a membership to LIRN (Library and Information Resources Network). Students will have off and on campus access to millions of journals, magazines, newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies.

Our extensive LIRN library is facilitated by our librarian Ms. Stacy Allsop. Stacy comes to us with over 17 years' of expertise and experience, holding a Master of Library Science and a Master of Information Science. Stacy provides each learner with the individual guidance and research strategies to be successful in their learning and research experience at Healing Arts. Stacy also serves as the liaison for access and training of Nova's Alvin Sherman Library to which our learners are granted access.

Students are trained on systems and encouraged to make use of Healing Art's relationship with Nova Southeastern University, to use the online and on-campus public functions of the Alvin Sherman Library. Student will have limited access to the Alvin Sherman Library electronic resources from the computer lab on location at the Healing Arts campus and full access to all electronic and paper resources of the Alvin Sherman Library on the physical premises of the library at Nova Southeastern University's Davie campus.

## **Satisfactory Academic Progress Policy**

Students will be required to submit written assignments throughout their coursework. The grades for these assignments will be based on Satisfactory/Unsatisfactory criteria. If a student submits an Unsatisfactory assignment, they will be allowed to re-do the assignment, up to two re-submissions, until it is Satisfactory. All assignments must be assessed as Satisfactory before the student can sit for the Oral Exam. If a student disagrees with the instructor's assessment of the assignment, they may submit an Academic Grievance in writing to the Healing Arts Institute of Clinical Sexology Director.

Upon completion of the Clinical Sexology Educational components, 81 credits for Ph.D. or 48 credits for Certification, each student will sit in person for an Oral Exam with three (3) Board members who will comprise the Healing Arts Institute of Clinical Sexology Examination Committee. The student will answer questions relating to each content area and be graded by each committee member on ability to treat content-relevant cases. The committee will evaluate the student according to specified criteria. The grade will be based on the average of the three evaluations.

Upon successful completion of the Oral Exam Ph.D. students will continue to work on their dissertation or doctoral project, which is worth fifteen (15) credits.

#### Grading System - Grade Percentage Classification

**A** – 90 – 100 % Able to Treat Complex Cases

**B** – 80 – 89% Able to Treat Most Cases

**C** – 70 – 79% Able to Treat Basic Cases

**D** – 60 – 69% Not Competent Yet

**F** – 0-59% Failing

**I** – Incomplete

**IP** – In Progress (Comprehensive Exam)

**P** – Pass (Comprehensive Exam)

**U** – Unsatisfactory

**WP** – Withdrew Passing

**WF** – Withdrew Failing

### **Probationary Status**

Students must earn a minimum of a “B” in each class and maintain a minimum of a “B” average to successfully complete the program. Any student earning a “C” or less will be given an “I”-Incomplete and be required to re-take the class(es) when the class(es) is offered again according to the calendar. If the student needs to retake any class(es), this will result in paying for class(es) again by the student. The student will be given case studies with resources in order to master the subject. The Healing Arts Institute of Clinical Sexology instructor will be available to develop a remedial plan with the student that will address problem areas. The instructor will monitor the student’s progress and report to the Director. There will be no additional charge for the remedial plan unless the student seeks individual consultation with a consultant outside of Healing Arts Institute of Clinical Sexology.

Students may take up to a year to attain a passing grade. If at any time during the remedial process the instructor and the Director agree that the student is not capable of progressing, the student will be brought in for a meeting to discuss the advisability of continuing the program. At the end of a year, if the student has not attained a passing grade, the student will be dismissed from the program and not allowed to reapply for one year. Re-acceptance will be conditional upon interview with the Director and relevant instructor. Acceptance is not guaranteed.

## **Grievance and Appeal Procedures**

Grievances generally fall into one of three categories: Academic, Administrative, or Sexual Harassment. Below are the procedures for each. Every student has the right to procedural due process during the grievance and appeal procedure.

Grievances which are substantiated by allegations of capriciousness, arbitrariness, discriminatory treatment and/or are contrary to the class syllabus, may be submitted to the Director by the student, in writing, within ten (10) working days from the date of the action or omission involved and after the informal proceedings have been exhausted.

### **Academic Grievance and Appeal Procedure**

Students who do not maintain their grades as per the Satisfactory Academic Progress Policy and who believe they were graded unfairly may submit an Academic Grievance to the Director and the Board.

Academic grievances related to an Unsatisfactory Grade of a written assignment shall be attempted to be resolved by the student requesting a meeting directly with the course instructor. If the Grievance is not resolved, then the student will request a meeting with the Student Advisor. If the Student Advisor is the instructor, then a meeting will be scheduled with the Director. This formal meeting will be scheduled within ten (10) days, when the Student Advisor or Director will have had time to review all relevant information pertaining to the grievance, as well as to review all applicable Florida Rules and Statutes.

If the complaint is not resolved nor an agreement could be reached, an arbiter will be chosen from the Healing Arts Institute of Clinical Sexology Board. The arbiter will review the student's work or issue and submit their decision within 15 working days from the date of the appointment.

If the student wishes to appeal the decision of the arbiter, the student may contact the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

As per the Satisfactory Academic Progress Policy, students must earn a minimum of a B on the comprehensive exam to successfully complete the program. If the grievance pertains to the exam, the student may submit a formal grievance to the Board members who sat on the Healing Arts Institute of Clinical Sexology Examination Committee. They will review their evaluations of the student's performance and respond within fifteen (15) days. If the grade is not changed but there was disagreement between two members of the Healing Arts Institute of Clinical Sexology examination committee as to the student obtaining a passing grade, the student may be re-examined by another Board member within thirty (30) days. That grade will be final.

### **Summary Suspensions**

A summary suspension is defined as an immediate suspension decision from Healing Arts Institute of Clinical Sexology. The Director may suspend any student for any major violation as defined in this document, when the conduct involved constitutes a threat to the safety and/or welfare of the program, instructors, guests or other students; is detrimental to the image or best interest of the program; or for any other reason stated in any institutional documents. The student will be notified either personally or by certified mail of the summary suspension and the basis for said suspension. Summary suspensions are interlocutory measures which are not appealable.

In cases of summary suspensions, the Director will appoint a Quality Assurance Committee (QAC), made up of two additional Board members, within ten (10) working days from the date of notification to the student of the summary suspension, to determine within fifteen (15) working days of the appointment of the QAC, whether the suspension will be maintained or rescinded and for the adjudication of the charges in a formal procedure. Both issues will be consolidated into one formal hearing. All charges and issues will be included in the notification as required for a formal hearing.

The Director will issue a resolution within fifteen (15) working days of the receipt of the report.

Students whose conduct is found to be unprofessional will be expelled from Healing Arts Institute of Clinical Sexology with no further option to appeal or return. Furthermore, as required by F.S. 490 and 491, a report regarding the unprofessional conduct will be made to the student's licensing board.

### **Administrative Grievances Against the Director or Instructor**

Each student who initiates a grievance against Healing Arts Institute of Clinical Sexology or against whom Healing Arts Institute of Clinical Sexology must act has the right to procedural due process.

Grievances are addressed in face-to-face meetings when the complainant chooses to verbalize a problem. If a grievance is presented in writing, the Director will reply in writing and every attempt is made to rectify the issue. If a grievance is unable to be rectified in this manner, another Board member will mediate the issue.

A student may present a grievance against the Director or another instructor for conduct or actions not covered under the Academic Grievances section of this Manual, in the same procedure as an Academic Grievance.

The Director will investigate the grievance. If the grievance is against the Director, another Board member will be appointed to investigate.

If the Director determines that the grievance is groundless, the grievance will be dismissed, and the student will be informed thereof in writing within twenty (20) working days of date of receipt of grievance.

If the Director determines that there are grounds for sexual harassment or discrimination, they will notify the parties that the grievance will be investigated by the Board. The Director will send a written notification to the student and the alleged offender of the decision to pursue the grievance as a sexual harassment claim and will schedule a formal hearing.

If the Director determines that the alleged offender's conduct was contrary to their position as instructor, they will present a fact-finding report to the Board for the proper action. This report will not include recommendations. The Board will meet to determine an action, which will include termination of the instructor if the Board agrees with the Director.

### **Appeal Procedure**

If the student wishes to appeal the Board's determination, then they may follow the procedure for a Formal Hearing.

## **Formal Hearing**

A formal hearing is any meeting between Board members or between Board members and a student and/or instructor, for the purpose of assessing any complaints or grievances and deciding as to recommendations for resolution of such complaints or grievances. All formal hearings will be documented with minutes noting the time, place, and attendance of the meeting, as well as, the content of the meeting.

Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, 850-245-3200 or toll free at 888-224-6684.

## **Special Conditions and Requirements to Receive Educational Services from Healing Arts Institute of Clinical Sexology**

In the case of a student who is found to be lacking in any of the following:

- compliance with the academic and professional requirements as per the student's Licensing Board and applicable Code of Ethics for that Board's academic and clinical skills
- ethical and interpersonal skills and behavior.

The Director will require an evaluation of the student by a professional in human conduct of the student's choice. The student will be placed on a Leave of Absence status until such time as they are competent to continue academic and clinical studies. If the student is not competent to resume studies within one year of the Leave of Absence, they will be terminated from the program. If the student wishes to re-apply, they will need to submit evidence of ability to conduct themselves in an ethical and professional manner. A determination of re-acceptance will be made by the Director and another Board member.

During the Leave of Absence, a report will be submitted to the Director to determine if and/or when the student will be qualified to continue pursuing studies in the Program. If, from the evaluation, it is learned that the student needs professional help, the student will be required to seek the recommended professional help. It is the student's responsibility to seek the recommended professional help at their own cost or under their medical plan.

The Director reserves the right to decide of the student's status, taking into consideration the best interests of the student and the Program's other students. This not bound by the evaluation submitted by the student and will decide based on her professional judgment based on all available information.

If the Director determines that the student violated their licensing Code of Ethics, a report will be made to that Licensing Board advising of the violation.

Healing Arts Institute of Clinical Sexology has a clear commitment and policy of compliance with all laws and regulations applicable to qualified students challenged by a disability. Once a qualified student officially notifies the Program Director of the existence of a disability, they will attempt to reasonably accommodate the student in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act.

When a student is medically, mentally and/or emotionally disabled, which renders them not qualified to receive educational services, such students shall apply for a leave of absence. Should the student decide

to return to the program, medical evidence providing support of the student's request will be required prior to re-admission.

A student is not qualified to receive educational services from Healing Arts Institute of Clinical Sexology if they poses a direct or imminent threat to the health, safety or welfare of others, or whose conduct (past or present) of which official knowledge has been obtained, is detrimental to the image or best interest of the program and its constituencies and may be summarily suspended.

If the Director has reasonable basis to believe that the student is a person challenged by a disability, but otherwise qualified to study in the program, they may request medical or professional evidence about any disability. All reasonable accommodation alternatives available will be provided. If the student is found not to be qualified to pursue studies in the program, or if the Director determines that no reasonable accommodation can be made, the student will be notified within twenty (20) working days of the date of the decision.

The student has 10 (ten) working days to present an appeal through the same process described in the Academic Grievance section.

## Legal Control of Healing Arts Institute of Clinical Sexology

Healing Arts Institute of Clinical Sexology is a private not-for-profit Institute founded in January 2020 by Thelma Tennie, Ph.D., LMFT, Certified Clinical Sexologist.

Healing Arts Institute of Clinical Sexology utilizes a common catalog under the common and only ownership of Healing Arts Institute of South Florida International, Inc.

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