



AKAMAI UNIVERSITY

Institute for CAM Studies



Institute General Information Document

18 January 2016

Mission: Akamai University – Institute for CAM Studies degree programs at Akamai University was created as a framework to support a variety of educational levels dedicated to promote complementary and alternative medicine practice, research and teaching.

Background: In January 2016 the dream to have a centralized location for CAM studies addressing multiple educational levels be available to those interested in CAM being their life path was achieved. This document will serve as information to become familiar of what is offered, costs, academic process and achieve the educational goal.

Degree Awarding: Akamai University awards the degree that is compliant with criteria required by AU's international accrediting body and the laws of Hawaii where the University is located. Energy Medicine Partnerships International is a 501 c 3 non-profit organization established under the leadership of Dr. Mary Jo Bulbrook who has over 36-year academic career in major institutions in three countries with active CAM practice, teaching and research alongside her university responsibilities.

1. Institute Affiliated Partners:



Douglass Capogrossi, Ph.D., President, Akamai University
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From this rich base the Institute was established a primer program to account for the diverse population with varying interests that center CAM training. The Institute evaluated and recognizes appropriated completed prior training in order to establish criteria that ensures building a solid foundation for the educational goals of the student. Dr. Bulbrook, Dean of the



institute is joined by a core of experts in the CAM field as adjunct faculty who are all dedicated academics and professional committed to promote the impact of CAM on health and healing providing an integrated health services approach.

2. Inquiry Stage

All Akamai University – Institute for CAM Studies candidates who anticipate pursuing coursework with the AU Institute programs are requested to make contact directly with the Institute for CAM Studies via the following contact information:

Mary Jo Bulbrook, EdD, CEMP/S/I, HTCP & Instructor

Institute for CAM Studies, Founder & Dean

Energy Medicine Partnerships International
3211 Gibson Rd, Durham, NC 27703, USA
[www/energymedicinepartnerships.com](http://www.energymedicinepartnerships.com)

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Consultation with the University may be made via the following contact information

Douglass Capogrossi, Ph.D., President

Akamai University

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Hilo, Hawaii 96720 USA
Tel: 1 (808) 934-8793
Fax: 1 (809) 443-0445

dcapogrossi@gmail.com

<http://www.akamaiuniversity>.

3. The Preliminary Academic Portfolio Review

Students are permitted an initial brief interview regarding their interest in entering the Institute at no charge. However, once it is established the student is interested, there is opportunity to conduct a background review with the Dean of Institute for CAM Studies to assist them with the selection of the most effective and appropriate program for enrollment. It is the position of the University and the Institute that students pay to the Institute a small non-refundable \$100 fee prior to application, as a transcript and portfolio review fee to allow the determination of the correct program for enrollment and to identify completeness of prerequisites to be added to the desired program. This spiritually guided process, may also be a time for Institute for CAM Studies Dean or deputy director to identify the student's research topic and methodology and to prepare a preliminary study plan and timeline for enrollment

This review may be videotaped to support the candidate under consideration to have a clear path of possibilities for what the options are as this is a spiritually guided process rather than an intellectually verbal traditional interview. If the student does not want this analysis done the step may be skipped and move to the formal review that includes only college transcripts and letter of intent review.



4. Formal Application Stage

The Institute for CAM Studies applicants wishing to enter the Akamai University programs are expected to follow the special application process outlined in a document shown on the Institute Enrollment Page. Those students from programs where there is a special arrangement refer to the documents that outline the scope of their requirements.

The minimum student application package should include the following information and materials, with English-language translations, to be submitted to the Institute headquarters, later to be transferred to Akamai University offices in Hawaii by the Institute.

The Content of the Admission Application

Following are listed the documents required at the time of application:

- ✚ A completed and signed Akamai University - Institute for CAM Studies Admission Application in the format approved by the University, which includes the mandated disclaimers required by the laws of the State of Hawaii, United States of America, accreditors, and appropriate international entities
- ✚ A cover letter address to the Akamai University – Institute for CAM Studies prepared by the student identifying the proposed field of study and describing, in some detail his or her CAM interests for the profession and research, the desired academic preparation and background experience with CAM practice.
- ✚ Copies of the student's prior college transcripts and records of non-college training including transcripts of training, licensing, from professional awarding bodies in appropriate fields.
- ✚ The student's complete and up-to-date resume or CV
- ✚ A copy of the applicant's government approved photographic identification card or information pages and photograph from the passport.
- ✚ The one-time academic portfolio review fee (US\$100) payable to EMPI before submission of the application, if not previously submitted for the review
- ✚ A one-time application fee (US\$50 for basic application or US\$100 for portfolio review as defined previously) payable to EMPI together with the application materials.
- ✚ Applications should clarify for the Akamai University – Institute for CAM Studies the depth and array of research preparation classes previously completed, and identify any papers published in peer-reviewed journals.
- ✚ Applicants should provide evidence and assurance that they can access appropriate learning resources including texts, journals, periodicals, databases, video and audiotapes, online resources, relevant reference materials, and manuals of effective research and writing. Enrollment in Questia Media Library is acceptable assurance of library access.



The applicant should make notation within the cover letter regarding access to learning resources.

- ✚ Students must demonstrate access to a computer, a telephone, and a confidential email account and the Internet. The University relies upon these electronic vehicles to support its major teaching and learning activities, and its formal review activities, and as a means to support effective interaction between students and faculty, and to transmit formal documents, instructions and written assignments to the student. The applicant should make notation within the cover letter concerning these expectations.

5. Functions of the Akamai University – Institute for CAM Studies Admission Committee

The Akamai University – Institute for CAM Studies Admission Officer will undertake ongoing communications with the applicant related to the status of the application, by email, telephone, Google Hangouts +, or Skype. Once all of the needed application materials have been received, the Akamai University – Institute for CAM Studies Admission Committee will be called to order to review the application for admission. The Institute Admission Committee will include the CAM Program Dean or assigned alternative, Akamai University – Institute for CAM Studies Admission Officer, and the AU President or an assigned alternative..

The Committee prepares both the Faculty Committee Assignment Form and the Academic Admission Review Report with the decision to accept clearly indicated. The Akamai University – Institute for CAM Studies Admission Committee will then issue a formal decision to accept, to accept with conditions, or to reject, and notify the University via issuance of the Admission documents. Thereafter the applicant will be issued the following enrollment materials. These materials will be sent via email attachment, with follow-up by post, and a copy of the documents will be sent to all appropriate parties.

Akamai University

- The letter of acceptance signed by the Akamai President and Dean of the Institute including directions to make immediate contact with the Akamai University – Institute for CAM Studies to receive the following informational materials.

Akamai University – Institute for CAM Studies

- An enrollment details form showing Dr. Mary Jo Bulbrook, as Chair and Program Director.
- A link to the program overview for the Akamai University – Institute for CAM Studies which controls the elements of study.



- The Tuition Agreement, showing the amounts agreed to be paid to Akamai University – Institute for CAM Studies with the down payment and installment payment dates.

6. Registration Stage

Once the new student has received the letter of acceptance from the University, and has made contact directly with the administration of the Akamai University – Institute for CAM

7. Finances

Students sign Akamai University – Institute for CAM Studies Registration Agreement and Tuition Installment Agreement. Upon receipt of a copy of the signed Registration Agreement, Akamai University shall issue the formal letter acknowledging registration bringing the student officially into the Akamai University – Institute for CAM Studies. A copy of the document will be dispatched by email and post with copies to appropriate parties.

Akamai University – Institute for CAM Studies will issue an invoice for the student’s first tuition payment and an installment agreement of the student tuition payable, according to the following instructions

Minimum Tuition and Fees

The following chart includes the minimum tuition applicable for all Institute students entering Akamai degree programs. Tuition is payable directly to the EMPI where Institute is managed. All justified refunds will be made within two weeks and must follow published policy of AU and EMPI as listed on their web sites.

Minimum Akamai-CAM Institute Tuition and Fees				
Degree Level	Portfolio Review Fee	Admission Fee	Minimum Credits	Tuition
Certificate CAM	\$100	\$100	12@ \$300	\$3600
CAM Clinician Diploma	\$100	\$100	9@ \$300	\$2700
CAM Practitioner Diploma	\$100	\$100	12@ \$300	\$3600
CAM Specialist Diploma	\$100	\$100	18@ \$300	\$5400
Bachelor of Science Final	\$100	\$100	30@ \$300	\$9000
Bachelor of Science Final 2	\$100	\$100	60@ \$300	\$18000
Master of Science	\$100	\$100	40@ \$300	\$12,000
Doctor of Philosophy	\$100	\$100	52@ \$300	\$15,600

NOTE: The above chart reflects the required minimum credits and tuition relative the programs at the Akamai University – Institute for CAM Studies. Should other classes or credits need to be completed at the Akamai University – Institute for CAM Studies in order to satisfy the minimum degree requirements or necessary prerequisites, the student tuition will be increased at the rate of \$300 per additional credit.



Down Payment and Installment Plans

The following chart indicates the down payment expected from all Akamai University – Institute for CAM Studies students entering the Akamai University programs. The installment plans are also indicated for payment of the balance of the tuition.

Down Payment. The following chart indicates the down payment expected from students entering into CAM graduate programs:

Down Payment for Akamai University – Institute for CAM Studies Tuition			
Degree Level	Tuition Due	Down Payment at Registration	Balance Due by Installments
Certificate CAM	\$3600	\$2000	\$1600
CAM Clinician Diploma	\$2700	\$2000	\$700
CAM Practitioner Diploma	\$3600	\$2000	\$1600
CAM Specialist Diploma	\$5400	\$2000	\$3400
Bachelor of Science Final	\$9000	\$3000	\$6000
Bachelor of Science Final 2	\$18000	\$5000	\$13000
Master of Science	\$12,000	\$3,000	\$9,000
Doctor of Philosophy	\$15,600	\$5,000	\$10,600
NOTE: The above chart reflects a standard tuition payment arrangement for the minimum tuition, down payment, and installments payable by students entering the Akamai University – Institute for CAM Studies. Other arrangements may be negotiated Akamai University – Institute for CAM Studies administrative staff.			

Installment Arrangements. The following chart indicates the available monthly and quarterly installment arrangements for Akamai University – Institute for CAM Studies students entering degree level programs:

Monthly or Quarterly Payment Schedule for AU Tuition				
Degree Level	Registration Down Payment	Balance by Installments	Number of Installments	Installment Amount
Monthly Installment Arrangement				
Certificate CAM	\$2000	\$1600	6	\$291.67
CAM Clinician Diploma	\$2000	\$700	6	\$141.67
CAM Practitioner Diploma	\$2000	\$1600	6	\$291.67
CAM Specialist Diploma	\$2000	\$3400	6	\$591.67
Bachelor of Science Final	\$3000	\$6000	12	\$525.00



Bachelor of Science Final 2	\$5000	\$13000	18	4747.22
Master of Science	\$3,000	\$9,000	12	\$775.00
Doctor of Philosophy	\$5,000	\$10,600	18	\$613.89
Quarterly Installment Arrangement				
Certificate CAM	\$2000	\$1600	4	\$425.00
CAM Clinician Diploma	\$2000	\$700	4	\$200.00
CAM Practitioner Diploma	\$2000	\$1600	4	\$425.00
CAM Specialist Diploma	\$2000	\$3400	4	\$875.00
Bachelor of Science Final	\$3000	\$6000	6	\$1025.00
Bachelor of Science Final 2	\$5000	\$13000	8	\$1650.00
Master of Science	\$3,000	\$9,000	6	\$1525.00
Doctor of Philosophy	\$5,000	\$10,600	8	\$1350.00

NOTE: The above chart reflects a standard tuition payment arrangement for the minimum tuition, down payment, and installments payable by students entering the Akamai University – Institute for CAM Studies. Payment are due the first business day of the month payable. Other arrangements may be negotiated Akamai University – Institute for CAM Studies administrative staff. **Each installment carries with it a \$25 accounting services fee.**

8. Building the Formal Study Plan and Timeline

Immediately following student registration, Akamai University – Institute for CAM Studies leadership staff shall issue to the student the initial study plan worksheet related to the particulars of their program, and undertake detailed dialogue building a completed study plan worksheet, approve and initialed by the Akamai University – Institute for CAM Studies Dean. A timeline will then be designed by dialogue between the Akamai University – Institute for CAM Studies Dean and the student. Once the study plan and timeline are agreed upon by the student and Institute Dean, it is signed and a copy is forwarded to Akamai University headquarters for the necessary archival records, as required by the State of Hawaii and the ASIC accreditors. Note that the study plan and timeline must conform to the minimum program requirements as published on the University website and likewise, recording elements of the University’s policies for the transfer credit documents,

9. Grade Reports

For each student and each class, the Akamai University – Institute for CAM Studies shall submit a grade report upon awarding the class grade, using an approved course grade report together with an updated class syllabus for the class. This permits the required archival records, and monitoring of progress expected of AU by our accreditors. No grades can be awarded in absence of an approved syllabus.



10. Progress Monitoring

On a quarterly basis and at other times, as needed, the University is required to monitor progress of its students and check status of their enrollment. Both students and senior faculty are issued requests for progress reports. This process is a mandated element of the Akamai University accreditation understanding. Following are the minimum monitoring processes:

- ✚ New students are sent a New Student Questionnaire at the onset of their program. This is available online at:
<http://www.akamaiuniversity.us/forms/NewStudentQuestionnaire.doc>
- ✚ The students shall be contacted at the specified durations and provided access to the online Akamai- Student Progress Report
<http://www.akamaiuniversity.us/images/StudentQuarterlyProgressReport.doc>
- ✚ At the completion of each student's program with Akamai-EMPI, the graduate will be asked to complete the Akamai University Graduate Questionnaire:
<http://www.akamaiuniversity.us/GraduateQuestionnaire.doc>

11. Finishing Activities

Once Akamai students complete their program of studies; the University must gather documentation to validate the completion of the program expectations. These are documents designed within Akamai policy, and expected to be gathered by State of Hawaii law and the ASIC accreditors to validate the quality of the award. Needed archival documents include:

- **Course Grade reports** for each class completed submitted by EMPI.
- **Class syllabi** for each class grade that will show on a student transcript.
- **Degree record form** signed by the primary faculty advisor with dates of approval. This summary form itemized the vital approval elements, as a student progresses through the reviews of a degree.
- **Records from final examination** such as Chair's notes or audio-video recordings. This material can be sent to the university immediately following completion of the activity, together with the grade report.
- Copy of approved **research proposal**. The approved proposal can be sent to the university immediately approval, together with the grade report.
- Bound copy of the **research manuscript** with abstract signed by the Committee Chair. The final approval of the degree is delayed until the bound manuscript is received at University headquarters. This material can be sent to the university immediately following completion of the activity, together with the grade report.
- **Record from oral review of research** such as the Chair's notes or audio-video recordings
- Any final tuition that remains outstanding. The bursar clearance from Akamai University – Institute for CAM Studies and Akamai University is needed to receive final approval for awarding of a degree.



12. Completion of the Students

Once the Akamai University – Institute for CAM Studies has submitted the finishing documents for the archival record, the University President authorizes the awarding of the degree and documents are issued to the student, the Institute & EMPI is notified immediately. The completion documents include:

- Letter of completion, signed by the University President
- Akamai University transcript
- Akamai University diploma
- Akamai Graduate Questionnaire

13. Records / Reports to be Transmitted to Akamai to Assure Awarding Degree

Archival documents required for issuance of credits and degrees by Akamai University and the Institute for CAM Studies include the following:

The Application Stage Documents

- Signed Akamai University – Institute for CAM Studies application
- Students cover letter
- Copies of the student's prior college transcripts
- Up-to-date resume or CV
- Applicant's government approved photographic identification
- A one-time application fee (US\$50) payable to Akamai University

The Admission Committee Stage Documents

- Letter of acceptance signed by AU President
- Akamai University – Institute for CAM Studies enrollment details form
- Akamai University – Institute for CAM Studies program overview
- Akamai University – Institute for CAM Studies Tuition Agreement, with down payment and installment arrangement.

The Registration Stage Documents

- Registration Agreement
- Tuition Installment Agreement
- Akamai letter acknowledging registration

Finishing Activities Documents

- All course grade reports for credits to be shown on the Akamai transcript
- Class syllabi for each class grade that will show on a student transcript.
- Degree record form signed by the Committee Chair
- Records validating the final



- Copy of approved research proposal.
- Bound copy of the research manuscript including signed abstract
- Record from oral review of research
- The AU and Institute bursar clearance

16 Completion of the Students

Once the Akamai University – Institute for CAM Studies has submitted the finishing documents for the archival record, the University President authorizes the awarding of the degree and documents are issued to the student. Akamai University – Institute for CAM Studies Dean is notified immediately the degree is ready to be awarded. These completion documents include:

- Letter of completion, signed by the Institute for CAM Studies Dean & EMPI President
- Letter of completion, signed by the University President
- Akamai University transcript
- Akamai University diploma
- Akamai Graduate Questionnaire

All students started in the Institute will be support until completed.
