

KISSED UNIVERSITY OF HEALING ARTS & SCIENCES

STUDENT HANDBOOK

Effective: 11/14/2025

Version 1.0

WELCOME TO KISSED UNIVERSITY

Welcome to KISSED University of Healing Arts & Sciences — where we kiss the mind, teach the wisdom, and make the mission better. We are honored to support your journey into Trichology Science, Herbal Science, Holistic Health & Functional Medicine, and NeoTrichology™.

This Student Handbook outlines your rights, responsibilities, academic expectations, and the policies that keep our university safe, professional, and academically strong.

Enrollment in any course, program, certification, or fast-track pathway constitutes agreement to all policies in this handbook.

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★ 1. INTRODUCTION

This handbook serves as the official guide for all KISSED University students. Policies contained herein apply to:

- Degree pathways
- Fast-track programs
- Certification programs
- CE courses and workshops
- Online and in-person education

The University reserves the right to update policies at any time to maintain academic quality, integrity, and operational standards.

★ 2. INSTITUTIONAL OVERVIEW

KISSED University of Healing Arts & Sciences is a private holistic institution offering:

- Bachelor's, Master's, and Doctoral degrees
- Fast-track pathways
- Professional certifications
- Continuing education
- Clinical workshops

We specialize in integrative, trauma-informed healing arts combining science, psychology, herbal medicine, and functional health.

★ 3. MISSION, VISION & VALUES

Mission

To empower students through integrative education grounded in science, psychology, and holistic principles, preparing them to lead, heal, and transform communities through evidence-based and soul-centered practice.

Vision

To become the premier global institution for holistic health and scalp science, elevating the fields of Trichology, Herbal Medicine, Functional Medicine, and NeoTrichology™ through innovative, trauma-informed, and culturally aligned education.

Values

- Integrity
- Compassion
- Cultural awareness
- Academic excellence
- Trauma-informed practice
- Innovation
- Lifelong learning

★ 4. PROGRAMS OFFERED

- Trichology Certification
- Herbal Medicine Certification
- Holistic & Functional Medicine Certification
- Bachelor of Science Degree
- Master of Science Degree
- Doctoral Degree Programs
- Fast-Track B.S. → Doctorate
- Fast-Track M.S. → Doctorate
- Continuing Education (CE Courses)
- Hands-on clinical labs & intensives

★ 5. ACCREDITATION & BOARD AFFILIATION

KISSED University programs are accredited and recognized by respected holistic boards and associations. However, the University is **not accredited by the U.S. Department of Education (DOE)**.

Degrees may be used for:

- Professional board certification
- Private practice
- Wellness and holistic coaching
- Clinical holistic services
- Leadership roles in the wellness industry

Students acknowledge this upon enrollment.

★ 6. ADMISSIONS POLICIES

Requirements vary by program:

B.S. Degree: High school diploma/GED

M.S. Degree: Bachelor's degree

Doctorate: Master's degree

Fast-Track Programs: Highest earned degree

Certifications: High school diploma/GED

Required documents:

- Government ID
- Proof of education
- Application form
- Application fee (\$250, non-refundable)

Admission Denial

KISSED University reserves the right to deny admission for any reason consistent with institutional policies.

★ 7. TUITION, FEES & PAYMENTS

Tuition is billed per credit hour:

- **\$250 per credit hour**

- **3-credit courses = \$750 each**

All payments are:

- Non-refundable
- Non-transferable
- Due before course access
- Required for labs, workshops, and certifications

See full Refund Policy for details.

★ 8. REFUND & CHARGEBACK POLICY

No Refunds. No Transfers. No Exceptions.

All tuition, fees, kits, labs, and CE courses are **non-refundable**.

Any attempt to dispute or chargeback a payment will result in:

- Immediate removal from all programs
- Permanent ban from re-enrollment
- Legal action
- Collections
- Degree/certification revocation

Full policy is provided on the Tuition page.

★ 9. ACADEMIC POLICIES

Self-Paced Learning

All courses are self-paced and accessible 24/7.

Enrollment Period

Courses may be taken anytime after acceptance and payment.

Course Completion

To earn credit, students must:

- Watch course lecture
- Complete workbook
- Submit assignment

- Pass final exam (70% or higher)
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★ 10. COURSE STRUCTURE & REQUIREMENTS

Each 3-credit course includes:

- 60-minute instructional lecture
- Required reading
- 8–15 page workbook
- 2–3 page written assignment
- Final exam (25–50 questions)
- 135 hours of documented learning engagement

This meets DOE credit-hour standards.

★ 11. GRADING & ACADEMIC STANDARDS

Grading Scale:

- **A:** 90–100%
- **B:** 80–89%
- **C:** 70–79%
- **F:** Below 70%

Academic Probation

Students who fail two courses may be placed on probation.

Course Repetitions

Students may repeat failed courses at full tuition.

★ 12. ACADEMIC INTEGRITY

Violations include:

- Plagiarism
- Cheating
- Sharing exam questions
- Using unauthorized materials

- Submitting AI-generated work without permission
- Falsifying documents

Consequences:

- Removal from course
- Dismissal from University
- Revocation of credentials

No refunds will be issued.

★ 13. STUDENT CONDUCT & PROFESSIONALISM

Students must maintain:

- Respectful communication
- Professional behavior
- Ethical decision-making
- Confidentiality
- Non-harassing behavior

Abusive or disruptive conduct may result in dismissal.

★ 14. TECHNOLOGY REQUIREMENTS

Students must have:

- Internet connection
- Computer/laptop or tablet
- Ability to upload assignments
- Ability to watch video lectures

KISSED University is not responsible for personal device failures.

★ 15. ATTENDANCE & PARTICIPATION

No traditional attendance is required due to self-paced format.

However, completion of all course components is mandatory to earn credit.

Failure to engage in coursework for more than 12 months may result in account deactivation.

★ 16. HANDS-ON LABS & CE COURSES

Requirements:

- Tuition must be paid in full
- Attendance is mandatory
- No refunds for missed labs

Kits & Equipment

Provided materials are included in tuition unless otherwise listed.

★ 17. FAST-TRACK POLICIES

Fast-Track pathways combine degree levels by removing redundant coursework.

Eligibility:

- Proof of prior education
- Application review
- Tuition paid per course

Same academic rules apply as all degrees.


★ 18. DISABILITY & ACCESSIBILITY

KISSED University provides reasonable accommodations for documented disabilities. Requests must be submitted in writing with supporting documentation.

★ 19. COMMUNICATION & SUPPORT

Support is available via:

 Email: admin@kisseduniversity.com

 Support Hours: Mon–Fri, 9 AM–5 PM (EST)

Students should allow 24–72 hours for faculty responses.

★ 20. RECORDS, PRIVACY & FERPA-STYLE PROTECTIONS

All student records are confidential.

We follow FERPA-style privacy practices including:

- Restricted access
- Written permission for record release
- Secure storage of academic records

We do NOT sell student data.

★ 21. DISMISSAL, WITHDRAWAL & REINSTATEMENT

Grounds for dismissal:

- Academic dishonesty
- Harassment
- Chargebacks
- Non-payment
- Violations of conduct
- Fraudulent documents

Reinstatement

Not guaranteed and reviewed case-by-case.

★ 22. CERTIFICATES, DEGREES & GRADUATION

To graduate, students must:

- Complete all required courses
- Pass all assessments
- Pay all tuition and fees
- Be in good academic and conduct standing

Degrees and certificates may be revoked for policy violations.

★ 23. LEGAL NOTICES

All policies herein are legally binding.


By enrolling, students agree to:

- Terms of Use

- Privacy Policy
 - Refund Policy
 - This Student Handbook
 - All institutional regulations
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★ 24. CONTACT INFORMATION

KISSED University of Healing Arts & Sciences

 info@kisseduniversity.com

 Raleigh, NC

 www.kisseduniversity.com