



**We are no longer accepting enrollments
into these degree programs.**

**General Information Catalog
2008**



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President's Statement

Thank you for your interest in American Pacific University's (AmPac) distance learning program. Our purpose is to assist you in advancing and aligning your personal interests for your career and educational aspirations with a program that meets your time and attendance needs. The programs offered by the University School of Esoteric and Hypnotherapy Studies are the Bachelor's Degree in Hypnotherapy and Doctoral level degrees in Clinical Hypnotherapy and in Esoteric Studies. In addition to our distance learning programs, we also have a division within AmPac called The Empowerment Partnership, which runs live seminars and trainings.

Graduates receive a Bachelor of Clinical Hypnotherapy (BCH), a Doctorate of Clinical Hypnotherapy (DCH), a Doctor of Philosophy (Ph.D.) of Clinical Hypnotherapy, a Doctor of Esoteric Studies (DES), or a Doctor of Philosophy (Ph.D.) of Esoteric Studies. Each program is different and designed to fill the needs particular to your chosen field. During the live seminars, various certification options are available.

AmPac offers unique degree programs. We help fill the void in adult education by offering post-secondary studies in areas of consciousness studies for the growing body of individuals who are interested in mind-body-spirit phenomena. We strive to provide learners with the knowledge and skill to engage in the pursuit of a chosen career with broad-based knowledge of the entire field and depth in your chosen area of interest. AmPac programs are flexible and comprehensive while providing the opportunity to pursue your special interests.

The AmPac educational delivery system of Directed Independent Study, via correspondence, with optional seminars and workshops, was chosen as the most efficient method for offering our programs to learners all over the world. Thanks to the versatility available to AmPac learners in designing and completing their programs, we are able to reach learners who, for a variety of reasons, are unable to obtain a degree through traditional colleges and universities. It is our intention to offer you an uncommonly rewarding educational experience.

We welcome you to our community of dedicated learners.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. James', with a long horizontal flourish extending to the right.

Matthew B. James, MA, DCH
President

General Information

Mission and Purpose

The mission of American Pacific University is to provide training and educational programs that allow learners to develop excellence in their understanding of self and others. American Pacific University offers post-secondary degrees through distance learning programs in Clinical Hypnotherapy and Esoteric Studies. Courses are taught via the correspondence method with optional seminars and workshops to enhance skills and knowledge. The programs are designed to equip serious learners with knowledge and expertise in issues of human behavioral science and metaphysics.

We want learners to be empowered to transform their own lives and to encourage transformation in others using holistic, complementary, alternative, and integrative approaches to psychology and human understanding. To accomplish this, learners are exposed to both modern and ancient teachings, explore innovative approaches to the understanding of self and others, and are encouraged to develop their skills and capabilities in order to take the knowledge into the world and be of service to others.

Through their studies and exposure to several types of knowledge, our learners are encouraged to overcome the limitation of the more traditional forms of education. One such limitation is the narrow thinking of many instructors that the material learned must be practiced in a single, highly structured manner. Such instruction often is a one-way street on which the teacher's role is to impart the knowledge, which only he or she possesses, and the learner's role is to accept such knowledge without question, as the whole truth.

We believe that the teaching/learning interaction is one of mutuality between the learner and the educator, and that the responsibility for the learning outcomes has to be shared. AmPac's role in this process is to provide an opportunity for academic pursuits of intellectual growth and development.

AmPac has therefore created a program in which the learner is allowed to study through seminars, tutorials, directed independent study, and approved projects. This approach gives the learner the opportunity to explore a variety of disciplines in the manner that is best suited to that individual.

The method of instruction is primarily directed independent study. However, the learner may also choose to attend seminars and tutorials and participate in approved projects to augment their primary coursework. Curriculum structure is achieved by analyzing the learner's experiential and academic accomplishments and determining academic needs.

Independent study course work methodology requires the learner to meet predetermined performance objectives based on relevant publications and, where applicable, to experience and document practical application. Trained professional faculty supports all learning activity.

Our learners are individuals who possess college-level knowledge gained through a wide range of life and job experiences including college classes, workshops, exploratory reading, professional practice, internships, and many other sources. These experiences will be considered in the design of the learners' individualized programs.



General Information

Objectives • Accreditation

Objectives of the University Include:

1. Engagement in teaching, research, and development leading to innovative techniques and modalities in the fields of Clinical Hypnotherapy and Esoteric Studies in order to provide programs of excellence within those fields.
2. Promotion of experimentation and documented studies which contribute to the arena of human healing, treatment, and training.
3. Assisting learners in their acquiring levels of performance and competence commensurate with the current demands and future developments in their chosen areas of study.
4. Exploring new and innovative theories and techniques to modify adapt, and improve human behavior and its relationship to the universe.
5. Acquaint learners with the broad ramification of theory and application techniques in the field studied.
6. Introduce learners to the most recent and authoritative materials in their area of interest within the field.
7. Elicit from each learner scholarly reports, which demonstrate understanding and application of the principles being taught.
8. Continually add accomplished and qualified faculty, advisors, and staff as necessary to support increased learner body and program offerings.
9. Make genuine contributions to the bodies of knowledge of the specialty areas.
10. Provide a structured curriculum that blends theory with practice.
11. Bring hypnotherapy professionals and practicing esoteric graduates to the highest level of competence.

Accreditation:

American Pacific University is not accredited by an accrediting agency (Or association) recognized by the United States Secretary of Education.

Note: In the United States, many licensing authorities require accredited degrees as the basis for eligibility for licensing. In some cases, accredited colleges may not accept transfer courses and degrees completed at unaccredited colleges, and some employers may require an accredited degree as a basis for eligibility for employment. AmPac does not offer degrees designed for any form of licensure in the various states of the US.

General Information

Non-Discrimination • Nonprofit Corporation

Non-Discrimination Policy

American Pacific University admits learners of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to learners at the school and does not discriminate in administration of its educational policies, admissions policies, or other school-administered programs. For those learners who feel an appeal/grievance is unresolved, they may contact the Academic Review Committee of American Pacific University.

University Address:
American Pacific University
615 Piikoi St., Suite 501
Honolulu, HI 96814

Nonprofit Corporation

American Pacific University is a tax exempt 501(c)(3) nonprofit organization whose mission is to empower its learners to transform their lives and for them to encourage transformation in others using holistic, complementary, alternative, and integrative approaches to psychology and human understanding. American Pacific University is sustained by financial donations and revenues from tuition, products, trainings, and seminars.

Tax-deductible donations can be made by calling (808) 634-9766 or by sending a check in U.S. funds to:

American Pacific University
Attn: Director of Development
615 Piikoi St., Suite 501
Honolulu, HI 96814



The Enrollment Process

Enrollment

To enroll at AmPac, each learner must have completed and executed an updated enrollment application for the School of Esoteric and Hypnotherapy Studies. A preliminary evaluation of the application is made within two weeks of its receipt by AmPac. Application documentation papers must be sent prior to enrollment. In some cases, enrollment is not permitted until documentation is verified. Once a learner is accepted for enrollment, an acceptance letter is sent. Initial courses and other materials are sent within seven days of admission. A learner will be considered officially enrolled when their application is reviewed and approved by AmPac and an updated tuition agreement has been signed. Learners are permitted to begin their coursework only after they have been officially enrolled.

Pursuant to new policies as of June 1, 2007, all learners must have a copy of the application form, a Learning Contract, an Updated University Record Form, and a Tuition Agreement (as applicable). The Learning Contract details a planned course of study for the duration of enrollment in the designated degree program.



Application Materials

The application, together with all available records, e.g., transcripts, diplomas, certificates, etc., serves as the basis upon which past academic, professional, and other experiential learning is evaluated.

Transcripts

Learner files must contain official transcripts within ninety (90) days of enrollment. Learner copies of transcripts from previously attended colleges or universities may be provided for evaluation purposes. However, official transcripts must be sent to AmPac for its permanent records.

International learners must submit high school diploma and university transcripts evaluated by either World Education Service or Josef Silny & Associates, Inc. The learner is responsible for supplying the necessary documents to those evaluation services and ensuring that they have been translated word-for-word into English. The learner is responsible for all transcript evaluation fees. Contact: World Educational Services (WES), P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087, www.wes.org or J. Silny and Associates, 7101 SW 102 Avenue, Miami, FL 33173, www.jsilny.com (also provide translation services).

International Program

AmPac accepts learners from all over the world. Any learner who is not a citizen of the United States and its territories will be considered an international learner. Since all instruction at AmPac is in English, prospective international learners may be required to establish their written and spoken English proficiency. AmPac does not provide visa services for its foreign learners. However, due to the independent study format of the program, it is not necessary to spend an extended period of time at AmPac's campus.

Transferring Credit

Specific requirements for transfer credit vary by program and degree and may be found under each program section. No transfer credit can be given without the University's review of an official transcript from the institution previously attended. The Registrar will determine how many credits will be allowed to transfer. All credits transferred will apply to elective credits; all core courses must be taken at American Pacific University. An appeal of the decision may be made in writing to the Academic Review Committee. The appeal decision is final.

Experiential Learning

Limited credit for prior experiential learning may be granted at the bachelor's level for documented university-level learning experiences. Such experiences must demonstrate a balance between theory and practice and relate directly to the learner's degree program. The Academic Review Committee will be responsible for evaluating experiential learning on an individual basis. A maximum of 15 units of experiential credit may be awarded for the first sixty (60) units of the Bachelor's Program and an additional fifteen (15) units of credit may be awarded for the second sixty (60) units of the Bachelor's Program.

To receive experiential learning credit, the learner should prepare a listing of his/her experiences in chronological order and an explanation of how the experiences related to his/her program of study. The learner should also document the educational objectives gained from each experience. Each experience must be documented in writing. After such experience is reviewed, the learner will be notified of the estimated number of units he/she will receive. If the learner disagrees with this estimate, he/she may request the Vice President of AmPac to examine the experiences and re-evaluate the credit granted. The Vice President's decision will be final. There is a charge of \$100 for the evaluation of prior experiential learning.

Degree Programs

Earning a Degree at AmPac

Degree program credit may be earned in four ways:

1. Assigned Directed Independent Study Courses:

The purpose of the degree program is to provide academically excellent learning acquired on a much more flexible basis than can be accomplished at traditional colleges and universities. This is accomplished by academic work done in the learner's home and/or office. To meet this purpose, AmPac uses a directed independent study model, which allows year-round enrollment.

A list of courses is available upon request. Unless otherwise noted, each course listed is a three-credit course. Each course is designed to require a minimum of 45 hours of study to complete. There is a course syllabus furnished to the learner for each course which identifies important concepts and lists performance requirements.

The performance requirements are designed to facilitate the learner's demonstration of his/her knowledge and understanding of the course material. This provides the basis upon which the learner's academic progress is measured by the AmPac faculty and staff.

In each instance, the learner must demonstrate to the instructor that he/she has mastered a proficiency in the subject area. Reading, investigation, and research are all required of the learner. Written examination/reports must demonstrate that the learner has mastered the subject material.

A separate guide is provided for the writing of the doctoral dissertation as a capstone project. Completed work is sent to AmPac via electronic mail for its evaluation and grading.

Distance learning is prescribed by AmPac via The Learner's Guide to the Preparation and Submission of Directed Independent Course Work for each of those courses required for the degree (chosen by the learner), as Revised February 28, 2007 and December 14, 2007.

AmPac offers its programs for the learner who is not planning to sit for a licensing examination. There is no intent to provide the academic or a clinical training track for a learner seeking eligibility for state or agency licensure and/or certification.

2. Approved Seminars and Training:

A limited amount of credit (depending on the degree program the learner is enrolled in) may be earned by attending approved seminars and preparing a paper documenting the learning experience. Seminars for credit must be approved in advance by the AmPac office. Learners must submit an "Application for Seminar/Training Attendance Form" forty-five (45) days prior to the training event. There have been revisions made to the units to be awarded for seminars based on the number of hours of participation. Call the office at 808.634.9766 or log on to www.ampac.edu to learn more.

3. Approved Projects:

Projects often involve research or experimentation with innovative applications that are directly relevant to the doctoral degree being sought. The learner must submit a written "Project Proposal" for approval prior to engaging in the project. The number of units assigned to a special project will vary, depending upon the complexity and work involved. Doctoral learners may earn a maximum of 15 units by completing one or more special projects.

Projects are not allowed at the Bachelor's level.

No more than half of the learner's remaining electives after subtracting Seminar/Training/Project units may be earned from completing courses in a different discipline.

4. Preparation of a Doctoral Dissertation (required for graduation as a Ph.D.)

The Doctoral Dissertation is required for graduation in any of the Ph.D. programs. Fifteen (15) units are allocated for this requirement. Following the completion of the dissertation, the learner will defend the dissertation either by telephone or in person.

How the Program Works: The learner may choose to complete the entire course of study through assigned work or he/she may choose to complete the degree by using a combination of seminars, projects assigned, directed independent study, and dissertation (if required).

The time it takes to complete a course varies from learner to learner, but it is estimated that each credit hour requires 45 hours of learner study. Since most courses are three (3) credits, it is estimated that 135 hours of learner study are required for each course. The length of time needed to complete a course is dependent upon the amount of time a learner is able to spend during any given period. Learners are encouraged to maintain a consistent effort in their learning experience at AmPac. In order to derive the greatest benefit from the programs, learners ideally will be working on one course and have two or three additional courses on hand. As soon as one course is completed and turned in, the learner can then begin working on the next course.

Completed courses may be submitted by e-mail (unless you have made other arrangements approved by AmPac) and are critiqued by the AmPac faculty in the order they are received. The grade sheet, including faculty comments about the learner's performance, will be returned to the learner within 2-3 weeks. Projects are reviewed and critiqued within 30 days.

When circumstances prevent a learner from completing the program, the learner has two options. The learner may withdraw, or they may seek a leave of absence.

Leave of Absence: A Leave of Absence does not discharge a learner from financial obligations. A request for Deferral of Payment must be made and the Financial Affairs Committee will review the situation separately. A Leave of Absence may be petitioned due to extenuating circumstances. Those circumstances may include: medical leave, death or disability of a family member, natural disaster, or war. The request for leave of absence must be made in writing to the University and must be documented. A Leave of Absence will be granted in six (6) month intervals and may be extended in six (6) month intervals. At no time will a Leave of Absence exceed two (2) years. In order to be considered for a Leave of Absence, a learner must be active in the program and have submitted at least one (1) course.

Withdrawal: The proper form must be submitted and reviewed by the Academic Review Committee. The Committee will determine if any refunds are due.

Earning a degree at American Pacific University, while a notable intellectual accomplishment, requires a learner with high motivation, commitment to self-improvement, and emotional discipline. The faculty and staff of the University are ready to assist learners with both academic and administrative matters by telephone, electronic mail, and facsimile transmissions. The reward is enhanced personal competency and a degree that the graduate will carry with dignity and honor.

Grading

American Pacific University uses a grade point system. The following chart is used to calculate the Grade Point Average (GPA).

General Grading Rubric

Letter Grade	Point Value/ Credit	Numeric Value	Description
A	4.0	93-100	Exceptional achievement. Performance meets and exceeds course criteria.
A-	3.75	90-92	Outstanding achievement. Performance meets course criteria.
B+	3.5	87-89	Praiseworthy achievement. Performance meets most of the course objectives.
B	3.0	84-86	Admirable achievement. Performance lacks meeting some of the critical course objectives.
B-	2.75	81-83	Satisfactory achievement. Performance falls short of meeting several critical course objectives
C+	2.50	78-80	Average achievement. Performance lacks meeting key objectives of the course.
C	2.0	75-77	Average achievement. Performance is inadequate in meeting critical and key objectives of the course.
C-	1.75	72-74	Average achievement. Performance lacks the quality and commitment expected.
D	1.0	69-71	Below average achievement. Performance is inadequate in meeting course objectives.
F	0	66-68	Inadequate achievement. Performance lacks meeting almost all of the course objectives.

Additional Grading system codes are as follows:

- I Incomplete
- P Pass (successful completion of course without specifying a grade)
- NR Grade not reported (Repeated course followed by the earned letter grade)
- S Satisfactory
- U Unsatisfactory (no credit)
- W Withdrawn officially from the course
- WM Withdrawn for Medical Reasons
- WP Late Withdrawal while passing
- WF Late Withdrawal while failing

NOTE: Because of the nature of graduate work, learners enrolled in the graduate programs (DCH, DES, and Ph.D.) are required to achieve at least 3 points in order to receive credit for the class.

When the course performance requirements are met to the satisfaction of the faculty, a grade is given, the learner passes the course, and credit is granted. If the learner's work is substandard, an AmPac advisor will contact him/her to discuss it, and the learner is required to resubmit the course

Academic Progress

Core Courses

Upon enrollment, each learner is sent the entire core set of required courses for his/her particular program. The core courses are the courses required for that specific degree level. All core courses must be taken at AmPac and credit cannot be transferred in for those courses.

Electives

Subsequent courses are electives and should be chosen periodically from the catalog by the learner with assistance from the faculty advisor. If the learner needs help making elective selections, the faculty will suggest courses, focusing on the learner's interests and goals. Learners are encouraged to select elective courses from updated course lists, as periodically courses change and new courses are added.

Course Requirement Changes

If credit or course requirements change for a program in which the learner is currently enrolled, the learner will be governed by the requirements for that program at the time the learner initially enrolled. Learners are encouraged to keep a copy of the catalog under which they enrolled throughout their program.

Time for Completion

Completed courses are received and critiqued by the AmPac faculty in the order they are received. The grade sheet, including faculty comments about the learner's performance will be returned to the learner. Learners will receive an e-mail confirmation of received coursework. Learners are allowed to submit a MAXIMUM OF TWO (2) COURSES PER MONTH.

In all the programs, a learner MUST COMPLETE NO LESS THAN FIVE (5) COURSES PER YEAR OF STUDY. Learners who fail to complete five (5) courses per year will be placed on probation and will have six (6) months to complete missing courses. Learners who fail to correct their probationary status will be dismissed from the program and given a transcript of the credits earned to date.

The entire program must be earned in not more than eighty-four (84) calendar months. If the program is not completed within the prescribed eight-four (84) months (seven calendar years), the learner will be issued a transcript of credits earned to date and given a dismissal notice from the degree program. The learner may petition AmPac for a leave of absence due to extenuating circumstances, as mentioned previously. When a leave of absence is granted, it extends the length of time the learner has to complete his or her program.

Graduation Ceremony

The year-round enrollment of AmPac makes it possible for learners to enroll and graduate throughout the year. For those graduates that wish to be formally recognized, a graduation ceremony is held each year. Contact AmPac for more information about where your graduation ceremony will be held.

Learner Probation

Learners who have 1) failed to make satisfactory progress by completing at least five (5) courses per year of study; OR 2) have failed to make satisfactory grades in attempted coursework; OR 3) have failed to pay tuition and fees by the required date; OR 4) have failed to meet any of the requirements of their program, may be placed on probation. The learner will be notified by the University that they are on probationary status. The learner will have a maximum of six (6) months to correct the problem. Learners who fail to correct the problem for which they have been placed on probation will be dismissed from the University. Learners who are recommended for probation more than twice during their program enrollment will be dismissed.

Dismissal

Learners who are dismissed will receive notification in writing of that decision. They will be given a copy of their transcript of completed courses to date. Learners dismissed from the University will not be allowed to reapply. Learners may file an appeal within 30 days in writing to the Academic Review Committee of the University to appeal the dismissal decision.

Learners may be dismissed from the University for 1) failure to correct their probationary status; 2) failure to pay tuition and fees; or 3) plagiarism or other academic dishonesty.

Change of Degree Program

Learners wanting to change their degree program from the DCH to the Ph.D. in Clinical Hypnotherapy, the DES to the Ph.D. in Esoteric Studies, the Ph.D. to the DCH in Clinical Hypnotherapy, or the Ph.D. to the DES in Esoteric Studies, must submit their request to the Academic Review Committee to receive permission to make this change. Requests to change degrees must be made in writing before the learner has completed no more than seventy-five (75) units of credit.

Learners wishing to change to another degree program must do so in writing if they have completed no more than one-third (1/3) of the required credits for the program in which they are currently enrolled. The learner must have adequate time to complete the new degree. Requests to change programs must be submitted in writing for approval by the Academic Review Committee. The Registrar will determine which courses will transfer credits to the new program. All requirements for the new program, including core coursework, residency, and any other prerequisites must be met. No tuition adjustment is granted for this change and FEES MAY APPLY.

Grievance Procedure

It is common knowledge that many problems are a result of miscommunication and need to be addressed properly. American Pacific University learners are encouraged to follow all policy and procedures regarding a grievance.

Any grievance or dispute relating to an event that has taken place within the academic setting of the electronic classroom, or that may concern an instructor, method of course delivery, or other issue, needs to be submitted via a formal request. This request must be delivered in written correspondence and presented to the Academic Review Committee. Such correspondence should be addressed to:

Attn: Chair, Academic Review Committee
American Pacific University
615 Piikoi Street, Suite 501
Honolulu, HI 96814

Grievances must be initiated within the term in question to allow for immediate and proper addressing of an issue. Issues or disputes regarding policies and/or procedures should also be submitted in a formal correspondence to the Academic Review Committee in the address noted above.

Learner Services

Textbooks

In most instances, textbooks are available on the web in either new or used condition. Learners are responsible for acquiring their own textbooks. Textbooks may be ordered from the following website: www.amazon.com. If you have any difficulty in locating a textbook, please do contact Learner Services for assistance.

Library

The ability to use a library and other learning resources is an essential component of both higher education and lifelong learning. AmPac learners will be required to use a variety of learning resources during their enrollment. AmPac has a limited research library that contains books, video tapes, and audio tapes relevant to our courses.

Since AmPac is primarily an independent study program, learners are encouraged to have access to their local library as well as to choose a local college or university library, if possible.

All of AmPac's independent study courses are designed around the required textbook(s) for that course. The learners will usually purchase these textbooks, although most are also available in public libraries. Most courses have an optional reading list referencing other pertinent material. To obtain the optional reading materials, the learner will generally have to go to their local library. Learners who study the optional course material report a significantly enhanced learning experience.

Housing Information

AmPac is primarily a non-residential program and therefore does not have any dormitory or other housing facilities. Learners taking seminar/training courses will be supplied with information regarding hotels in the area. Any cost related to such housing is the learner's responsibility.

Ongoing Support

AmPac offers unlimited ongoing support for enrolled learners. The support is available by telephone and via e-mail. Learners can call the office at 800.634.9766 for more information.

Placement Services

AmPac does not have a placement office nor do we offer placement services. Because of our desire to track the types of jobs our graduates take, we may survey our graduates from time to time about their employment status.



Retention of Learner Records

All work completed by a learner at AmPac is retained in the learner's permanent file and will be retained until graduation. Learners may call the school periodically to check on their academic progress.

Upon graduation, each learner is entitled to one free transcript upon request. There is a \$25.00 fee for the preparation of each additional unofficial transcript and \$35.00 for official transcripts. The learner must submit a Transcript Release Form.

Updating Learner Information

Learners who move or have changes in contact information are required to supply the University with corrected information within 30 days.

Providing Feedback

Since AmPac is constantly improving our programs, we ask for feedback from learners regularly. We seek learner feedback about courses, requirements of our programs, faculty and all aspects of your experience at the University. We take your comments to us seriously, and you are welcome to address comments at any time to:

American Pacific University
615 Piikoi Street, Suite 501
Honolulu, HI 96814
Attn: Student Services

Tuition Information

Tuition

AmPac offers a flat tuition fee for each program. Tuition covers the cost of all directed independent study courses. The tuition does not cover any other seminars or residential training.

Other Costs

The tuition does not cover the cost of the books required for each course, as mentioned previously. Many of the books may also be borrowed from larger public libraries or obtained from local libraries through interlibrary loan. AmPac does not loan textbooks from its Resource Center.

Learners will also be responsible for costs associated with the preparation of work to be turned in including, but not limited to, research costs, transportation, and typing fees.

Payment Plans

AmPac does not participate in any financial aid programs. However, payment plans are available to help learners fit tuition into their current financial circumstances. This service is provided without cost to the learner.

Contact Information:

Bursar's Office

Telephone: 800.634.9766 HST, Mon – Fri, 8:00AM – 4:30PM

E-Mail: bursars@ampac.edu

Fax: 808.596.7764



Refund and Cancellation Policy

All refunds are calculated from the date the Tuition Agreement is signed by the learner, based on the time frames below. The \$100.00 application and processing fees are not refundable. The remaining amount of the tuition after the refund is calculated will be kept as a cancellation fee. Requests for a refund can be addressed to the University in any manner, **Attention: Records Office.**

AmPac's policy is fair and equitable, and no exceptions to the policy will be made. Please allow thirty (30) days for processing of your cancellation.

Cancellation between 1 and 14 days 100% refund

Cancellation between 15 and 60 days	80% refund
Cancellation between 61 and 100 days	60% refund
Cancellation between 101 and 140 days	40% refund
Cancellation between 141 and 180 days	20% refund
Cancellation after 180 days	0% refund

Table of Non-Refundable Misc Fees

Category Description	Amount
Experiential Portfolio Proposal For Each Experience	\$100.00
Replacement Diploma Certificate	\$50.00
Official Transcript (each copy)	\$35.00
Graduation Processing Fee including Diploma	\$150.00
Withdrawal Processing	\$25.00
Deferral of Payment Fee	\$100.00
Change of Status Fee	\$100.00
Late Payment	\$30.00
Returned Check Fee	\$35.00
Resubmittal of Coursework Fee	\$100.00
Binder Replacement (Binder Only)	\$35.00
Binder Replacement with all the materials	\$60.00
Unofficial Transcript	\$25.00
ID Replacement	\$10

The information above is in regards to non-refundable fees implemented June 1, 2007.

Clinical Hypnotherapy Degree Program

Bachelor of Clinical Hypnotherapy (BCH)

Purpose and Outcomes

The Bachelor's Degree in Clinical Hypnotherapy is designed to provide a structured background for those who wish to examine the broad applications of hypnosis. There is an emphasis on breadth, rather than depth of knowledge.

Admissions

AmPac welcomes applications for admission from mature adults who are desirous and capable of undertaking its educational program.

Admission Requirements

The following requirements must be met prior to enrollment in the program:

- An Associate's Degree or sixty (60) semester units of undergraduate credit of which at least thirty (30) units must be in general education.

These requirements can be completed through a combination of any of the following methods:

1. Satisfactory completion of the CLEP or any other standardized examination.
2. A demonstration of college level education achieved through work experience, special talents or training, an informal educational background, or by the life/work experience evaluation. AmPac may grant credit for prior experiential learning only if all of the following apply:
 - Prior learning is equivalent to college or university level knowledge.
 - The learning experience demonstrates a balance between theory and practice.
 - The learning experience relates directly to the learner's degree program.
 - The learner documents each learning experience in writing.
3. A learner may receive a maximum of thirty (30) hours of experiential credit.
4. Credit earned from other colleges and universities. All credits accepted for transfer must be documented by an official transcript.
5. Learners must submit official transcripts verifying they have obtained at least sixty (60) semester units of undergraduate credit of which at least thirty (30) units have been in general education. This information will be reviewed, and if the learner meets the requirements for admission to the Bachelors program, an acceptance letter will be sent.



Submission of Coursework

Learners may submit a maximum of two (2) papers per calendar month.

Time for Completion

A learner must complete no less than five (5) courses per year of study.

Graduation Requirements

One hundred twenty (120) units of credit are required to graduate from the Bachelor's Program, 30 units of which must be general education. Most learners enroll in the Bachelor's program after they have completed approximately two (2) years of college at another institution which is equivalent to approximately sixty (60) units of credit. The number of courses that are required to complete this degree is directly dependent on the number of units the learner has completed in the past and is accepted for transfer or is awarded for prior learning. Core courses must be completed at American Pacific University. Any courses transferred from other programs will serve as electives.

Earning Seminar/Training Credit

Learners must submit an "Application for Seminar/Training Attendance" form forty-five (45) days prior to the training event. The learner will be notified once approval is granted.

Once the learner receives an approval, it will be required that all Certificates of Completion, as well as an approved Submittal Review Sheet be submitted within six (6) months following the training event. Each seminar's requirements must be met before credit is awarded and will be reviewed by the Academic Review Committee. All credit awarded is subject to verification upon graduation. This policy pertains to only American Pacific University sponsored seminars.

As indicated by previous policy, any non-American Pacific University sponsored seminar/training event must be submitted as a "Project Proposal" and will also require pre-approval. This request must be submitted 45 days prior to the training event as well.

There have been revisions made to the units to be awarded for seminars based on the number of hours of participation. New and revised forms are available, so please contact Student Services before attending any seminars for the appropriate form to be submitted.

Earning Credit for Projects

Special Projects are created from material or events outside of the assigned curriculum. Projects are allowed only at the doctoral level and must be pre- approved in writing by submitting a "Project Proposal" forty-five (45) days prior to the event. A maximum of fifteen (15) units may be earned in this way.

Clinical Hypnotherapy Degree Program

Doctor of Clinical Hypnotherapy (DCH)

Purpose and Outcomes

The Doctor of Clinical Hypnotherapy degree is designed to provide the successful learner with specialized knowledge in this dynamic field and to further acquaint him/her with current research and developments. The doctoral candidate must be professionally oriented and possess the intellectual ability to integrate information for purposes of research and application.

Courses are designed to provide the hypnotherapy learner with opportunities to incorporate the evolving applicability of prior learning with an active integration of new information, resulting in an ultimately more knowledgeable, responsible professional.

A list of the core or required Doctoral courses is included with your learner packet. After the core requirements are completed, the learner may select electives to reflect a particular special interest within the hypnotherapeutic study.

Admissions

AmPac welcomes applications for admission from mature adults who are desirous and capable of undertaking its education program.

Admission Requirements

- A Bachelor's degree from an approved educational institution.
- Evidence of the learner's ability to complete graduate level work.

Limited graduate and postgraduate credit earned at other colleges and universities may be transferred to AmPac with each situation considered individually. Academic credits for transfer must be in hypnosis/hypnotherapy or a closely related behavioral science. A maximum of nine (9) units may be transferred for learners who have completed master's degrees in a related field. A maximum of twelve (12) units may be transferred for learners who have completed doctoral degrees in a related field.

A maximum of fifteen (15) units may be transferred for learners who have completed Ph.D. degrees in a related field.

Prior to enrollment, the learner must submit official transcripts verifying their Bachelor's degree and any proposed transfer hours. Learners will be notified in writing of their acceptance and any credit hours given. Once a learner has been accepted and enrolled, he/she may begin their coursework at AmPac.

Submission of Coursework

Learners may submit a maximum of two (2) papers per calendar month.

Time for Completion

A learner must complete no less than five (5) courses per year of study. The entire program must be earned in not more than eight-four (84) calendar months. If the program is not completed within the prescribed eight-four (84) months (seven calendar years), the learner will be issued a transcript of credits earned to date and given a dismissal notice from the degree program. The learner may petition AmPac for a leave of absence due to extenuating circumstances.



Graduation Requirements

Ninety (90) units of graduate credit and completion of an approved “hands-on” training course in hypnotherapy are required for the Doctoral degree. Individual programs may vary according to how many courses, if any, are accepted for transfer credit.

The Difference between the DCH and the Ph.D.

The only difference between the DCH and the Ph.D. degrees is that the Ph.D. requires a 15-unit dissertation to be written by the graduating learner.

Clinical Hypnotherapy Degree Program

Doctor of Philosophy, Clinical Hypnotherapy, (Ph.D.)

Purpose and Outcomes

The Doctor of Philosophy (Ph.D.) in Clinical Hypnotherapy is designed for those learners whose focus is on research and teaching as well as professional practice. The doctoral candidate must be professionally oriented and possess the intellectual ability to integrate information for purposes of research and application and present that information in a comprehensive written format. Doctoral learners will be engaged in advanced purposeful study as well as dissertation research.

A list of the core or required Doctoral courses is included with your learner packet. After the core requirements are completed, the learner may select electives to reflect a particular special interest within the hypnotherapeutic study.

Admissions

AmPac welcomes applications for admission from mature adults who are desirous and capable of undertaking its education program.

Admission Requirements

- A Bachelor's degree from an approved educational institution.
- Evidence of the learner's ability to complete graduate level work.

Limited graduate and postgraduate credit earned at other colleges and universities may be transferred to AmPac with each situation considered individually. Academic credits for transfer must be in hypnosis/hypnotherapy or a closely related behavioral science. A maximum of nine (9) units may be transferred for learners who have completed master's degrees in a related field. A maximum of twelve (12) units may be transferred for learners who have completed doctoral degrees in a related field. A maximum of fifteen (15) units may be transferred for learners who have completed Ph.D. degrees in a related field.

Prior to enrollment, the learner must submit official transcripts verifying their Bachelor's degree and any proposed transfer hours. Learners will be notified in writing of their acceptance, and any credit hours given. Once a learner has been accepted and enrolled, he/she may begin their coursework at AmPac.

Submission of Coursework

Learners may submit a maximum of two (2) papers per calendar month.

Time for Completion

A learner must complete no less than five (5) courses per year of study. The entire program must be earned in not more than eight-four (84) calendar months. If the program is not completed within the prescribed eight-four (84) months (seven calendar years), the learner will be issued a transcript of credits earned to date and given a dismissal notice from the degree program. The learner may petition AmPac for a leave of absence due to extenuating circumstances.

Graduation Requirements

Ninety (90) units of graduate credit are required for the Doctoral degree. Individual programs may vary according to how many courses, if any, are accepted for transfer credit.

Learners may also earn elective units by attending seminars approved by AmPac or by doing independent projects.

In addition to the independent study courses, the learner must write a 15-unit dissertation as a capstone project. This project must be of sufficient depth and demonstration of personal learning and professional acumen as to clearly reflect proficiency in the hypnotherapeutic area of interest.

All Doctoral candidates will be required to pass a comprehensive oral examination to defend their dissertation. For those learners who are unable to take the examination in person, accommodations will be made to administer the exam via telephone.

The Difference between the DCH and the Ph.D.

The only difference between the DCH and the Ph.D. degrees is that the Ph.D. requires a 15-unit dissertation to be written by the graduating learner.

Learners with a DCH Seeking the Ph.D.

Learners who have already completed the DCH program at AmPac may seek enrollment for the Ph.D. in Clinical Hypnotherapy by submitting their request in writing to the Academic Review Committee. The DCH must have been completed within two years of the application. Transcripts of the DCH program will be evaluated by the Academic Review Committee. Studies and additional coursework or residency may be required. Learners may appeal this decision to the Academic Review Committee. The learner must complete dissertation hours within two years of enrollment. FEES WILL APPLY

Clinical Hypnotherapy Program

About the Courses

Hypnotherapy is a growing therapeutic modality. It can find valuable usage in a great variety of life's areas: in business and sales, in sports to improve performance and for the solution of personal problems allied to stress and anxiety. It can be used to erase and mitigate phobic reactions, unwanted habits or personal eccentricities that cause a person shame or embarrassment.

For those who are artistic, it can heighten creativity and inspire them to further artistic expression. In the area of health, hypnosis can be used in a great many ways: to ease pain, to reduce suffering, to reduce the need for medication, to give confidence to the individual in managing his health and even to help a patient recover from a surgical procedure. In short, the uses that hypnosis has are almost unlimited in the area of human endeavor and experience.

In this program, the learner will learn a broad spectrum of techniques in the use of Hypnosis and Neuro Linguistic Programming and will be encouraged to practice these so that a competent expertise is developed. The courses are geared to this end and are taken from the latest writings and empirical experiences of the foremost practitioners in this interesting and exciting field of therapy.

The main force of the techniques taught in the program is toward the indirect techniques generally known as Ericksonian hypnotherapy, after the late, distinguished psychiatrist Dr. Milton Erickson, M.D. It was from his work that the relatively new technology of NLP was developed, thus the inclusion of NLP texts in this course is entirely valid and valuable.

Course Descriptions

The course list represents the courses currently offered at AmPac. We are constantly adding to the list because of the nature of the subject matter. As new developments and discoveries occur and their existence is published, we want our learners to have the opportunity to study them.

Unless otherwise stated, the courses are all 3-unit courses.

Courses #300-499 are considered bachelor level courses; courses #500-699 are considered graduate courses.



Units of Credit

	B.C.H.	D.C.H.	Ph.D.	
Total Required to Graduate	120	90	90	Required
Core Courses	30	30	30	Required
Research Dissertation	n/a	n/a	15	Required
Maximum Allowable for Residential Courses/Seminars	n/a	24	24	Electives
Maximum Allowable for Independent Research Projects	n/a	15	15	Electives

It should be understood that the 90 units for the Ph.D. comprises 75 units of Core, Elective, and Projects, and 15 units of dissertation.

No less than one-half (1/2) the balance of elective credits to be earned must be hypnotherapy (HYP) courses.

No more than one-half (1/2) of the learner’s remaining electives after subtracting Seminar / Training / Project units may be earned from completing courses in a different discipline.

Academic credits for transfer must be in hypnosis/hypnotherapy or a closely related behavioral science. A maximum of nine (9) units may be transferred for learners who have completed master’s degrees in a related field. A maximum of twelve (12) units may be transferred for learners who have completed doctoral degrees in a related field. A maximum of fifteen (15) units may be transferred for learners who have completed Ph.D. degrees in a related field.

All Core courses for the hypnotherapy program must be completed at American Pacific University. Any transfer credits will be considered toward the Elective requirements.

Esoteric Studies Degree Program

Doctor of Esoteric Studies (DE)
Doctor of Philosophy, Esoteric Studies (Ph.D.)

Purpose and Outcomes

The Doctor of Esoteric Studies degree program is offered to learners whose focus is on learning both modern and ancient teaching as well as practice.

Specialization

The purpose of American Pacific University is to provide distance learning programs in Esoteric Studies for individuals interested in attaining degrees in, and related to, that discipline. In keeping with this purpose, AmPac offers the degree with a specialization as a means to prepare the individual for his or her emerging role as a qualified participant in the practice of the magickal, esoteric, and healing arts.

Admissions

AmPac welcomes applications for admission from mature adults who are desirous and capable of undertaking its education program.

Admission Requirements

The Doctor of Esoteric Studies degree applicant must possess:

- A Bachelor's degree from an approved educational institution, and
- Evidence of the ability to successfully complete graduate level academic work.

Limited graduate and postgraduate academic credit from regionally accredited or state approved institutions may be accepted as transfer credit toward the DES degree requirements, depending upon the nature and content of the courses transferred. A maximum of nine (9) units may be transferred for learners who have completed master's degrees in a related field. A maximum of twelve (12) units may be transferred for learners who have completed doctoral degrees in a related field. A maximum of fifteen (15) units may be transferred for learners who have completed Ph.D. degrees in a related field.

Prior to enrollment, the learner must submit official transcripts verifying their Bachelor's degree and any proposed transfer hours. Learners will be notified in writing of their acceptance, and any credit hours given. Once a learner has been accepted and enrolled, he/she may begin their coursework at AmPac.



Submission of Coursework

Learners may submit a maximum of two (2) papers per calendar month.

Time for Completion

A learner must complete no less than five (5) courses per year of study. The entire program must be earned in not more than 84 calendar months. If the program is not completed within the prescribed eighty-four (84) months (seven calendar years), the learner will be issued a transcript of credits earned to date and given a dismissal notice from the degree program. The learner may petition AmPac for an leave of absence due to extenuating circumstances.

Graduation Requirements

Among the guidelines suggested, the following underlie AmPac's DES degree program:

The program must be an organized sequence of study planned by those responsible for the training program to provide an integrated educational experience appropriate to the field of esoteric studies.

- **Doctor of Esoteric Studies (DES):** To graduate, a learner must complete ninety (90) academic credits beyond the bachelor's degree. This may include up to twelve (12) units of graduate transfer credit. A minimum of sixty (60) units must be earned at AmPac.
- **Doctor of Philosophy, Esoteric Studies (Ph.D.):** In addition to the independent study courses, the learner must write a 15-unit dissertation as a capstone project. This project must be of sufficient depth and demonstration of personal learning and professional acumen as to clearly reflect real proficiency in the esoteric area of interest.

The Difference between the DES and the Ph.D.

The only difference between the DES and the Ph.D. degrees is that the Ph.D. requires a 15-unit dissertation to be written by the graduating learner.

Learners with a DES Seeking the Ph.D.

Learners who have already completed the DES program at AmPac may seek enrollment for the Ph.D. in Esoteric Studies by applying in writing to the University. The DES must have been completed within two years of the application. Transcripts of the DES program will be evaluated by the Academic Review Committee and additional coursework or residency may be required. Learners may appeal this decision to the Academic Review Committee of the University. The learner must complete dissertation hours within two years of enrollment. FEES WILL APPLY.

Esoteric Studies Degree Program

About the Courses

Esoteric Studies are as old as mankind itself. In ancient times this field of study was called Huna, Ho'omana, Magick, Shamanism, Alchemy, Hermetics, or Tantra, among others. The Esoteric Studies Program is about the individual – who you are as a total Physical, Emotional, Mental and Spiritual being, and the individual's relationship to the world and to the universe around us. Completing your study and research in the Esoteric Studies Program provides you with the foundational structure for the understanding and utilization of the magickal arts and sciences in all areas.

American Pacific University's Esoteric Studies program is unique. It was created to fill a void in adult education by preparing a graduate with the knowledge and skill to engage in the pursuit of magickal and esoteric disciplines with broad-based knowledge of the scope of the entire field. AmPac programs are designed to assist the large group of learners with an interest in the esoteric to attain a high level of knowledge as well as to elevate the field of study in general.

Course Descriptions

The list of courses is offered for the purpose of earning a degree in Esoteric Studies at American Pacific University. Courses numbered in the 500's and above are doctoral level courses.

AmPac prescribes certain courses as a requirement, while the others may be elective courses. The learner may designate elective courses at the appropriate level.

The Esoteric Studies Program at American Pacific University is designed to provide an alternative advanced degree program in esoteric matters and studies which are not normally provided by traditional university programs. This course of study gives the graduate learner the opportunity to further their knowledge already gained at the Bachelor's level with study in esoteric subjects including Astrology, Tarot, Magick in different cultures and traditions as well as Ancient Hawaiian Huna. The program is designed to allow the learner to gain a firm understanding of the issues and ideas involved in the esoteric philosophies through the required courses, and yet allow enough latitude for the learner to be able to specialize in one of the areas if desired.

Units of Credit

	B.C.H.	D.E.S.	Ph.D.	
Total Required to Graduate	120	90	90	Required
Core Courses	30	30	30	Required
Research Dissertation	n/a	n/a	15	Required
Maximum Allowable for Residential Courses/Seminars	n/a	24	24	Electives
Maximum Allowable for Independent Research Projects	n/a	15	15	Electives

It should be understood that the 90 units for the Ph.D. comprises 75 units of Core, Elective, and Projects, and 15 units of dissertation.

No less than one-half (1/2) the balance of elective credits to be earned must be Esoteric (ES) courses; course numbers 500 – 699.

No more than one-half (1/2) of the student’s remaining electives after subtracting Seminar / Training / Project units may be earned from completing courses in a different discipline.

A maximum of nine (9) units may be transferred for students who have completed master’s degrees in a related field. A maximum of twelve (12) units may be transferred for students who have completed doctoral degrees in a related field. A maximum of fifteen (15) units may be transferred for students who have completed Ph.D. degrees in a related field.

All Core courses for the hypnotherapy program must be completed at American Pacific University. Any transfer credits will be considered toward the Elective requirements.

Administration

Matthew B. James



Dr. James is the President of American Pacific University. He has two undergraduate degrees in Criminal Justice and Business Management. Dr. James also has a Masters in Organizational Management from University of Phoenix, and a Doctorate in Clinical Hypnotherapy from the American Institute of Hypnotherapy. He continues his learning by studying for a Ph.D. in Health Psychology at Walden University. Dr. James is a Certified Master Trainer of Neuro-Linguistic Programming and delivers trainings in NLP, Time Empowerment™ Techniques, hypnosis and Huna in the U.S., Canada, and abroad. D.C.H., American Institute of Hypnotherapy.

Nancy Moreno-Derks



Nancy Moreno-Derks is the Vice President of American Pacific University. She is a Licensed Marriage and Family Therapist. Nancy has also attended over 28 Huna workshops and is a Certified Trainer of NLP. Nancy has recently returned “home” to Hawaii and has recognized that all the years away have been fruitful in helping her to acquire just the right skill set to assist her in supporting the vision of, the President, Matt James, in leading this organization towards the future.

Alexander M. Docker



Dr. Docker is the Dean of Learners at American Pacific University. Dr. Docker brings a wealth of life experience to his academic position with AmPac: Airman, Policeman, Engineer, Businessman, and Educator. He has lived and worked in several countries, gaining a valuable understanding of widely varying points of world view that translate very positively into methods of therapeutic application. This makes him eminently qualified for his position of helping others to hone their skills and gain optimum practical benefit from their academic studies. Dr. Docker is also a Certified Trainer of NLP. D.C.H., American Institute of Hypnotherapy; Ph.D., American Pacific University.

Peter Aquino



Peter Aquino is the Registrar Admissions Supervisor at American Pacific University. Peter has a Master of Arts Degree in Educational Management and a Bachelor of Secondary Education, concentration, in History, both from New Era University, Quezon City, the Philippines. Peter also has an extensive array of work experience. He has taught several arts and sciences subjects at the university level, and he has also been a secondary school teacher in the Philippines.

Comments from Learners

“For years I had wanted to study and do the work for my Ph.D. degree, but my perception of the programs offered at many of the universities was that they were very old, tired, and stale in their educational content. American Pacific University allowed me to study both traditional forms of therapy, as well as the most current, highly-successful therapies that the traditional universities normally will not offer. I recommend this Ph.D. program to anyone who wants to learn more about what forms of therapy are the most effective ones NOW, instead of just learning more about the therapies that were proven to be effective more than 40 years ago.”

Jim Gillespie

“During my Doctoral degree, I was surprised that what appeared to be a monumental task soon became an interesting, enlightening and pleasurable endeavor. The core courses were stimulating and well chosen, and there was enough variety in the elective assignments to suit any predilection. Support was always available when needed, and that helped me complete a dissertation of which I was proud.”

Dr. Andy Yates

“The Ph.D. program in clinical hypnotherapy at American Pacific University has been such a positive and beneficial experience for me. Because the program is divided into three segments including the workshops, the coursework and the dissertation study it provided enough variety to keep me interested. I developed a great deal of self-discipline by completing this program. The staff was very helpful and the courses were extremely enlightening. I recommend this program if you are someone who enjoys working at your own pace and have a quest for learning.”

Beth Barish

“I highly recommend American Pacific University and its faculty! All during my studies, and particularly while writing my dissertation, the constructive criticism and encouragement I received was invaluable. The AmPac experience has opened up a whole new world for me, a world of confidence and inner strength. I never felt alone or ignored, because the courteous and efficient staff was always at hand. The ability to study independently, and the flexibility offered are what brought me to AmPac. The flexibility was especially important for me since I divide my time between the US and Europe.”

Brienne Glyttov, Ph.D.

“This is not for sissies. If you are serious about expanding your body of knowledge, then the completion of an AmPac doctorate will fit the bill. It’s tough slogging, and you have to be dedicated to staying on track. I love the fact that beyond the core courses, I was able to dig deeper into my own subjects of interest. I recommend this program highly.”

Brian E Walsh PhD, author of bestseller, *Unleashing Your Brilliance*

“I appreciate the flexibility offered by this program, especially the ability to choose the courses that I felt would be of most value to me in my hypnotherapy career. Distance learning is a new experience for me, and, although there were times when I believe I could have learned better in a didactic situation, I was readily able to grasp most of the material. I did find that putting these ideas into practice with clients reinforced the learning, and gave me valuable experiences. Writing papers is a good way to reinforce learning for me, and with the wise and thoughtful comments of my faculty advisor (Dr. Alex Docker), I think I have internalized a lot of useful material. This program is an excellent value for the money I, and I feel much more competent as a hypnotherapist having taken these courses. Additionally, being able to complete some credits by taking seminars (both within and outside of AmPac) was of great value, and gave me some of the didactic experiences I wanted.”

Peter Greenfield

Contact Information

At American Pacific University, we strive to make your education experience the best possible. We are always available to answer any and all of your questions. Our Administration Office is located in Honolulu, Hawaii, and our hours of operation are 8am to 4:30pm Hawaiian Standard Time (GMT -10:00).

For questions about enrollment, admissions and general inquiry please contact Student Services at 800.634.9766 or send an email to studentservices@ampac.edu.

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