



Student Handbook

2023 - 2024

Property of: _____

Phone: _____

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Note: Chicago College of Oriental Medicine's catalog is its principle public publication. Catalogs and Student Handbooks are issued to students at the time of enrollment. Student handbooks augment the college's catalog providing greater detail regarding student issues. Additional hard copies and USBs of the catalog and student handbook are available upon request in the education office. Students are responsible for complying with all policies listed herein as well as all policies generated and posted until the next revision of the manual. Also, the college's catalog as well as Student Handbook are published on the college's website at www.ccoom.org

CCOM's Mission, Statement of Purpose and their supporting documents

Our Mission Statement

The Chicago College of Oriental Medicine is established to trailblaze new ways to educate, train and graduate our traditional healthcare professionals. Our curriculum and clinical experience are uniquely designed to promote the philosophy of medical pluralism, fostering cooperation between TCM and other medical models, and preserving the integrity of each through multidisciplinary education and open communication.

Statement of Purpose

The purpose of the Chicago College of Oriental Medicine is to instill into its students and equip them with the knowledge and skills necessary to become competent practitioners of acupuncture and Oriental Medicine with the ability to participate as independent health care providers in a variety of settings. This will be done through classroom instructions, clinical practices, research and specialization opportunities.

Philosophy

The philosophy of CCOM is to unify the educational forces between the medical traditions of the East and the West. CCOM strives to help students understand the culture from where Acupuncture and Oriental Medicine originated. Acupuncture and Oriental Medicine must also be studied, learned, and practiced in a way that blends it into modern Western approaches to healthcare. CCOM transforms students into healers who treat the whole person as an energetic system and promotes well-being that establishes balance and harmony in a person's body, mind, and spirit.

Vision

To be meaningful, medicine must be relevant. To do this, the medicine must be inclusive, while facing the health challenges that face everyone. CCOM's vision statement is predicated on the premise that medicine is a universal right that should embrace Diversity, Equity, and Inclusion. Given that tenet, CCOM aspires to address healthcare inequity by providing natural, fast, effective, safe, and affordable medicine for all patients. To do this, the medicine must answer where the profession is going and where does it need to go, and then train students to meet the future challenge. That challenge lies in advancing the practice of hospital-based and research-based training for the students CCOM trains and by delivering the education to those already practicing.

Institutional Goals

To realize the Chicago College of Oriental Medicine's mission and vision, our administration and faculty have established the following institutional goals:

- Recruit students that possess the skill sets, maturity, and personal commitment to become competent and caring practitioners.
- Structure a portion of the curricular framework anchored on scientific research of the evidence-based practice in Acupuncture and Oriental Medicine.
- Educate students to conduct clinical research and to keep up with the scientific literature in the profession.
- Provide a supportive educational environment that nurtures students' personal and professional growth.

- Develop clinical training sites in diverse environments that promote deep learning and develop the real-world experience in clinical applications of Acupuncture and Oriental Medicine.
- Maintain the highest levels of effective and compassionate healthcare services for patients in the school's clinics.
- Graduate exceptional health care practitioners who serve their respective communities with the ability to practice as independent health care practitioners in a variety of settings.
- Expand the scope, definition, and treatment of health & wellness options.
- Improve the wellbeing of the Chicagoland communities through CCOM's outreach programs.
- Foster an atmosphere that encourages cross-cultural cooperation by creating opportunities for open dialogue with other members of the healthcare community in metropolitan Chicago.

Educational Objectives

In addition to meeting the college's goals as outlined above, CCOM graduates will also be able to:

- Demonstrate a solid understanding of the philosophy, theories, and systems of Acupuncture and Oriental Medicine;
- Demonstrate a fundamental understanding of Western medical science and incorporate those principles into patient care;
- Demonstrate the ability to perform clinical research including accessing healthcare information, utilizing general medical resources, analyzing and interpreting scientific data, and critically appraising medical literature;
- Effectively combine the skills and knowledge of the two medical approaches in the clinical setting;
- Meet all the requirements for licensure and practices in Illinois and the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) and pass the State and national board certification examinations.

Core Values

- Compassion and Service
- Harmony and Balance
- Flexibility and Openness
- Diversity and Inclusiveness
- Excellence and Integrity
- Integration and Innovation
- Accountability and Transparency

The reason for Founding the Institution

The Chicago College of Oriental Medicine was founded by Dr. Yong Gao Wang. This college was his response to the limited exposure in the Midwest to the centuries-old practice of Oriental Medicine and its contemporary applications. Both the East and West coasts have experienced an increased trust and demand for this alternative medicine approach to support holistic health & promote healing. Both areas of the country have responded with the growth of several Eastern Medicine Colleges while Chicago currently has only two. As CCOM's Chancellor and Founder, Dr. Wang has experienced the positive effect of Eastern medicine, firsthand. He was both a student and a physician in China. Dr. Wang is currently a practicing acupuncturist in Chicago. He felt compelled to expand Eastern Medicine as an alternative practice option to support wellness as a complement to western health care delivery. The

vehicle needed was trained practitioners. The Chicago College of Oriental Medicine (CCOM) was then founded. Dr. Wang began developing the appropriate partnerships and an organizational structure needed for both acupuncture and oriental medicine degree-granting programs. He began constructing a solid educational system that would promote wellness through the practice of clinical diagnosis, acupuncture and other forms of alternative therapy.

Location and Facility

The College is located in the historic Chicago Loop. The “Loop” is a major hub of business activity in Chicago encompassing the financial and theater districts and parks. At the cross section of business, commerce, and great shopping, one block East, the school opens to Chicago’s “Magnificent Mile;” South to the world-renowned Art Institute, the famous Grant and Millennium Park and West to the Harold Washington Library, the Chicago Stock Exchange, City Hall, and other major municipal buildings. The campus is in a college corridor with Harold Washington Community College across the street and several other colleges nearby. The campus is easily accessible by all major forms of public transportation and has reasonable parking accommodations across the street and next door. The convenience factor of commuter trains and buses, which bring students within a block or two of the college, is critical for a student population that depends primarily on public transportation. Reasonable eating and retail establishments are within walking distance.

The Chicago College of Oriental Medicine is located on the 19th floor, suite 1919, of the 180 N. Michigan Office Building. The college shares library and lounge facilities with Taylor Business Institute which is located on the 5th floor of the 180 N. Wabash Avenue Office Building.

Accreditation/Approvals

Chicago College of Oriental Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization

Temporary federal flexibilities with respect to institutional eligibility for distance education related to the COVID-19 national emergency expire on 7 October 2023. The program(s) listed above are not accredited by ACAHM to offer courses via distance education beyond 7 October 2023.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

ACAHM’s accreditation does not include participation by the institution in Title IV, HEA federal student financial aid programs.

Accreditation status and notes may be viewed on the <https://acahm.org/directory-menu/directory/>

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; <https://acahm.org/>

Public Disclosure Statement Effective as of 21 May 2024

The Chicago College of Oriental Medicine (CCOM) has been granted authorization by the Illinois Board of Higher Education (IBHE) to grant the “Master of Science in Acupuncture” and the “Master of Science in Acupuncture and Oriental Medicine”.

Questions about the college’s approval and/or licensure status may be directed to the following agencies:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza #333
Springfield, IL 62701

Standards Expected of a CCOM Student

Practitioners of Traditional Chinese Medicine must be able to evaluate, diagnose, and perform treatments while providing adequate emergency care and working with other healthcare providers. The study and practice of acupuncture and herbal medicine is a challenging endeavor, with a high level of academic rigor; this demands strength of character and a strong skillset, which will be developed through the course of study. The academic and professional competencies required of a Chicago College of Oriental Medicine’s graduate are further explained below.

- The ability to memorize and understand a significant amount of information.
- The ability to understand, interpret and apply both traditional healthcare disciplines and current scientific findings, as well as how these intersect and merge.
- The ability to synthesize what’s been learned, integrating multidisciplinary concepts. This encompasses mastering the knowledge of TCM theories and diagnostics and man’s connection to nature, as well as core allopathic knowledge including anatomy and physiology and pathophysiology.
- The implementation of critical thinking skills demonstrated through proficiency in the application of learned concepts, patient observation, and the ability to develop and apply a TCM-based differential diagnosis.
- The demonstration of skills through the application of learned concepts, including the ability to analyze and evaluate patients, develop treatment plans, and modify treatment plans as needed.
- The demonstration of respect for the role and strengths of each traditional medicine and allopathic medicine, as well as the ability to discern when complementary treatment is appropriate, versus the application of traditional or allopathic medicine alone.
- The ability to recognize when a case is outside of traditional medicine’s scope of practice, then compose and present an appropriate referral or recommendation.

The Chicago College of Oriental Medicine’s Master’s in Oriental Medicine and Master’s in Acupuncture programs are designed in a way that enables the students to engage in complex, practical, and diverse experiences essential for acquiring the necessary skills to practice as a safe

healthcare provider. A good healthcare provider must maintain professionalism, performing in a calm and efficient manner under stressful and unpredictable situations.

According to O*NET online <https://www.onetonline.org/link/details/29-1291.00?redir=29-1199.01> a practitioner must be able to:

- Insert needles to provide acupuncture treatment;
- Maintain and follow standard quality, safety, environmental and infection control policies and procedures;
- Adhere to local, state and federal laws, regulations and statutes;
- Identify correct anatomical and proportional point locations based on patients' anatomy and body position, contraindications and precautions related to specific treatment methods, including intradermal needles, moxibustion, electricity, guasha, and bleeding.
- Maintain detailed and complete records of healthcare plans and prognoses.

These can only be accomplished if the practitioner is of sound body and mind, has knowledge of the subject, is proficient in language, is socially perceptive, has the ability to make the most appropriate judgements using inductive and deductive reasoning, and is able to establish and maintain interpersonal relationships.

Applicants and students in the Master's in Oriental Medicine or Master's in Acupuncture must be able to meet these minimum standards with reasonable accommodation as provided by law. These standards, in addition to the academic conduct standards set out in "Student Conduct", form the basis for all assessments within the college and include but are not limited to:

Standards

- **Physical Abilities**

A student must have sufficient gross and fine motor control to obtain patient information through palpation, auscultation, percussion, and other methods of diagnosis to provide treatment. Students must be able to execute the physical actions required to provide safe, general, and therapeutic care, including patient positioning, patient draping, needle insertion, manipulation of other methods such as cupping, plum-blossom needling and moxibustion, as well as safely dispose of any material that may contain blood borne pathogens.

- **Sensory Abilities**

A student must have sufficient sensory perception and be able to integrate sensory functions such as touch, vision, and smell with gross and fine motor control to provide patients with routine care and treatment. These abilities are also necessary in observing lectures, practicing in laboratory, and distinguishing among different herbs and needles. The student must be able to accurately observe a patient and interpret nonverbal communication when performing an evaluation, intervention, or treatment.

The student must be able to perceive the signs of illness and infection through physical examination, by discerning issues such as inflammation, discoloration, edema, odor, etc.

- **Ability to Communicate effectively**

Students must be able to communicate with fellow students, faculty, staff, patients, family, and other professionals in an effective and sensitive manner. They must be able to communicate with other health care professionals in their own terms, and effectively translate, explain, and discuss East Asian medical terminology to ensure successful communication with patients, their family and/or caretakers. Students must be able to clearly articulate and demonstrate traditional medical techniques, discuss their relevance in multi-disciplinary settings acknowledging how TCM complements other health care disciplines. Students are expected to communicate in a respectful and constructive manner, exhibiting a willingness to give and receive feedback.

- **Ability to analyze and solve problems**

In order to engage in critical thinking, develop a diagnosis and monitor treatment plans and modalities, students must be able to communicate effectively in order to gather pertinent information through observation and interviewing in order to measure, calculate, reason, analyze, integrate, and synthesize information in a timely manner. A student must be capable of synthesizing knowledge and integrating relevant aspects of the history, physical findings, and diagnostic studies of a patient.

- **Psychological, Social and Emotional Abilities**

Students must possess the psychological and emotional fortitude necessary to fully engage their intellectual abilities, exercise good judgment, and fulfill all responsibilities related to patient diagnosis and care in a timely manner.

It is necessary to practice mindfulness and the ability to hold safe space for each patient, however that looks for the individual; therefore, the student must be able to demonstrate the ability to respond to others' situations and circumstances through respectful, compassionate communication. This will help to develop the rapport necessary to establish and support mature, sensitive, suitable, and effective patient relationships. Students must be able to function effectively under stress, including the ability to manage physically and mentally taxing workloads.

As a student progresses through the program, they will be expected to assume greater levels of responsibility and may be called upon to mentor junior students. It is also vital to be able to work effectively as a member of a team, which may include students, faculty, clinic supervisors, staff, and/or administration.

- **Moral and Ethical Responsibilities**

Students must be able to provide patient care in all settings and be able to provide care to all patients irrespective of age, religion, race, gender, or sexual orientation. Students must follow the Code of Ethics as provided by NCCAOM. Students must be willing to learn and comply with professional practice standards. Students must demonstrate compassion, empathy, altruism, integrity, honesty, accountability, tolerance, and acceptance.

Academic Conduct Standards

- **Course Requirements**

Students must be able to successfully complete all required components of the curriculum, including the learning outcomes in each course, with reasonable accommodation as provided by law.

- **Assessments**

As a condition for continued progress through the curriculum, successful completion of scheduled exams, quizzes and assignments is required of all students with reasonable accommodation as provided by law.

- **Clinical Requirements**

Demonstration of effective clinical skills is an integral and essential component in the student's career with reasonable accommodation as provided by law.

- **Reasonable Accommodation**

Reasonable accommodation is determined on individual level through due process by the Chief Academic Officer. For more details, please see our Reasonable Accommodation Policy.

Student Rights, Privileges and Responsibilities

Student Rights

Students have the right to have a safe and unbiased environment including no discrimination on the basis of age, race, sex, ethnicity, religion, sexual preference, gender orientation, serious medical conditions, genetic conditions, disabilities, or handicaps.

Students will have the freedom to review their academic grades and progress in the presence of a school official. Students will have the right to appeal for a grade reevaluation if they are not satisfied. Students' information is protected under FERPA and will not be disclosed to anyone unless the student authorizes the college to disclose it to licensing agencies, institutes of higher learning or other official bodies. Records will be kept confidential according to state and federal law.

Chicago College of Oriental Medicine encourages its students to provide constructive feedback. This feedback is evaluated by the administrative team with sincerity, and appropriate changes are implemented to make the college a better place. Students have the following channels to report their input:

- I. Grievance Policy
- II. Grade Appeal
- III. Harassment policy
- III. Feedback
- IV. Reasonable Accommodation as provided by law.

- I. **Grievance:** The Grievance Policy applies to actions taken by the students to address a perceived wrongdoing on the part of another student or the college. (Please see grievance policy available in catalog and later in this manual for more details)
- II. **Grade Appeal:** A student who believes his/her grade is not equitable must discuss the issue with the instructor within two weeks of receiving the grade. If an appeal is not made within the two-week period, the student waives the right to an appeal. If the issue is not resolved between the student and the instructor, the Chief Academic Officer will

intervene.

- III. **Harassment Policy:** The Chicago College of Oriental Medicine insists on a drug- free safe environment. Safety seminars will be offered on issues such as alcohol/drug awareness, safety precautions, campus safety policies, sexual harassment, and crisis intervention procedures. Respect for CCOM students, faculty and staff is of utmost importance. Accordingly, it is the college's policy that sexual harassment of students or applicants for enrollment in any form, such as unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse, gestures, or actions of a persistent or offensive nature is unacceptable conduct and will not be tolerated. If a student has a sexual harassment complaint, they should file a written complaint with the Title IX Coordinator. See Title IX Policy for more details
- IV. **Feedback:** Students have the right to provide feedback through a variety of formats to include instructor/staff evaluations, Pizza with the President, etc.
- V. **Reasonable accommodation** as provided by law: Please see reasonable accommodation policy for more details.

Privileges

CCOM's students are provided with wireless services, computer access, counseling, extracurricular activities, etc.

Responsibilities

It is Student's responsibility to behave in a proper manner, to conduct themselves professionally, to report any incidents or wrongdoings, to provide honest feedback and to provide accurate information when asked.

It is Student's responsibility to review the current **Technology Requirements** (available on the school website), and if necessary, seek technology training/assistance to prevent any issues with homework submission and/or testing procedures. Instructor referral for technology training means that the training is **MANDATORY**. Failure to schedule training within one week of referral may result in a grade of "0" being assigned to assignments and/or tests that are not submitted per the instructor's guidelines.

Patient records must be kept on the forms provided as stated in the record policy.

Any violation of HIPAA is a serious infraction and may result in immediate termination.

Reasonable Accommodation Policy

I. Policy

The Chicago College of Oriental Medicine is an equal opportunity institute and does not discriminate in admitting and retaining students on the basis of disability or a serious medical condition. The college complies with The Americans with Disabilities Act (ADA) to ensure that people with disabilities have the same rights and opportunities as everyone else. The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA measures an

impairment when the condition is most severe. There are two essential parts to having a disability:

- You must have a physical or mental impairment; and
- The impairment must substantially keep you from doing major life activities.

A physical impairment is any medical disorder, condition, or loss that affects the body such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, endocrine, etc.

A mental impairment is any mental or psychological disorder. Things like intellectual disability, mental retardation, organic brain syndrome, mental illness, and specific learning disabilities.

Reasonable accommodations such as academic adjustments and auxiliary aids will be made to ensure equal access for persons with disabilities to all academic programs, services and activities as required by law. Students seeking such accommodations must provide current and accurate documentation, fill the request for reasonable accommodations request and coordinate with the Chief Academic Officer during the process. However, this must be noted that although the Chicago College of Oriental Medicine will follow the due process of providing Reasonable Accommodations according to ADA; it will not alter the Learning Outcomes, Student Standards, Assessment Requirements or Clinical Requirements to avoid creating an unreasonable risk to safety and security of students, staff, faculty, and patients.

II. Procedure

The Chicago College of Oriental Medicine's Reasonable Accommodation Policy's procedures consist of three fundamental parts which are as follows:

- A. Reasonable Accommodation Application
- B. Verification
- C. CCOM's Responsibility

A. Reasonable Accommodation Application

The process for request for reasonable accommodation starts with Reasonable Accommodation Application which can be acquired from the Chief Academic Officer or through the College's website at www.ccoom.org. For the college to review and approve the student's request, the applicant must provide the following:

- i. Provide disability or serious medical condition information for which reasonable accommodation is sought,
- ii. Provide information on disability or serious medical condition limitations,
- iii. Provide information on the impact of the disability or serious medical condition on the ability of the individual to perform the essential tasks in learning outcomes of the courses and/or in clinical settings,
- iv. Document, where applicable, the frequency of need for reasonable accommodation,
- v. Provide previously reasonable accommodations, if applicable,
- vi. Provide information on the specific reasonable accommodations that the individual believes would be helpful in enabling him or her to perform a student's essential functions and make an appointment with the Chief Academic Officer to

- discuss these applications, and
- vii. Update the requests if anything changes during the process.

B. Verification

To support requests for accommodation and/or assistance, the following information is required:

- i. Identification by a qualified evaluator of the type of disability with an official diagnosis (physical, cognitive, psychological, educational, or serious medical condition),
- ii. Full Credentials of the evaluator,
- iii. Description of how a major life function and academic performance is affected by this disability,
- iv. Additional Recommended Disability Specific Requirements include:
 - a) For Learning Disability, Traumatic Brain Injury, and Cognitive Disorders: Current aptitude as derived from an acknowledged intellectual evaluation, including subtest scores. Current academic achievement scores as derived from a recognized age-standardized battery of performance tests, including current levels of performance in areas such as reading, understanding, problem solving and written expression. Current ability to process information, including short and long - term memory, sequential memory, auditory and visual perception / processing, speed of processing, executive functioning, divided attention and motor skills, as appropriate for specific learning or cognitive impairment.
 - b) For ADHD: Disability diagnostic procedures, including a list of all evaluation instruments including rating scales and continuous performance testing. The age at which ADHD was diagnosed and a summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment.
 - c) For Psychological impairments based on DSM IV and V: A summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment. Also provide a not from the clinician indicating the condition as stable, improving, or progressive condition.
 - d) For Physical/Systemic: A summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment. Also provide a not from the clinician indicating the condition as stable, improving, or progressive condition.
- v. Documentation must be from a certified and/or licensed professional who is trained and qualified assess and diagnose the particular disability or condition of health. These professionals include, but are not limited to: physicians, psychologists, audiologists, ophthalmologists, and educational diagnosticians.
- vi. Documentation must be on the professional's letterhead providing assessment/diagnosis and the date of assessment/diagnosis, the professional's name, address and qualifications.
- vii. The student must provide the verification documentation when required.

C. CCOM's Responsibility

- i. Once the documentation provided for accommodation and/or assistance is verified, the Chief Academic Officer (CAO) will determine student eligibility for reasonable accommodations, considering the documented impacts of the disability. This will include an interview of the student and the recommendations of qualified professionals. The Chief Academic Officer will then implement the reasonable accommodation while maintaining records identifying students with verified disabilities. These records will include the student's name, address, disability documentation, and a Disability Accommodations Determination Form (signed by the student and the CAO). This information will be kept separate from all other student records. FERPA allows release of information from these records to CCOM staff who have a legitimate educational interest. The CAO will utilize professional judgment in releasing only the minimum amount of information that is in the student's best interest to facilitate accommodation administration. No information shall be released to a third party not employed by CCOM without the student's signed consent.
- ii. The Dean will provide the student with a copy of the Disability Accommodations Determination Form.
- iii. The accommodation policy will be made public by administrators and the faculty will discuss related procedures. Administrators will also ensure that the faculty and staff understand the commitment of the college to implement law and policy that ensures non-discrimination based on disability or serious medical condition.

III. Policy for Exams and Quizzes

CCOM facilities are physically accessible to all students. Requesting a reasonable accommodation for examinations is the student's responsibility. All requests for reasonable accommodation must be submitted in writing to the Chief Academic Officer, who will evaluate each request individually to provide adequate and effective accommodation in accordance with the guidelines set forth herein, to provide an appropriate and effective accommodation.

In order to protect the integrity of CCOM's Tests and Assessment procedures, the student must provide accurate documentation of the existence of a disability and the necessity of the accommodation requested.

Examinations given with reasonable accommodation will be conducted simultaneously with the class taking the examination as far as possible. Students are responsible for adhering to the Codes of Ethics, exam policies, attendance, and professionalism policies of the school and the instructor.

CCOM Code of Ethics Requirements

Student Conduct

Students at CCOM prepare themselves to be healthcare professionals, with all of the privileges and responsibilities inherent in such careers. It is expected that each student conducts themselves in a professional, mature, and respectful manner, both on and off campus. Students are expected to treat faculty, staff, patients, and fellow students with respect. Furthermore, students are expected to abide by all legal and ethical standards of their professional and academic community. CCOM will not tolerate any deviation from these standards. Suspension

or termination may result from any such violation.

The Chicago College of Oriental Medicine follows NCCAOM's Code of Ethics and requires its students to adhere to the same.

Code of Ethics by NCCAOM

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) is a non-profit organization in the United States that advances the professional practice of acupuncture and eastern medicine by establishing and promoting national evidence-based standards of competence and credentialing. The cornerstone of the NCCAOM's commitment to ethical business practices and professional conduct is its Code of Ethics. Every NCCAOM Diplomat and applicant pledges to abide by the NCCAOM Code of Ethics standards and procedures as a condition of NCCAOM certification and certification maintenance. Chicago College of Oriental Medicine strives to produce practitioners with great ethical and moral values; hence it is expected that students take the pledge for code of ethics as early as possible.

Code of Ethics

As a Diplomat of the NCCAOM®, I hereby pledge my commitment to the following principles:

Respect the rights, privacy and dignity of my patients and maintain confidentiality and professional boundaries at all times.

Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.

Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.

Accept and treat those seeking my services in a fair and nondiscriminatory manner.

Render the highest quality of care and make timely referrals to other healthcare professionals as may be appropriate.

Continue to advance my knowledge through education, training and collaboration with my colleagues to maintain excellence and high ethical standards in our profession.

Support my medicine's access to all people and its growth in the broad spectrum of U.S. healthcare.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community

Professionalism Policies

Use of Information Technology Policy

Use of computers and network services is a privilege enjoyed by students at the Chicago College of Oriental Medicine. CCOM provides computers facilities and network services to enhance educational and learning processes for CCOM students. As with all privileges, computer or network usage at CCOM carries with it certain responsibilities. These responsibilities are set forth in the CCOM Acceptable Use Policy and reproduced below:

Prohibited uses of the CCOM Network include, but are not limited to:

- Use of the CCOM Network for, or in support of, any illegal purposes;
- Use of the CCOM Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;
- Use of profanity, obscenity, or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or persons with disabilities;
- “Reposting” or forwarding personal communications without the author’s prior consent;
- Copying commercial software in violation of state, federal, or international copyright laws;
- Using the CCOM Network for financial gain or for the transaction of any business or commercial activities;
- Intentional disruption of the use of the CCOM Network for any other users, including, but not limited to, use of any process, program, or tool to ascertain passwords or engaging in “hacking” of any kind;
- Providing access to the CCOM Network to unauthorized individuals.

The Scope and Nature of Copyright Protection

Chicago College of Oriental Medicine requires compliance with applicable copyright laws in the use of instructional materials.

The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work, only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, you must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies or the work is in the public domain.

The Public Domain and Other "Free" Works

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

CCOM students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious or repeated violations of this policy may result in expulsion or discharge from Chicago College of Oriental Medicine.

Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

Drug/Alcohol Policy

CCOM is committed to providing its employees and students with a safe, healthy campus environment. The misuse of alcohol and controlled substances diminish the safety of the CCOM community; therefore, the use, sale, manufacture, distribution, possession, storage and/or dispensation of alcohol, controlled substances and/or paraphernalia related to alcohol or controlled substances is strictly prohibited on College premises and as part of any College-related activities.

The Chicago College of Oriental Medicine reserves the right to inspect all property on campus or at college-sponsored events for alcohol, controlled substances, or paraphernalia relating to alcohol or controlled substances. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Please note that violations of this policy also include:

- Failing to meet the requirements of a drug or alcohol treatment program that the College requires of an employee to complete as a condition of employment;
- Interfering with a campus/workplace inspection under this policy;
- Alcohol misuse or controlled substance use, even though not during campus hours or on the campus, which impairs job performance, attendance, or safety;
- Failing any drug or alcohol test or engaging in any other conduct prohibited under the College's drug or alcohol testing procedures;
- Being under the influence of legally prescribed drugs that prevent an individual from performing the essential functions of his or her job or where that individual poses a direct threat (e.g., a treating intern on a clinic shift) while using those drugs;
- Any other conduct that the University determines to be inconsistent with providing a drug-free and alcohol-free campus and workplace.

To ensure that the provisions of the Alcohol- and Drug-Free Campus Policy are strictly adhered to and enforced, CCOM reserves the right to question any employee or students when the College reasonably suspects that its Alcohol- and Drug-Free Campus Policy or any procedure under that policy has been violated.

Please reference the following document from the IDFR (*Frequently Asked Questions About How Having a Criminal Conviction*) for more information about how violations could impact your eligibility for professional licensing:

<https://www.idfpr.com/FAQ/DPR/2019%20Acupuncturist%20CC%20FAQs.pdf>

Classroom Etiquette

- The use of cell phones, headsets and/or headphones is prohibited in the classroom during class time and should be turned off or set to vibrate mode. No video recording is permitted under any circumstances.
- Food and snacks are not permitted in the CCOM classrooms; all food/snacks being consumed on CCOM premises must be eaten in the breakroom. Students should keep any food items stored in backpacks/baggage or it should be placed in the breakroom (labeled with student name if not for shared consumption).
- Beverages are allowed in the classrooms but must be in enclosed/lidded containers.
- Beverages are NOT allowed when using CCOM computers. Please make certain that beverages are closed/contained and in the breakroom or your backpack when you are using CCOM's electronics.
- Please be courteous and clean-up after yourself. Any student who leaves spills, trash, and/or other refuse behind may be given a "tardy" for unprofessional behavior for the class or clinic shift they are attending.
- Student food, beverages and/or dishes are NEVER permitted in clinic treatment rooms, including the sinks, and WILL result in a tardy being applied to the relevant class or clinic shift, NO EXCEPTIONS.
- All students are expected to show respect toward instructors, administrative staff, and fellow students. A student who is loud, disrespectful, and/or disrupts classroom decorum will be subjected to disciplinary action up to termination.
- Students are advised to use washrooms before sitting for exams. Any student who leaves the classroom during an exam will be considered to have completed the exam; no changes will be allowed to be made to the test thereafter unless a medical exception applies to the situation.

Online Etiquette ("Netiquette")

Many student-instructor and student-student communications are taking place in the online environment since the onset of the Coronavirus pandemic, and many CCOM courses contain a significant online component. As online communications lack the context afforded by body language or tone of voice, students should choose their words carefully and avoid comments that could be misinterpreted as disrespectful or discriminatory. Students are also reminded not to write messages in all capital letters, as this is considered shouting in the online environment, and is an impolite form of communication. Students are reminded that the online chat box is solely for communication directly related to the class subject at hand. Personal communication or opinions unrelated to the class subject should be communicated through other media. Any online postings that distract other students should be avoided and may be considered as grounds for disciplinary action. CCOM's *Online Classroom Etiquette Guidelines* should be reviewed to ensure that students are clear on the college's expectations for online conduct.

Online Classroom Etiquette Guidelines

Please note that all students are expected to conduct themselves professionally in online classes and are expected to follow the same types of guidelines and customs as are the norm for in-person instruction.

Attendance for Classes Held Online

The general expectation in all online class meetings is that students will have their cameras on during the entire class session each week for the duration of the term. If a student cannot, in a particular class session, meet the general expectations as outlined above, they must communicate the reason why to the instructor via the private chat while *in class*, or in an email *prior* to class.

Tardiness Policy

Students arriving late to class, leaving before the faculty member dismisses the class, or otherwise absent from class without permission (off-camera, leaving early or returning late from breaks) may be marked tardy (5 minutes per credit hour) or absent (10 minutes per classroom hour). NOTE: A student missing 30 or more minutes in any class will be considered absent, even if the class exceeds 3 hours.

<u>Class duration</u>	<u>Tardy</u>	<u>Absent</u>
3 ≤ hours	15 minutes	30 minutes
2 hours	10 minutes	20 minutes
1 hour	5 minutes	10 minutes

Professionalism and Full and Prompt Attendance: To pass any course (separate from academic performance) all students must meet requirements for professionalism in coursework. Professionalism includes full and prompt attendance: Students who miss more than 4 class meetings in a 15-week course will earn an F in that course. Additionally, students who arrive more than 15 minutes late or leave before class is dismissed will be marked tardy. Being tardy twice is equal to one absence. NOTE: Students who leave and return to class late from a break, leave during the class, or disrupt the class in other ways may be referred to the Chief Academic Officer for professionalism.

Classroom discipline for online courses: Cell phones CANNOT be used for non-class related activities during class time and should be turned off or set to vibrate mode. No video recording is permitted under any circumstances. All students are expected to show respect to the authority of instructors, staff and to fellow students. A student who is loud, disrespectful, and disrupts classroom decorum will be subjected to disciplinary action up to termination. **NOTE: For online courses, students are expected to have their camera on for the duration of class unless instructor has excused the student for a break. Online testing procedures are at the discretion of the instructor. Failure to comply with testing instructions may result in a failing grade.**

Zero-Tolerance Policy

The Chicago College of Oriental Medicine follows a zero-tolerance policy for aggressive behavior directed by students, staff, administration, or patients toward any other member of the CCOM community (student, staff, administrator, patient).

Any violation of the policy will result in disciplinary action up to and including termination (of enrollment, employment, or treatment). This policy includes any threatening behavior or acts of aggression and violence during class (in-person or online), in or near the clinic, or in communication among the CCOM community.

Please note that violence under this definition includes threatening actions or intimidation of any kind, including involving verbal (threats, harassment, abuse) and non-verbal (hand and other gestures), as well

as physical (spitting, hitting, shoving, kicking, sexual touching, throwing objects, other assaults) or other unlawful behaviors (stalking, theft, vandalism, sabotage, arson).

Technology

- Make certain that your technology meets/exceeds the recommended requirements
- Test your equipment/connection
- Login early and run updates when prompted
- Be early – don't wait until a few minutes before class starts to login; login early, test your system, then you can turn off your video and mute until class begins (this will help you avoid receiving a tardy or absence due to technology issues).

Testing

Online testing procedures are at the discretion of the instructor. Failure to comply with testing instructions may result a failing grade.

Please note that students are responsible for testing technology prior to each testing date. If new equipment is obtained, all tech training steps and set-up must be completed on the new equipment prior to the test date to ensure that tests can be properly accessed. Equipment set-up is each student's responsibility and may result in failure if these steps are not followed.

Mute Your Microphone

- **Your microphone should ALWAYS be muted unless you are invited to speak**
 - Being muted allows all students to hear the instructor/lecturer without competing sound, which is distracting to your classmates/peers
 - Being muted when you are not deliberately speaking allows other students to participate without frustration
 - Even when you live alone, there is background noise which can conflict and take over the sound
 - Being muted eliminates unnecessary echoes, squealing, etc. produced by competing microphones.

Inform your instructor if you are having audio problems

CCOM driving policy (online classes)

Students are expected to be logged into class from a safe location and to be active participants within the online classroom throughout the class time. There are no circumstances under which a student will be allowed to attend class while driving a car. If faculty has any evidence that the student is logged into class while driving a vehicle, the faculty member will mark the student as absent for the class.

CCOM testing policy (online classes)

Students are expected to observe all online testing requirements, per the instructor. Refusal to comply as directed to testing guidelines will result in the quiz or test being assigned a grade of zero, at the instructor's discretion. Such an incident is subject to disciplinary review by the CAO/ACAO, and any course failed due to testing noncompliance must be retaken at the full tuition at the offending student's expense in order to receive credit.

Talking During Class

The classroom is a learning environment. Students are expected to respect the right of the instructor to conduct the class as he or she sees fit and not to disrupt the experience with personal conversations or phone calls. Cell phones should be set to vibrate and emergency calls should be taken outside the

classroom. The classroom should not be used for texting.

Profanity

Every student, faculty, and staff member of CCOM will be treated with respect. Any use of profane language towards any student, faculty, staff member or anyone while on college premises is subjected to disciplinary action including but not limited to suspension and termination.

Diversity

Chicago College of Oriental Medicine is committed to serving a diverse population. The unique demographic composition of the college necessitates the need for consideration and respect towards others who have different perspectives and cultures. Any discrimination against a student, faculty, or staff member due to age, origin, religion, education, culture, income strata, sexual orientation, gender or race will be seen as a violation of CCOM's code of conduct and will be followed by disciplinary action.

Weapons

Safety of CCOM's students and employees is of utmost importance. No unauthorized weapons are allowed on the college premises. Any student or employee found to be carrying a weapon is subject to immediate termination/dismissal. Additionally, violations of the law also will be referred to the appropriate law enforcement authorities.

Cell phones

Cell phones may not be used in the classroom during class time and should be turned off or set to vibrate mode.

Academic Freedom Policy

Goal

The goal of the Academic Freedom policy is to ensure a high level of effectiveness, professionalism, and integrity in the delivery of The Chicago College of Oriental Medicine's educational programs to its students. As this policy is broad in scope, it is intended that it will be supported with guidance and resources from the faculty and the Chief Academic Officer.

Policy

- I. CCOM acknowledges the academic freedom of faculty in their conduct of scholarly research, academic delivery, and related academic activity in their teaching field.
 - A. Academic freedom is defined as the autonomy to pursue, discuss, and express ideas and opinions without fear of repression, intimidation or retribution from supervisors or governing officials.
 - B. All academic activity conducted at or on behalf of CCOM supports the published mission, policies, procedures, and values of CCOM.
- II. CCOM supports the application of theory developed through scholarly research and/or professional experience by encouraging instructors to bring this knowledge into the curriculum development and review processes.

Instructors have the freedom to supplement CCOM curriculum with local market information, personal experience and knowledge gained from their professional study, and information to enhance student learning, engagement, and professional development.

 1. In supplementing the curriculum, Faculty shall adhere to CCOM's grading policy and all other current academic policies.
 2. All course delivery conducted on behalf of CCOM must support the program of study as defined in the program's catalog, curriculum and in its syllabi.
 3. CCOM supports change to existing curriculum and syllabi subject to

- consensus from other instructors who teach the subject and as approved by the Program/Department Chair and the Chief Academic Officer.
4. When supplementing approved curriculum, Instructors must achieve all specified program and learning objectives, clock hour requirements, and all other program or course elements defined in the course catalog and syllabi.
 5. Instructors shall refrain from delivering subject matter that is unrelated to the course objectives.
 6. Instructors shall respect all intellectual property and privacy laws and will refrain from using any copyright materials or information subject to rights of publicity, without obtaining appropriate permissions.
 7. Where or when the information introduced by the instructor has a bearing on the student's grade, that information must be disclosed in the course syllabus and issued to each student.

Academic Dishonesty Policy

CCOM is dedicated to preparing students with the strongest possible educational foundation for future success in the healthcare profession of their choosing. The college therefore has a firm policy against academic dishonesty. Academic dishonesty weakens the educational foundation of the participant and is detrimental to the educational progress of all students.

Academic dishonesty is defined by the college as participating or assisting in any action intended to result in the improper award of credit for academic work. Actions meeting this definition include, but are not limited to:

- Submitting another student's work as one's own
- Giving test questions or answers to, or receiving test questions or answers from, other students
- Copying, or allowing another student to copy answers or work during a test
- Using materials that are not permitted during a test
- The following acts will be considered plagiarism:
 - presenting ideas and words of another as one's own
 - to use someone's production without crediting the source or giving incorrect information about the sources
 - to present as new and original an idea derived from an existing source
 - failing to put a quotation in quotation marks and citing that quotation
 - changing the words but keeping the sentence structure the same without giving credit, or copying so many words and/or ideas that it makes up the majority of the work
- Copying, or having someone else prepare homework, papers, projects, laboratory reports, or take-home exams (except in those cases designated as group work by the instructor)
- Participating in, assisting with, or knowing about and failing to report any of the above or related activities

When it has been determined by an instructor or the administration that a student has engaged in academic dishonesty the college will impose one or more of the following sanctions on the offending student:

- Require the student to resubmit the assignment or complete a different assignment
- Issue a grade of zero for the assignment
- Issue a failing grade for the course
- Terminate the student from the class and place a permanent note on that student's transcript

- Suspend the student from the college

In determining sanctions to be imposed, the college will consider both the seriousness of the offense and any prior history of academic dishonesty.

Attendance Policy

It is expected that students will attend classes regularly in order to maintain satisfactory academic progress and achieve maximum comprehension of the material presented. **Students who miss more than 3 class meetings in a 15-week course will earn an F in that course.** Additionally, students who arrive more than 15 minutes late to class or leave class before it ends will be given ½ absence towards attendance.

NOTE: Students who leave and return to class late from a break or leave during the class or who disrupt the class in other ways may earn an F in that class and/or be referred to the ACAO/CAO for possible further disciplinary action.

Students who fail to attend classes regularly will be counseled and are expected to make up work missed. Students may also be withdrawn for failing to attend class. This is a constructive withdrawal and occurs when a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absence to the college's administration. The date of the tenth consecutive absence will be the date of withdrawal. Students must be present for at least 75% of the class hours scheduled in order to receive credit for a given academic course. Excessive absences, regardless of the reason for the absences, will result in a grade of "WF" (unless a grade of "I" has been approved). Students who receive a grade of "WF" must retake the course at normal tuition rates.

Overview:

- Arriving 15 minutes late or leaving 15 minutes early = 1 tardy
- 2 tardies = 1 absence
- Arriving 30 minutes late or leaving 30 minutes early = 1 absence
- 3 absences (in a 15-session class) = F

Class meetings may take place as a combination of online instruction/webinars and discussion forums. Students must be present at least 75% of both webinars and forums.

In order to be marked present in a webinar (during online instruction), students are required to ensure the following:

- They must log in to the webinar using their full real name as it appears on their invoice
- Their face must clearly be visible on the webcam at all times
- Their webcam must be active and not paused at all times except class breaks

In order to be marked "present" for a forum, students are required to participate at a satisfactory level. For classes that include forums, the minimum requirements for satisfactory participation in online forums are described in the syllabus, rubric, or grading requirements outlined for the forums. Please be aware that forums all receive individual grades. So, missing a forum is not advised, as you will lose points as well as be marked absent.

The Registrar will drop students from classes if, by the second week of the respective term, all sections of the required prerequisites have not been passed.

It is the student's responsibility to stop attending courses for which they are not qualified. No credit and no refund will be granted for courses taken out of sequence whether or not the student was notified individually. To avoid any inconvenience or unnecessary cost, please make sure you are registered for and attending the correct courses. The Registrar, CAO, or ACAO can provide official answers to related questions. Please do not hesitate to contact them if you have any questions.

Assessment

Grades are calculated by averaging attendance, quiz scores, paper grades, and other assessments. Make up work and deadlines are assigned and enforced at the instructor's discretion. Points may be deducted for failure to meet assigned deadlines. Weighted Categories Method is used for final calculation of the grades.

Academic Integrity

Students who cheat on course assessments exhibit a willful disregard for the ethical and professional conduct expected of aspiring practitioners. At minimum, the cheating offense will result in a one-semester suspension from the College with the violation noted on the student's transcript; a repeat offense will lead to the student's expulsion.

Students must also ensure that they are submitting original work that is written or developed for their particular courses. The presentation of someone else's ideas or work as one's own is considered plagiarism and will result in a failing grade for the course. When submitting information that is not their own original research or accepted as common knowledge, students must cite the source of the information using American Psychological Association (APA) standards, unless a different formatting standard is requested by the course instructor.

Suggested websites for up-to-date APA formatting include:

<http://owl.english.purdue.edu/owl/section/2/10/>

<http://nova.campusguides.com/content.php?pid=114919&sid=992685>

http://en.wikipedia.org/wiki/APA_style

A website providing helpful information concerning plagiarism:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Additional information concerning quoting, paraphrasing, and summarizing:

http://owl.english.purdue.edu/handouts/research/r_quotprsum.html

Fabrication and Fraud

Fabrication includes a misstatement of any fact that it expected to be relied upon by students, faculty, administrators, or others. It further includes the fabrication of events or instruction, making false statements or creation of data, research, or resources, by self or others, or altering graded work without the prior consent of the course instructor. Deception made for personal gain or to damage another individual, bribing and threatening CCOM employees or students will be considered as a serious offense. Only graduates of CCOM may practice/advertise as a graduate, and only a licensed practitioner of Acupuncture or Oriental Medicine may practice/advertise as a licensed professional. This includes diagnosing and/or administering treatment outside of class or clinic. Practicing without a license is a felony and grounds for expulsion.

VIOLATIONS

Violations of the Code of Ethics and professionalism policies can lead to oral reprimand, written reprimand, Academic Suspension, or termination. Such violations include but are not limited to: plagiarism; cheating; fraud, misrepresentation, being misleading, theft, fabrication; aid of academic dishonesty; any untruth to any course instructors or administration; bribery or threats

pertaining to academic, health, safety or administrative matters, any other conduct which adversely affects the relationship between instructor - student, student - administration, student - community, or an attempt to do any of the aforementioned violations.

General Policies

Affirmative Action and Title IX

Although the Chicago College of Oriental Medicine is not currently eligible to participate in federal financial assistance programs, CCOM does observe Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964 prohibiting institutions that participate in federal financial assistance programs from discriminating on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age, or any other basis which is protected by federal law. Chicago College of Oriental Medicine is subject to and complies fully with these requirements. In hiring and promotion, CCOM gives consideration only to those characteristics constituting bona-fide occupational requirements for the educational programs or activities that it operates.

Complaints of discrimination should be referred in writing to the Title IX Coordinator, who also serves as CCOM's Compliance Coordinator.

See "Student Consumer Information" page on CCOM's website (www.ccom.org) for more information on the Title IX policy.

Family Educational Rights and Privacy Act of 1974

Under federal law, students have certain rights with respect to examination of their educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires colleges to inform students of rights guaranteed under this Act.

General Provisions

FERPA protects from disclosure to third parties certain records containing personally identifiable information about an individual student. FERPA also grants students the right to examine certain files, records, or documents maintained by the college that contain such information. Colleges must permit students to examine their "educational records" within 45 days after submission of a written request and provide copies of such records upon payment by the student of the cost of reproduction.

CCOM students may request that the college amend their educational records on the grounds that these records are inaccurate, misleading, or in violation of the student's right to privacy. In the event that the college does not comply with a student's request after the student has complied with Chicago College of Oriental Medicine's complaint procedures, the student is entitled to a full hearing. Requests for such a hearing should be directed in writing to the Office of the President.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day Chicago College of Oriental Medicine receives a request for access.

A student should submit to the registrar, Chief Academic Officer, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. An official from Chicago College of Oriental Medicine will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records

are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Chicago College of Oriental Medicine to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Chicago College of Oriental Medicine decides not to amend the record as requested, Chicago College of Oriental Medicine will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent before Chicago College of Oriental Medicine discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Chicago College of Oriental Medicine discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Chicago College of Oriental Medicine in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Chicago College of Oriental Medicine has contracted as its agent to provide a service instead of using Chicago College of Oriental Medicine employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Chicago College of Oriental Medicine.

Upon request, Chicago College of Oriental Medicine also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Chicago College of Oriental Medicine will forward records on request.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Educational Records

A student's educational records consist of all files, records, or documents maintained by CCOM that contain information directly related to the student, including student academic files, placement files, and financial aid files. The only persons other than the student who are allowed access to such records without the student's consent are individuals who have a legitimate administrative or educational interest in their content, or as required by law.

Exemptions

The following items are exempt from provisions of the Act that guarantee student access, and need not be disclosed to the student under FERPA:

- Parents' Confidential Statement, Financial Need Analysis Report, and the PELL Grant A.D. Report.
- Confidential letters of recommendation received by the college prior to January 1, 1975. As to such letters received after 1974, the Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
- Records of students produced by instructors or administrators which are maintained by and accessible only to the instructors or administrators.
- School security records.
- Employment records of college employees who are not currently students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

Directory Information

FERPA also provides that certain information, known as "directory information," may be released unconditionally, without a student's consent, unless the student has specifically requested that the information not be released.

Directory information includes a student's: name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, degrees, and awards received, last school attended, post-graduation employer(s), job title(s) in post-graduation job(s), academic honors, and dates of attendance.

Students who do not wish to have directory information released by the college may make this preference known when responding to the **Directory Information - Memorandum of Agreement** at the time of enrollment.

Access Without Student Consent

The college may release educational records to the following parties without the prior written consent of the student:

- Other schools where a student has applied for admission. In this case, the student must be advised that the records are being sent and that he or she is entitled to receive a copy and is given an opportunity to review and challenge the records.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.

- Parents of students who list them as their dependents for purposes of the Internal Revenue Code. However, the college is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts ordering compliance with a court order or subpoena provided that the student is notified prior to compliance.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the college shall obtain the written consent of the student prior to releasing educational records to any person or organization.

Grievance Policy

There may be times when a student has a complaint or grievance that he or she feels cannot be satisfactorily resolved through the ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

Step One: The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

Step Two: If the grievance is regarding an education matter which cannot be resolved with the instructor, the matter should then be referred to the Chief Academic Officer. If there is no resolution with the Chief Academic Officer the matter should then be referred to the Chief Operating Officer/ President.

Step Three: If the grievance is regarding admissions/administrative matter then the complaint should be filed directly with the Chief Academic Officer.

Step Four: After the above steps have been exhausted and if the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the president requesting an impartial Grievance Committee Hearing.

Within 24 hours of receipt of a written request, the Committee must be formed, and a hearing must be scheduled. All parties concerned must be notified. The Committee will consist of staff or faculty members not involved in the matter in question.

All persons directly involved, or their representatives, must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The Committee decision will be final.

Any subsequent complaints by the aggrieved party may be filed with Illinois Board of Higher Education (IBHE) at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Complaints against this school may also be registered with the Accrediting Commission of Acupuncture and Oriental Medicine (ACAAM) at <http://ACAAM.org/forms/ACAAM-complaint->

[form/ ACAHM policy on grievances can be found at http://ACAHM.org/wp-content/uploads/2018/11/ACAHM-Policy-Governing-Complaints.pdf](http://ACAHM.org/wp-content/uploads/2018/11/ACAHM-Policy-Governing-Complaints.pdf)

Security Policies and Programs

Chicago College of Oriental Medicine is committed to providing a safe and secure environment for all members of the campus community. Our goal is to ensure that standard security procedures are in place that represent the best practices in the field to provide a safe and secure environment to our academic community.

The Title IX Coordinator is also the college's Safety and Security Coordinator. Any infractions of the drug and alcohol policy, reports of sexual harassment, anything stolen, or a security breach of any kind should be reported to their office. The appropriate document will be completed and a formal report will be filed. Forms are available in the Education Office, at the receptionist's desk, or at the office of the President for reporting any concern of safety or security on the campus. Concerns may be reported anonymously should the student so choose.

Issues regarding campus safety and security will be reported on the school monitor. Email alerts will be sent to all students in cases of campus wide emergencies.

Anticipated events will be announced in the classroom as well.

Safety and Security Education

Chicago College of Oriental Medicine insists on a drug-free environment. Safety seminars will be offered on issues such as alcohol/drug awareness, safety precautions, campus safety policies, sexual harassment, and crisis intervention procedures.

As required by the Drug Free Schools and Communities Act, any use, distribution, or possession of alcoholic beverages and/or illegal drugs on the college's premises or at organized college events by a student or employee violates the college's student conduct policy. **Any violation of this policy is sufficient grounds for expulsion or termination of the student or employee and referral for prosecution to the local law enforcement agencies.**

Emergency Management Structure

An administrator will be on the campus at all times that the school is in operation to provide a point of reference in the event of an emergency. See Emergency Management Structure in college's reference section.

Sexual Harassment And Workplace Harassment

Respect for CCOM students, faculty and staff is of utmost importance. Accordingly, it is the college's policy that sexual harassment of students or applicants for enrollment in any form, such as unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse, gestures or actions of a persistent or offensive nature is unacceptable conduct and will not be tolerated. If a student has a sexual harassment complaint they should file a written complaint with the Office of the President.

Zero-Tolerance Policy

The Chicago College of Oriental Medicine follows a zero-tolerance policy for aggressive behavior directed by students, staff, administration, or patients toward any other member of the CCOM community (student, staff, administrator, patient).

Any violation of the policy will result in disciplinary action up to and including termination (of enrollment, employment, or treatment). This policy includes any threatening behavior or acts of aggression and violence during class (in-person or online), in or near the clinic, or in communication among the CCOM community.

Please note that violence under this definition includes threatening actions or intimidation of any kind, including involving verbal (threats, harassment, abuse) and non-verbal (hand and other gestures), as well as physical (spitting, hitting, shoving, kicking, sexual touching, throwing objects, other assaults) or other unlawful behaviors (stalking, theft, vandalism, sabotage, arson).

Sexual Harassment Policy

Chicago College of Oriental Medicine does not condone sexual harassment. No individual whether student, faculty or staff should be subjected to sexual harassment by any other member of the Chicago College of Oriental Medicine college community. Sexual harassment has occurred when:

- The employee or student must submit to the offensive conduct as an explicit or implicit condition of employment or academic standing (for example, to maintain his or her position or grade).
- The employee's job status or student's grade is affected by the acceptance or rejection of sexual advances.
- Sexual conduct unreasonably interferes with an employee's or student's work performance or creates a hostile, intimidating, or offensive working and learning environment.
- The display in the workplace of sexually suggestive or explicit objects, pictures, posters or cartoons, including, but not limited to, offensive electronic communications or voice-mail messages; access to pornographic images through the Internet or e-mail.
- Verbal abuse of a sexual nature including foul or obscene language, lewd, off-color, sexually oriented comments or sexual jokes or any graphic verbal commentary about an individual's body.

Other Discriminatory Harassment

Any conduct based on a person's race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by local or federal law is considered harassing if it creates a hostile, intimidating or offensive work or learning environment, or unreasonably interferes with an employee's or student's work performance.

As with sexual harassment, other discriminatory harassment can be verbal, nonverbal, or physical. Examples of what may, if unwelcome and severe or pervasive, constitute other discriminatory harassment include, but are not limited to, the use of racial or ethnic slurs, jokes, or derogatory remarks, or the use of insults or threats.

This policy applies anywhere employees and/or students are functioning on behalf of CCOM regardless of whether it is on campus or in a different location.

If you believe that you have been subject to sexual harassment, you should report the incident according to the complaint procedures outlined below. No retaliatory action will be taken against

any employee who files a complaint.

Chicago College of Oriental Medicine is committed to providing a work environment that is free of discrimination and harassment. Any employee who wants to report an incident of sexual or other harassment should report the matter to his or her supervisor promptly. If the supervisor is unavailable, or if the employee believes that it would be inappropriate to report the matter to the supervisor, the employee should contact the President immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other harassment of another employee should advise the President promptly. The President will handle the matter in a timely and confidential manner.

The President or the appointed designee will investigate the complaint promptly. The investigation will include interviews with persons identified by the complainant as having direct knowledge of the harassment. The alleged harasser also will be interviewed. After a thorough investigation, the President will prepare a written determination regarding the allegations, and copies of the determination will be provided to the complainant and the alleged harasser. Either party may appeal either the decision or the disciplinary action or both to the President, who will have the final authority. Any individual found to have engaged in harassment is subject to disciplinary action, including discharge where appropriate.

Termination by the College

The college reserves the right to terminate any student who fails to: maintain passing grades, shows excessive tardiness or absences, fails to make proper payment on their financial account, destroys or damages any property of the college (the student may be held liable for repair and/or replacement of the damaged property), engages in unlawful or improper conduct contrary to the best interest of the college or any conduct that reflects discredit upon the college, or demonstrates behavior disruptive of normal classroom discipline. This list of examples is not intended to be all inclusive. CCOM reserves the right to act in the best interest of its constituents and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. Disciplinary action, including immediate removal from CCOM premises, suspension of privileges and/or dismissal from the college may result from conduct violations.

Academic Programs

Chicago College of Oriental Medicine offers degree programs focused on preparing students for immediate employment. All programs of study are offered in-residence at the college's 180 N. Michigan Ave, Suite 1919, Chicago, Illinois campus.

Programs of Study

The Chicago College of Oriental Medicine offers two graduate programs leading to either the Master of Science in Acupuncture (MAc) or the Master of Science in Acupuncture and Oriental Medicine degree.

Master of Science in Acupuncture:

Semester credit Hours – 123.1

Clock Hours – 2,431

The Master of Acupuncture program is almost identical to the Oriental Medicine program but

does not include herbal studies. This program includes 2,708 clock hours of instruction and may be completed in two and two-thirds calendar years (eight consecutive semesters). This program must be completed within six years from the date of matriculation.

The Master of Science in Acupuncture and Oriental Medicine:

Semester Credit Hours – 157.1

Clock Hours – 3,001

The Master of Oriental Medicine program is comprised of the same courses that are contained in the Masters of Acupuncture but adds an additional semester that addresses Chinese Herbology and related studies. The program may be completed in three calendar years (nine consecutive semesters) but must be completed within eight years from the date of matriculation.

See the Chicago College of Oriental Medicine Catalog for further details.

Program Learning Outcomes

Master of Acupuncture

1. It is expected that each student shall conduct themselves in a professional, mature, and respectful manner, both on and off campus.
2. Students shall exhibit a deep understanding of ethical standards as stated in the Illinois Acupuncture Practice Act and shall also pledge to the NCCAOM's Code of Ethics.
3. Students shall maintain and follow standard quality, safety, environmental, and infection control policies and procedures.
4. Students shall adhere to all applicable federal, state, and local statutes and regulations.
5. Students shall maintain detailed and complete records of health care plans and evaluations.
6. Analyze physical findings and medical histories to make evaluations according to Traditional Chinese Medicine Practices.
7. Develop individual treatment plans to further promote, restore, or maintain health.
8. Evaluate treatment outcomes and recommend new or modified treatments as necessary to further promote, restore, or maintain health.
9. Collect patient histories as well as general health and lifestyle information from patients.
10. Assess patients' generally physical appearance to make evaluations.
11. When appropriate, consider Western medical procedures in the patient's health assessment, in the health care team's communication, as well as patient care referrals.
12. Educate patients on topics such as the healing process, meditation, ergonomics, stretching, exercise, nutrition, breathing, or relaxation techniques.
13. Insert needles properly to provide acupuncture treatment.
14. Identify correct point locations based on the patient's anatomy, anatomical positions, contraindications, and precautions related to treatments such as intradermal needles, moxibustion, electrical stimulation, Gua Sha, bleeding, cupping, cold LASTER therapy.
15. Apply moxibustion directly or indirectly to patients using Chinese, non-scarring, stick, or pole moxibustion.
16. Treat patients using specialized tools including, but not limited to, needles, cupping, seeds, pellets, and Gua Sha tools.
17. Apply heat or cold therapy to patients using materials such as heat pads, hydrocollator packs, warm compresses, cold compresses, heat lamps (e.g., infrared lamps, TDP mineral lamps), vapor coolant sprays, and herbal topical liniments.

18. Treat conditions using techniques to include, but not limited to acupuncture, Shiatsu, Tui Na, Qi Gong, Tai Chi, and Gua Sha.

Master of Oriental Medicine

In addition to the aforementioned mentioned learning outcomes, students graduating from the Masters of Oriental Medicine program must also demonstrate the following:

19. Prescribe and/or dispense herbal formulas and remedies; provide patient education including informing patients of the purpose for the herbal formula or preparation, dosage, volume, frequency of use, anticipated consumption, duration, as well as possible side effects and drug interactions.
20. Formulate herbal preparations and formulas to treat conditions considering herbal properties such as taste, temperature, toxicity, effects of preparation, cautions, contraindications, and incompatibilities for appropriate application.

Academic Calendar

The Chicago College of Oriental Medicine operates its academic calendar on a semester format. Each semester is 15 weeks. There are two scheduled semesters within the academic year.

Term	New Class Start Date	Semester Start Date	Semester End Date	Holidays/Breaks
2022 Winter	1/10/2022	1/10/2022	4/22/2022	1/17/22: Martin Luther King, Jr. Day 2/21/22: Presidents Day 4/25/22 – 4/29/22: Spring Break
2022 Summer	5/2/2022	5/2/2022	8/12/2022	5/30/22: Memorial Day 7/4/22: Independence Day 8/15/22 – 9/2/22: Summer Break
2022 Fall	9/5/2022	9/5/2022	12/16/2022	9/5/22: Labor Day 11/24/22 – 11/25/22: Thanksgiving 12/19/22 – 1/6/23: Winter Break
2023 Winter	1/9/2023	1/9/2023	4/21/2023	1/16/23: Martin Luther King, Jr. Day 2/20/23: Presidents Day 4/24/23 – 4/28/23: Spring Break
2023 Summer	5/1/2023	5/1/2023	8/11/2023	5/29/23: Memorial Day 7/4/23: Independence Day 8/14/23 – 9/1/23: Summer Break
2023 Fall	9/4/2023	9/4/2023	12/15/2023	9/4/23: Labor Day 11/23/23 – 11/24/23: Thanksgiving 12/18/23 – 1/5/24: Winter Break

Admission to the College

Admissions and Tuition

Requirements for admission to the Chicago College of Oriental Medicine are as follows:

1. Applicants must provide evidence of an associate's or higher degree or have completed the minimum equivalent of 60 semester/90 quarter credits through an official transcript from an accrediting authority recognized by the U.S. Department of Education or the Council for Higher Education or a degree from another country evaluated for U.S. equivalence, by a recognized credentials evaluation service. The college will request transcripts on all students seeking admission to the college. Transcripts will become a part of the applicant's file and must be evaluated by the Chief Academic Officer to ensure that these minimum standards have been met prior to an applicant's acceptance to the Chicago College of Oriental

Medicine. In evaluating applicants for admission to the Chicago College of Oriental Medicine's programs, and in addition to the information stipulated in its application response, candidates to the Chicago College of Oriental Medicine must complete their 60 semester/ 90 quarter credits at the bachelor's degree level in an institution accredited by an agency recognized by the US Secretary of Education. This education must be the appropriate preparation for graduate-level work or the equivalent (e.g., certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution accredited by an agency recognized by the U.S. Secretary of Education.

2. Applicants must demonstrate an overall minimum of 2.5 on a 4.0 scale. All extenuating circumstances regarding admission into the program will be referred to the Admissions Committee for consideration
3. Provide three character references
4. A completed essay
5. A current resume (if applicable)
6. Must complete a mandatory admissions interview and
7. Must complete an application for admission which includes a \$50 non-refundable application fee.
8. Background Check Fee will be charged.
9. Effective January 1, 2019, English language competency is required of all students seeking admission in CCOM's Acupuncture of Oriental Medicine's program. This may be demonstrated by one of the following:
 - a) The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate or graduate level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used;
 - b) For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL®iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam

The college will not admit individuals who have been convicted of a misdemeanor of a violent or sexual nature or any felony. CCOM will deny admission to applicants with such convictions. The College therefore will conduct a criminal background check on all applicants seeking admissions.

Entrance Requirements

Students must indicate the capability and sufficient maturity to function as a healthcare professional. The expectations of students in CCOM's healthcare programs include but are not limited to:

1. The ability to manage professional boundaries
2. The physical ability to properly place acupuncture needles within a patient's body and manipulate them appropriately
3. The physical ability to perform appropriate clinical techniques and procedures and follow a supervisor's directions
4. The ability to perform in all laboratory and clinical settings without posing a threat to herself/himself or to the safety and well-being of fellow students or patients

5. The ability and willingness to receive acupuncture and accessory treatment.
6. The ability to see with or without reasonable accommodation

Students in the Master of Oriental Medicine degree program must pass the following physical abilities, with or without reasonable accommodation, for completion of their degree:

- The ability to see with or without reasonable accommodation
- The ability to identify odors, tastes, colors and other physical properties of herbs and other organic and mineral substances utilized in Oriental medical therapy and
- The ability to document and prepare herbal formulae in accordance with Oriental medicine therapeutic principles, including but not limited to reading, writing, chopping, reading, mixing, and grasping.

Transfer Students and Transfer Policy

Students wishing to transfer from another Acupuncture or Oriental Medicine program or any other college or program must follow the same application procedures as new students (see Admission Information above) but with the following exceptions:

1. Forward all official transcripts from any other Acupuncture or Oriental Medicine program(s) they have attended
2. Submit two letters of recommendation written by faculty members from the acupuncture or Oriental medicine program(s) they attended and one from outside third party that is not a relative.
3. Provide a letter from the registrar at that Acupuncture or Oriental Medicine program indicating that the students are in good academic standing and could continue studies at that institution, if so desired.

Courses *may* transfer to CCOM if the student has received grades of C or better. Transfer courses must have similar course content, name, length, or objective and correspond to courses within CCOM's Acupuncture and Oriental Medicine curriculum. The Chief Academic Officer will determine comparability. A syllabus or other detailed course description and a copy of the catalog from the original institution may be required. Normally, the course must be an academic course from an accredited institution at the bachelor's degree level or better and passed within the past five years with a grade of C (an overall CGPA of 3.0) or better. *Please note that the methodologies taught in professionally-aligned coursework may be considered to be outdated depending on the amount of time since the course was taken and may not be eligible for transfer credit.*

Transfer credit may be awarded for equivalent coursework documented by an official transcript that indicates the credits are from a post-secondary accredited institution recognized by the U.S. Department of Education.

1. Transfer courses must have similar course content to courses within CCOM's Acupuncture and Oriental Medicine curriculum.
2. A grade of "Pass" or "C" (2.0) or above in a given course with an overall CGPA of 3.0 is required for transfer.
3. Credit must have been earned within the last five years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested e.g., a physician for clinical science.
4. Transfer credit is granted only when the total hours for any given course have

- been documented.
5. Coursework taken at another institution after admission to the Chicago College of Oriental Medicine is not transferable unless approved in advance in writing by the Chief Academic Officer.
 6. At least 50% of the program must be completed at the Chicago College of Oriental Medicine.
 7. Applicants with life experience can request a review with the Chief Academic Officer to determine credit eligibility.
 8. Transfer credit accepted will decrease the number of hours of study at the Chicago College of Oriental Medicine. The tuition will be adjusted accordingly.

Responsibility of Applicant

It is the responsibility of the applicant to meet the entrance requirements of CCOM and make sure all the requirements are met prior to enrollment. If the student does not meet the requirements of the college, the student will not be allowed to enroll or to continue at CCOM.

Illinois Immunization Requirement

Students must provide evidence of immunity as stipulated by the State of Illinois as a condition of enrollment in the following areas: diphtheria, tetanus, measles, rubella, and mumps per Title 77: Public Health, Chapter I: Department of Public Health, Subchapter K: Communicable Disease Control and Immunizations Part 694 College Immunization Code and Section 694.100 Proof of Immunity.

Application Procedure and Selection of Candidates

Applicants seeking admissions into CCOM will be expected to do the following:

The steps in the application process must include:

1. Submitting a properly completed application for admission.
2. An application processing fee of \$50. This fee is non-refundable;
3. Official transcripts from all colleges attended sent directly to the Chief Academic Officer at the Chicago College of Oriental Medicine. High school transcripts are not required.
NOTE: Indicate if your transcripts will be arriving under another name.
4. Names and addresses of three character references.
5. A completed essay
6. A current resume (if applicable)

Selection of Candidates

The Admissions Committee in general seeks to admit students who can demonstrate motivation, a solid general education foundation, a sense of service, a caring attitude, and the ability to communicate effectively. Students interested in seeking transfer credit should apply as early as possible, in order to assure that the admission committee has sufficient time to obtain relevant documents prior to the first day of class. CCOM strongly encourages campus visits.

Students with Disabilities

All students, with or without reasonable accommodation, must be able to carry out clinical assignments and diagnostic interpretation. Qualified persons with disabilities, with or without reasonable accommodation, must be able to pass oral, written and practical examinations and meet all of the program's clinical requirements. It is in the best interest of both the student and the College to assess the degree of limitation caused by any disability. However, the College will

make the final determination of whether or not an individual meets all qualifications for study at the College. Questions regarding qualifications or accommodations should be directed to the Chief Academic Officer.

Tuition Deposit and Refund Policy

Applicants will be notified in writing of the Admissions Committee's decision regarding their application following receipt and review of all information and materials. Upon notification of acceptance, a non-refundable tuition deposit of \$200 (US dollars) is required to secure a place in the program. The tuition deposit will be applied to the first semester tuition.

As the Chicago College of Oriental Medicine has not been approved for financial aid, students must be able to provide evidence of financial resources or access to financial resources sufficient to complete their education. The college expects accepted students to pay each semester in advance of starting or prepare a payment plan to have tuition prorated and paid prior to completion of any given semester

The Chicago College of Oriental Medicine Tuition and Fees

Effective November 9, 2022

Tuition

Cost per Credit Hour (All Programs)	\$360.00
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Tuition per Program

Master's Degree in Acupuncture (8 Semesters)	\$50,315.76
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Master's Degree in Oriental Medicine (9 Semesters)	\$55,715.76
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Other Fees

Application Fee	\$50.00
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Background Check Fee	\$25.00
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Library Fee	\$25.00 per semester
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Insurance Fee	\$50.00 per semester
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Ventra Fee	\$155.00 per semester
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Master's Tuition Deposit	\$200.00
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CPR / First Aid Certification (paid)	\$150.00
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to provider)

Graduation Fee	\$100.00
Late Tuition Fees	\$25

Tuition

Tuition is quoted on a semester basis and must be paid in advance unless other arrangements have been made. Semester tuition is due and payable on or before the first day of each semester. Deposits and down payments shall become a part of the tuition. Students are protected against tuition increases as long as they attend school without interruption. Current tuition rates will be charged for training repeated, for any reason, to complete the program. This refund policy will be applied to any student who has a tuition obligation.

CCOM's Refund Policy

CCOM's refund policy has been constructed to balance students' occasional needs to change their education plans with the college's financial investment in providing the educational services required.

Students should be aware that timely notice of cancellation or withdrawal is essential to securing the maximum refund. Students must take care to notify the college as soon as possible regarding their intention either to cancel their enrollment contract or withdraw from the college.

Prior to Start of Classes

All monies paid by the student, including the application fee, will be refunded in full provided the student cancels within three business days (up to midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the student received final written notice of acceptance or signed the enrollment agreement, whichever occurred last. Additionally, if the student withdraws after three business days, yet prior to the first day of classes, all monies paid will be refunded in full. All refunds will be made within ten business days of any notice of cancellation.

A student's intent to withdraw may be written or provided orally. Written notices of withdrawal are recommended and should be addressed to:

Yili Guo
President / Chief Operating Officer
The Chicago College of Oriental Medicine
180 N. Michigan Ave,
Suite 1919
Chicago, IL, 60601

Cancellation Policy

A student's enrollment agreement will be considered cancelled, and all monies paid by the applicant will be refunded if, prior to the beginning of classes:

1. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
2. The school cancels or discontinues the course of instruction in which the student has

- enrolled;
3. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student;
 4. The applicant presents medical evidence of inability to participate in the program;
 5. The college does not accept the applicant;
 6. The college cancels the agreement.

After Commencement of Class

If a student withdraws prior to the eighth week of class, tuition will be calculated from the last date of attendance. A notification to withdraw may be either orally or in writing. The written withdrawal is preferred and should be mailed or delivered by hand to the attention of:

Yili Guo
 President / Chief Operating Officer
 The Chicago College of Oriental Medicine
 180 N. Michigan Ave, Suite 1919
 Chicago, IL, 60601

Students may also be withdrawn by the college for failing to attend class. This is a constructive withdrawal and occurs when a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absences to the college’s administration. The date of the tenth consecutive absence will be the date of withdrawal.

If a student terminates or withdraws from training, tuition will be refunded as follows:

If the student withdraws	CCOM will refund	Grade Assigned
Week 1	90%	
Week 2	80%	
Week 3	70%	
Week 4	60%	
Week 5	50%	
Week 6	50%	
Week 7	40%	
Week 8 and after	No tuition will be refunded	

Deposits and down payments will become a part of the tuition.

Grade	Policy
WD	“WD” is non-punitive and does not appear on transcript. Student must officially drop the course prior to week 8 (for 15-week courses) -or- 50% of instruction is complete. Incurs tuition liability per refund policy.
W	The symbol “W” indicates that the student was permitted to drop a course after the add/drop period and before 60% of instruction was completed. Prorated tuition charges apply per the refund policy. The administrative symbol “W” for withdrawal may NOT be assigned by a faculty member.
WF	Students who drop a course after 60% of the course has been presented earn a grade of “WF” (Withdrawal -Failure). A “WF” grade counts as an “F” (0.0) when calculating grade point averages and other academic requirements. There

	is no refund for the course and it must be repeated at normal tuition costs. All required/non-elective courses require a passing grade in order to be eligible for graduation from the student's chosen program.
WA	A "WA" is temporarily assigned to students who fail to attend class regularly; this is a constructive withdrawal and occurs when a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absence to the college's administration or due to failure to inform the registrar that they have stopped attending/intend to drop the class. At the end of the term, any student missing more than 20% of the instructional hours will receive a grade of "WF" (unless a grade of "I" has been approved). Students who receive a grade of "WF" must retake the course at normal tuition rates.

Payment Plans

The Chicago College of Oriental Medicine will tailor payment plans to fit student needs. Plans may be made for weekly, monthly, or semester payments. All payments must be made in advance of the period for payment and must be paid as agreed to in the plan.

Agreements may be made to extend payments beyond completion of the program in which the student is enrolled. Please see the president to establish an extended payment plan.

Banks

If the student is interested in personal loans, the college has available a list of banks that the prospective student may visit to inquire about the possibility of obtaining a loan.

Progress and Advancement

ACADEMIC STATUS

Students who have questions regarding their academic status should consult the Chief Academic Officer.

CURRICULUM REVISIONS

The college reserves the right to vary the sequence of courses and to revise course content for upgrading course material. Not all courses and programs are offered every term.

Semester Credits

The academic calendar includes fall, winter, and summer semesters of 15 weeks each. In general, one credit represents one lecture hour, thirty laboratory hours, or thirty clinical hours.

Grading

Final grades will be posted at the end of each semester. These grades will be based on what was provided in each student's syllabus and may represent a combination of attendance, tests, quizzes, homework, classroom and lab work, the clinical experience, midterms, and finals. The grading methodology will be described in each course syllabus.

Course work, unless otherwise specified, will be assigned letter grades. The exception would be clinical

performance which will be assigned an S for satisfactory and U for unsatisfactory. S/U grades are not included in determining grade point average (GPA). A grade of U indicates that the student failed the course.

The Chicago College of Oriental Medicine operates on a four-point system and students are issued grades of A (4 points) – excellent, B (3 points) – above average, C (2 points) – average, D (1 point) – minimal achievement.

F – Failure or no completion.

I – Incomplete; indicates that full work required for the course has not been achieved.

In all didactic classes, the following percentages will be used to determine grades A – F:

A= 91 – 100 percent

B= 81 – 90 good

C= 71 – 80 average

D = 61 – 70 below average

F= 60 - below Failure

I= 0.0 Incomplete

Revised Grading Scale (Effective January 1, 2023)

Grading Standards

Letter Grade	Grade Point	Percentage Equivalent	Progress Indicator
A	4.0	94.0-100.0%	Outstanding
A-	3.7	90.0-93.9%	
B+	3.3	87.0-89.9%	Good/Acceptable
B	3.0	84.0-86.9%	
B-	2.7	80.0-83.9%	
C+	2.3	77.0-79.9%	Marginally satisfactory
C	2.0	70.0-76.9%	
F	0.0	<70.0%	Failure
I	*	Incomplete	Incomplete

The faculty of the CCOM has adopted the following descriptions of letter grades to supplement the numerical descriptions in the catalog:

- An “A” represents outstanding achievement. The student not only has demonstrated knowledge and understanding of the material but also has demonstrated an ability to analyze, synthesize, and evaluate the material with breadth and depth of understanding.
- A “B” represents substantially acceptable performance. The student not only has demonstrated knowledge and understanding of the material, but also applies the material. The student will be able, on occasion, to demonstrate an ability to analyze, synthesize, and evaluate the material. The student has met the majority of the course objectives but may still need remedial work in order to fully meet the course objectives. Because all course objectives are important in this curriculum, some remediation (either by focused independent study or tutorial) is recommended before proceeding to more advanced courses.
- A “C” is awarded for marginally satisfactory performance. The student may proceed to courses for which the completed course is a prerequisite, but remediation is **strongly** recommended. A “C” should be considered a warning grade; it is the college’s observation that “C” students are at risk of failure on comprehensive and state licensure exams.

- An “F” indicates that the student has not demonstrated sufficient knowledge and understanding of the material, and therefore is able to apply none or very little of it.
 - NOTE: Failure to attend 80% of the course hours, regardless of the reason, is considered to be excessive absence. Excessive absences (missing more than 3 out of 15 sessions or 20% of the course hours) will result in a grade of “F”, which counts as (0.0) when calculating grade point average. Students who receive a grade of “F” or “WF” must retake the course at normal tuition rates.

See *Authorization for a Grade of Incomplete (I)* for the details of CCOM’s policy regarding the circumstances under which a grade of “I” will be awarded. A grade status of “I” automatically lapses to an “F” on the first day of the third week of the following term, at which point the course must be retaken at normal tuition rates.

Authorization for a Grade of Incomplete (I)

Any student seeking authorization for grade of “I” must first present a written petition to the Chief Academic Officer (CAO) or Assistant Chief Academic Officer (ACAO). It is the responsibility of the student to bring pertinent information to both the instructor and the CAO/ACAO, and to reach an agreement on the means by which the remaining course requirements will be satisfied. An incomplete shall not be assigned when the only way a student can make up the work would be to attend a major portion of the course when the class is next offered. An “I” may not be assigned when the student’s current grade is less than 70%. **A student receiving an “I” must make up the specified deficiency and receive a grade by the end of the second week of the next semester. If not, the “I” automatically lapses to an “F” on the first day of the third week, and the course must be retaken at normal tuition rates.** There are no extensions to this policy. It is the student’s responsibility to ascertain whether the instructor has delivered the final grade change to administration before the third week of the term begins.

Academic Honors

Students receiving a grade point average (GPA) of 3.50 or better are placed on the College’s President’s List. Academic honors are determined according to the following grade point levels:

Honor	GPA Range
Cum laude	3.50 – 3.69
Magna cum laude	3.70 – 3.89
Summa cum laude	3.90 – 4.00

Make-up Assessments

Students are not permitted to make up a missed exam, quiz, homework assignment, or any other course assessment unless they can provide documentation of extenuating circumstances.

- Extenuating circumstances are typically limited to serious illness, complications of pregnancy, labor or delivery, deaths in the family, military deployment, unforeseen immigration issues, natural or human-caused disasters, verified religious holiday observance, and unavoidable, employer-documented, verifiable work-related events.
- Make-up assessments must normally occur (or be submitted) within one week of the original date (or due date). A CCOM staff member or administrative officer will typically proctor make-up exams or quizzes, and students are normally required to pay a fee unless their absence was due to a religious observance.

- In the absence of timely documentation of extenuating circumstances, PCOM faculty will assign the student a failing grade for any missed assessment.
- Students who frequently request make-up assessments will be required to meet with the CAO and/or ACAO to explain their frequent absences.

Make-up Fees for Exams and Quizzes:

- Written \$50
- Practical \$75
- Combined written and practical \$110

Academic Standing

Students are considered in good academic standing unless they are on academic probation or dismissed. Students in good academic standing may progress toward degree completion.

Attendance Policy

It is expected that students will attend classes regularly in order to maintain satisfactory academic progress and achieve maximum comprehension of the material presented. Students who miss more than 4 class meetings in a 15-week course will earn an F in that course. Additionally, students who arrive more than 15 minutes late to class or leave class before it ends will be given ½ absence towards attendance. Students who leave and return to class late from a break or leave during the class or who disrupt the class in other ways may earn an F in that class and/or be referred to the Academic Dean for possible further disciplinary action. Students who fail to attend classes regularly will be counseled and are expected to make up work missed. Students may also be withdrawn for failing to attend class. This is a constructive withdrawal and occurs when a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absence to the college's administration. The date of the tenth consecutive absence will be the date of withdrawal.

Satisfactory Academic Progress

To be considered making satisfactory academic progress, students must maintain a cumulative grade point average (CGPA) of 3.0 or better. Satisfactory academic progress is evaluated at the conclusion of each academic semester.

Provisional or Probationary Status

Students are placed on provisional or probationary status who are delivering substandard academic performance. This occurs when the student's cumulative grade point average (CGPA) falls below 3.0 or any time the student fails a class. Students will have a probationary semester to return to a CGPA of 3.0 or the student will be terminated from the program.

Additionally, after one academic year of attendance and at the end of each additional year thereafter, a student who has not passed at least 2/3 of all class hours attempted will be terminated from the program.

Students may appeal a dismissal for unsatisfactory progress before a committee that will be governed by the College, to consider the student's reinstatement.

Time limits for completion of programs

Students attending the Chicago College of Oriental Medicine will be subject to the 200 percent rule. This rule means all students are allowed a maximum time frame of two times the prescribed length of their program or a maximum attempt of two percent (2%) of the credit hours needed to graduate from the program. If this cannot be achieved, the student will be terminated.

Grade Reports

At registration for each new semester, students receive Grade Reports from the previous term.

Grade Appeal

A student who believes his/her grade is not equitable must discuss the issue with the instructor within two weeks of receiving the grade. If an appeal is not made within the two-week period, the student waives the right to an appeal. If the issue is not resolved between the student and the instructor, the Chief Academic Officer will intervene.

Residency requirements

Semester Credits

The Chicago College of Oriental Medicine measures its course work in semesters. A semester is 15 weeks. Two semesters constitute an academic year.

Carnegie Units/Hours

The Chicago College of Oriental Medicine measures its credits in Carnegie units. This formula directly relates to instructional assignments, both in and out of class. The Carnegie formula requires two hours of outside work for every one-hour of in-class didactic instruction. For example, in a 3-unit class that meets three hours per week, students should expect to perform 6 hours of outside work. The following formulas are used to approximate the amount of time the average student will need to complete assignments:

Reading Assignments		Written Assignments	
<u>Reading Level</u>	<u>Hours / Pages Read</u>	<u>Writing Level</u>	<u>Hours / Pages Written</u>
Easy	1 hour / 30 pages	Easy	1 hour / 2 pages (500 words)
Text	1 hour / 20 pages	Guided Response	1 hour / 1.5 pages (375 words)
Technical	1 hour / 15 pages	Research-Based	1 hour / 1.5 pages (375 words)
Graduate	1 hour / 15 pages	Analytical (Documented)	1 hour / 1 page (250 words)
		Original Research	1 hour / 1 page (250 words)
		Other	If the assignment does not fall into any of these categories, time is estimated based on the closest category.

The following credit hours are expected for satisfactory completion of the following programs:

- 1) Master's degree in acupuncture **123.1** semester credits
- 2) Master's degree in Oriental Medicine **157.1** semester credits

A transfer student must complete at least 50% of the course work or 60 semester credit hours in the Master's Degree in Acupuncture and 77 semester credit hours in the Master's Degree in Oriental Medicine at CCOM. This policy assumes that all transfer credits reflect work that is comparable to the CCOM curriculum.

Language requirements

English will be the medium for all program delivery. As previously mentioned, English-language competency is required for all students enrolling in a CCOM academic program.

All students in will be expected to take and pass an Introduction to Chinese Language Course.

Research requirements (thesis, dissertation, research project)

The Master's Degree in Oriental Medicine Program provides for a 1 credit / 15-hour lecture research and publication course which is a requirement to graduate. The expectation is not that the student "be" published, but that they produce a work that is publishable.

Practicum, clinical, or field experience requirements

The Master's Degree in Acupuncture and Master's Degree in Oriental Medicine has 870 hours of clinical experience as a requirement to complete this program.

Qualifying or comprehensive examination requirements

Graduates from the Master of Acupuncture or Master of Oriental Medicine programs will exceed the eligibility requirements for the comprehensive national certification programs offered by the national certification commission for acupuncture and oriental medicine (NCCAOM) and should be eligible to take the Acupuncture Certification Program and Oriental Medicine Certification Program exam modules.

Professional requirements for the practice of acupuncture and oriental medicine vary by state. In Illinois, eligibility for licensure is through the Illinois Department of Financial and Professional Regulations and may be contacted at:

320 West Washington Street
Springfield, IL, 62786
(217)-785-0820

Or

100 West Randolph, 9th Floor
Chicago, IL, 60601

(312)-814-4502

Minimum grade point average required for advancement and graduation

The Master's of Oriental Medicine and the Master's of Acupuncture will be awarded to individuals who have:

- 1) Completed the required courses with at least 50% in residence at the Chicago College of Oriental Medicine,
- 2) Demonstrated competency in clinic and satisfactory completion of internship requirements,
- 3) Earned a cumulative grade point average (CGPA) of 3.0 or better, and
- 4) Is free of all debt to the college.

Record Policy:

A record of any and all techniques, points and herbs used by the students must be recorded on the appropriate diagnosis forms. Clear legible medico-legal records must be maintained. All patient information is confidential.

FEES FOR STUDENT SERVICES

Student Services

Following are fees for which students may be charged on a semester basis:

Per Semester

- | | |
|----------------|-------|
| 1. U-Pass | \$155 |
| 2. Library Fee | \$25 |

Tutoring Services

Tutoring services are designed not only to assist with students who are struggling with a specific topic, but for any student who wants extra help or practice in any subject. These services are available to any student who wishes to seek them.

Faculty Tutoring: Tutoring by faculty members is available to students upon request. Students must make an appointment with an instructor for this service.

Peer Tutoring: Peer tutoring is also available upon request. Tutoring sessions are available by appointment and must be scheduled with the Chief Academic Officer.

Academic Advising

Instructors will provide the majority of academic advising services. These services are designed to provide guidance for the student's academic career. Advisement sessions can be made by appointment with instructors.

Student Counseling

CCOM offers academic advising for all students who have academic or personal concerns. Counseling is provided in strict confidentiality with the following exceptions: risk of harm to

either the student or others, by order from legal authorities, or in cases of abuse or neglect. Personal advising is often provided within in the framework of a student’s academic advising. However, if the situation requires a professional counseling environment, referrals may be made to professional counseling services outside of the college. A fee may be required for outside counseling.

Career Services

A healthcare professional will face many choices after graduation, such as where they will work, what they will specialize in, and other exciting yet challenging decisions. CCOM’s Directors will serve as a resource for students seeking part-time employment. As CCOM is a new college it does not yet have graduates but anticipates graduate placement as a future need and will provide the needed career services its students will require. Career Seminars will be scheduled as a part of the college’s Practice Management courses to assist students in opening and managing a practice.

Library

CCOM shares Taylor Business Institute’s (TBI) Library. TBI’s library is located on the fifth floor of 180 N. Wabash Avenue office building in downtown Chicago. The library has program-specific publications, general education books, reference materials, fiction, and non-fiction titles. The library makes us of Open Access resources and interlibrary loan to fill any gaps in the physical collection and support student education and recreation. Library services include reference and research assistance, computer database searches, online support programs, library orientation, digital literacy training, and instruction in the use of print and digitized resources. TBI has lending relationships with other institutions, both within and outside the metropolitan library consortium, in order to increase resources available to the students and faculty.

All currently enrolled students are charged a library fee each semester. Students may borrow certain books from the library. Audiovisual materials and books that belong to the Reference and Reserve Collection are restricted to in-house circulation. To borrow items students must present a college ID or a copy of their current schedule showing that their library fee has been paid. Borrowing privileges will be revoked if library items are not returned or are damaged during the loan period. Students will be responsible for the replacement value of any damaged books or materials in addition to processing fees. Overdue titles incur fines. Fines are calculated at a rate of one dollar per day and recorded by the Registrar.

If a student has a library hold on their record they must pay the current value of any damaged book(s) in addition to a processing fee and/or pay any overdue fines before they will be allowed to:

1. Enroll for their next quarter
2. Graduate
3. Participate in the graduation ceremony
4. Receive placement assistance
5. Receive a transcript.

TBI Library Hours of Operation	
Monday through Thursday	9:00 a.m. – 9:00 p.m.
Friday	10:00 a.m. – 2:00 p.m.
Saturday	By appointment only

PLEASE NOTE:

- Students are required to sign in at the desk and record the time when entering the library.
- Cell phones must remain on mute.
- Talking on a cell phone is prohibited in the library.
- For more details regarding use of the library, please see the librarian.

Orientation

The purpose of New Student Orientation is to introduce students with one another as well as their programs of study. Students get the chance to meet members of administration, faculty, and staff. Administrative tasks are also completed at the orientation, including payment of fees, acquisition of books, and the issuance of student ID’s. Students are informed of the date and time of orientation upon enrollment.

Student Lounge

CCOM is welcome to share TBI’s student lounge located on the fifth floor and is available for students at lunch, during unscheduled classes, and after school.

The lounge has vending machines, a microwave and refrigerator, as well as computers for students to access their email and the Internet. Students are expected to treat the lounge with respect and to be considerate of other students.

Announcements

A student bulletin board is available in the classroom for information students would like to share. All emergency announcements are sent through emails.

Transportation Assistance

Chicago College of Oriental Medicine participates in the Chicago Transit Authority U-PASS program. All students enrolled full time at Chicago College of Oriental Medicine may obtain either a U-PASS or a Metra Pass when their financial aid packaging is complete or they have paid for their U-Pass. These arrangements are made at registration.

CTA U-Pass

Students participating in the U-Pass Program will receive the U-Pass approximately the second week of classes. In order to receive the U-Pass on time, students must be complete and cleared with the Financial Aid Office or there will be a delay in the distribution of the U-Pass.

Notices concerning the U-Pass, including expiration dates, new card distribution dates and information on replacing damaged, lost, or stolen cards will be emailed.

If a U-Pass is lost or stolen, students need to bring his/her student ID card to the CTA’s

Customer Service Center located at 567 W. Lake, 2nd floor (Monday – Thursday 8:30 a.m.– 4:00 p.m.). There is a \$50 replacement fee if the U-Pass is lost or stolen. The CTA will send the replacement card to the college within 5-7 business days.

If the U-Pass is damaged, CTA will replace the U-Pass if the student brings the damaged card to the CTA Customer Service Center.

There may be a time when a student loses his or her U-Pass due to a faulty turnstile on a bus or train and cannot get it back. If this happens to you, get the identification number of the bus operator, or the number of the turnstile where your U-Pass was taken. Take that information to the CTA office for a free replacement.

Students can contact the CTA directly via email at cta-upass@transitchicago.com or at the U-Pass Hotline (312) 664-7200 ext: 1308

Building and Facility

Access to the building and use of the college's facilities is limited to employees, current students, and building occupants. Children, family, or friends **ARE NOT** allowed in classes nor should they accompany students to school.

Nothing can be removed from the building without an approval form issued by the college.

Visitors

For security reasons, guests/visitors must check in at the reception desk and will be given a visitor badge.

Smoking Policy

This is a no-smoking building. Smoking is not permitted in the building or in front of the building. Individuals wishing to smoke must leave the building and smoke in the space on the west side of the building.

Food and Beverages

Food and beverages are not permitted in classrooms. Students bringing food or beverages into the classroom will be asked to leave.

Personal Belongings

Chicago College of Oriental Medicine has no lockers. Students are responsible for their coats and personal belongings. It is suggested that students not leave belongings unattended or wear expensive leather or fur coats to school.

Change of Address, Phone Number or Name

All changes to address, phone number or name must be reported to the Education Department. This is critical for the college to contact the student with important information including school closings.

Lost and Found

A “**Lost and Found**” receptacle is located in the reception area. Please leave articles with the

receptionist.

Emergency Medical Situations

If, during school hours, a student requires emergency medical attention, the student should contact the Office of the President or the Chief Academic Officer. If the emergency occurs at a time when these two individuals are not on campus, then the emergency should be referred to the appropriate person managing the college.

Call: Chicago College of Oriental Medicines Front Desk (312)368-0900

Online: The website of the college www.ccom.org

Student Activities Program

The education of a Chicago College of Oriental Medicine student occurs both inside and outside the classroom. Student activities facilitate student learning by providing opportunities to explore mutual or diverse extracurricular interests with others.

Through the Student Activities Program, CCOM's staff schedules speakers and lecturers and many other events and activities. This enhances student growth and development. Community service opportunities challenge students to develop personally and professionally in the areas of responsibility, social interaction, leadership, communication, and decision-making. Student life at CCOM includes the following:

- Academic Recognition
- Pizza with the President
- Guest Speaker Program
- Taste of CCOM
- Birthday Recognition

Effective **1 January 2024**, the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) will only recognize and accredit specific program names at the Master's level (ACAHM Commission, (2022, Sept. 01). Program Naming Policy. *ACAHM Comprehensive Standards and Criteria*. Retrieved from <https://acaahm.org/2022/09/07/commission-revises-program-naming-policy-1-sep-2022/>)

These include Master of Acupuncture (MAc) or Master of Science¹ in Acupuncture (MAc), and Master of Science in Acupuncture with a Chinese herbal medicine specialization, Master of [Science in] Acupuncture and Chinese Herbal Medicine, or Master of [Science in] Acupuncture and Herbal Medicine (MAcCHM) for professional licensure in acupuncture that includes Chinese herbal medicine and/or national certification in Chinese herbology/Oriental medicine. Therefore,

Accreditation Commission for Acupuncture and Herbal Medicine . (2022, September 7). Commission Revises Program Naming Policy. Retrieved from <https://acaahm.org/2022/09/07/commission-revises-program-naming-policy-1-sep-2022/>

a

Master of Acupuncture with a Chinese herbal medicine specialization must follow one of the following naming conventions in order to be accredited as of

programs including Chinese herbal medicine and/or national certification in Chinese herbology/Oriental medicine will only be accredited under one of the following names: 1)

At its February 2020 semi-annual meeting, the Commission [ACAHM] finalized its Program Naming Policy requiring that, “no later than 31 December 2021, all ACAHM accredited/pre-accredited PD degree programs must designate the PD degree as Doctor of Acupuncture (DAc).” This program naming policy affects all acupuncture and Chinese medicine degrees and certificate programs accredited by ACAHM. The following are the accepted degree names: Master of Acupuncture (MAc), Master of Acupuncture (MAc) with a Chinese herbal medicine specialization, Doctor of Acupuncture (DAc), Doctor of Acupuncture (DAc) with a Chinese herbal medicine specialization, and certificate in Chinese herbal medicine. Pacific College will implement the degree name change beginning Fall 2021.

B. Necessary for professional licensure in acupuncture that includes Chinese herbal medicine and/or national certification in Chinese herbology/Oriental medicine

- 1) Master of Acupuncture with a Chinese herbal medicine specialization (MAcCHM), 2) Master of Science in Acupuncture with a Chinese herbal medicine specialization 3)
 - o Master of [Science in] Acupuncture and Chinese Herbal Medicine₂
 - o Master of [Science in] Acupuncture and Herbal Medicine₃

Per the Accreditation Commission for Acupuncture and Herbal Medicine’s updated Program Naming Policy (September 2022) “effective 1 January 2024,

For example: (J. Smith, personal communication, March 31, 2013).

these are the only program names that ACAHM will recognize and accredit... Necessary for professional licensure in acupuncture that includes Chinese herbal medicine and/or national certification in Chinese herbology/Oriental medicine: Master of Acupuncture with a Chinese herbal medicine specialization (MAcCHM), or Master of Science in Acupuncture with a Chinese herbal medicine specialization, [or] Master of [Science in] Acupuncture and Chinese Herbal Medicine, [or] Master of

[Science in] Acupuncture and Herbal Medicine.

ACAHM Commission, (2022, Sept. 01). Program Naming Policy. *ACAHM Comprehensive Standards and Criteria*. Retrieved from <http://acahm.org/resources/comprehensive-standards-and-criteria/>
01 September 2022

At its February 2020 semi-annual meeting, the Commission [ACAHM] finalized its Program Naming Policy requiring that, “no later than 31 December 2021, all ACAHM accredited/pre-accredited PD degree programs must designate the PD degree as Doctor of Acupuncture (DAc).” This program naming policy affects all acupuncture and Chinese medicine degrees and certificate programs accredited by ACAHM. The following are the accepted degree names: Master of Acupuncture (MAc), Master of Acupuncture (MAc) with a Chinese herbal medicine specialization, Doctor of Acupuncture (DAc), Doctor of Acupuncture (DAc) with a Chinese herbal medicine specialization, and certificate in Chinese herbal medicine. Pacific College will implement the degree name change beginning Fall 2021.