



## **2017 College Catalog & Student Handbook**

**3808 N. Tamiami Trail  
Sarasota, Florida 34234  
800-888-5528**

**[www.ewcollege.edu](http://www.ewcollege.edu)  
Effective Date: October 25, 2017**

The College Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement.

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## **Introduction**

### **Vision**

The East West College of Natural Medicine strives to provide an educational environment for people with similar high-minded goals to facilitate a paradigm shift in healthcare. Our students will share our vision by receiving a superior academic and clinical education in acupuncture, Oriental medicine, biomedical sciences, herbology and adjunctive therapies. Our graduates will be able to actualize this vision by offering their patients a safe and effective means for the prevention of disease, and the optimization of health; thereby, improving the quality of healthcare in America.

### **Mission**

The mission of EWCNM is to promote the advancement of Integrative Health Care by providing superior graduate education in Oriental Medicine.

### **Mission Goals**

- Impart a solid foundation in the art and science of Oriental Medicine and Integrative Treatment strategies.
- Deliver the highest standard of Oriental Medicine and Integrative Health Care to the community.
- Promote life-long learning by offering students, alumni, and other medical professionals post graduate training in advanced acupuncture and Oriental Medicine studies, and integrative medicine therapies.
- Provide community education in health awareness and Oriental Medicine.

### **Statement of Purpose**

The purpose of the East West College of Natural Medicine (EWCNM) is to provide a Master's Degree education in Acupuncture and Oriental Medicine with adjunctive training in Complementary and Alternative Medicine (CAM) therapies and integrative Western medical sciences. This education is specifically designed to prepare our students to enter the field of Oriental Medicine with competency as licensed primary healthcare providers. It also prepares our students to meet the certification and licensure requirements of the National Commission for Certification of Acupuncture and Oriental Medicine. In addition, the purpose of this institution is to support the professional development of our graduates and other healthcare professionals by offering advanced studies at the post graduate level.

### **Educational Objectives**

- To be competent to diagnose, treat, and prevent various internal, external, pediatric, gynecological, orthopedic, and other diseases including chronic pain according to the principles and techniques of Oriental Medicine.
- To be able to access healthcare information and utilize general medical resources, and Oriental Medicine in particular.
- To be able to communicate in a professional manner with other healthcare providers for the purpose of referrals, consultation, and employment.
- To know how to act ethically and professionally with patients.
- To know how to establish and manage a professional clinical practice.
- To offer students, alumni and other medical professionals post graduate training in advanced acupuncture and Oriental Medicine studies, and integrative medicine therapies.

### **Catalog Preparation**

This catalog was prepared by American Higher Education Development Corporation (AHED) with the assistance of the leadership at the College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of the College and AHED. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

## Accreditation and Licensure

East West College of Nature Medicine is institutionally accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award master's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation. As of December 12, 2016 the United States Department of Education has determined it will no longer recognize the Accrediting Council for Independent Colleges and Schools as an accreditor which permits participation in Federal Title IV programs. ACICS-accredited schools have 18 months from this ruling to secure accreditation through a different agency that is recognized by the United States Department of Education. As of the publication of this catalog, the school is eligible to participate in Title IV financial aid programs outlined in the Financial Aid section of this catalog, and is seeking a new institutional accreditor.

East West College of Natural Medicine is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 1-888-224-6684.

The Oriental Medicine Master's Degree program—Acupuncture & Oriental Medicine program of the East West College of Natural Medicine is programmatically accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; phone 952-212-2434; fax 952-657-7068.

The East West College of Natural Medicine Massage Therapy Diploma program is approved by the Florida Board of Massage Therapy.

## Veterans' Benefits

EWCNM is approved by the Florida Department of Veterans Affairs for the training of qualified veterans and other eligible persons. Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts in English must be submitted in compliance with the FDVA.

Check with the College's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

## Ownership

East West College of Natural Medicine is a private, postsecondary institution that is owned and operated by American Higher Education Development Corporation (AHED) which is located at 116 Village Boulevard, Princeton, N. J. 08540. AHED has a four (4) member Board of Managers. The members are Michael Goodman, Peter Petrillo, Ryan Wierck and Dr. James Devaney.

## Location and Facilities

East West College of Natural Medicine is located at 3808 N. Tamiami Trail in Sarasota, Florida 34234.

Located on over 2 acres in Sarasota, Florida, the East West College of Natural Medicine is fortunate to have one of the finest Oriental Medical facilities in the United States. The College resides in a two story, 14,000 sq. ft. building that includes our academic, clinic, and administrative facilities. With high ceilings, large aquariums and spacious areas, students and patients are greeted with a nurturing yet professional environment. By applying the principles of Feng Shui, the building naturally provides a calm and peaceful atmosphere in which to learn. The College has five large classrooms that can be expanded to hold seminars for up to 120 people. There is ample on-site parking for our staff, students, and patients. The East West College of Natural Medicine is located on "college row" with three other leading universities nearby.

Offering big city amenities and small town charm, Sarasota, which is approximately one hour south of Tampa, is well-known for its sunny climate and sparkling beaches. A strong commitment to education, the arts and healthy living makes Sarasota attractive to a diverse and international population. With vibrant recreational and cultural events,

Sarasota offers activities for nearly every taste and budget. EWCNM students quickly become an integral part of the friendly and supportive community. The campus is conveniently located a short distance from downtown Sarasota, and it is approximately 2 miles from the Sarasota/Bradenton International Airport.

#### *Clinic Facilities*

EWCNM maintains both a student and a professional clinic, utilizing an integrative medicine model, servicing approximately 230 patients a week. The College attracts a diverse patient population which provides a wide range of health conditions and diseases, enhancing the student clinical experience. The adjoining clinics have a traditional medical layout which includes 17 treatment/examination rooms of which 6 are dedicated to the student clinic. A private clinic conference room is available for supervisors and students to discuss patient diagnosis and treatment. Handicapped approved rest-room facilities and wash areas are conveniently located in order to maintain strict hygiene protocols. Both clinics are supplemented with standard equipment utilized in the Oriental Medical profession.

#### *Herbal Pharmacy*

Located centrally to the student and professional clinic, the herbal pharmacy is complete with over 400 raw herbs and numerous patent formulas. The raw herbs are purchased directly from distributors that supply independent assays of quality assurance. All students are trained in the herbal dispensary, working with patients to assess, prescribe and prepare formulas under the supervision of our licensed clinical supervisors

# Admissions

## Admissions Requirements

### *General Admissions Requirements*

All students must comply with one of the following:

1. Possess a high school diploma
2. Possess a recognized equivalency certificate (GED)
3. Possess a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)

## Admissions Procedures

Prior to applying for admission, an initial appointment is made with an admissions representative. At this time, the admissions representative discusses the program, career goals, school requirements, placement assistance and other pertinent data vital to the prospective student's success. Applications are accepted continually throughout the year, an interview with an admissions representative may be scheduled before or after submission of the application.

### Applying for Admission

- Complete the application form
- Submit the Application fee (MSOM)
- Submit Personal Essay (MSOM)
- Provide proof of high school graduation (or equivalency)
- Attend new student orientation

## Admission Requirements for the MSOM Program

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

- Must submit a complete application for admission.
- Must be at least 18 years of age
- Have at least an associate degree or equivalent from an accredited college or university; and have earned a 2.0 ("C") grade point average. (60 semester credits or 90 quarter credits of courses with a "C" or higher grade).
  - Official transcripts in English documenting the above credits and all work at the college level must be sent from each college/university attended to EWCNM.
- At least 28 (37 quarter hours) of those 60 credits must be taken in the four general education and liberal arts areas listed below with a minimum of at least 3.0 credits in each of the respective areas:
  - Humanities/Fine Arts; Social Behavioral Sciences; English/Communications; Science
- Completion of the application including a recent passport photo of the applicant, and a grammatically correct, well thought out essay describing why the applicant is interested in an Oriental Medicine education. ( 300 – 500 words 10pt. typed)
- Payment of the non-refundable \$100.00 application fee. Transfer, Returning, and Foreign students must also pay an additional \$50 transcript evaluation Fee. (Totaling \$150.00)
- Two recommendation forms from current or past employers, teachers or other persons qualified to describe your ability to study successfully at the Masters level. No copies, outdated letters or letters sent to other schools will be accepted. Letters should be addressed to the East West College of Natural Medicine.
- Complete, official transcripts in English mailed directly to the College from all colleges previously attended (students may submit unofficial transcripts to begin the admissions process, but will need to provide official transcripts before acceptance is granted).
- Personal Interviews: Prospective students must participate in both a first and second interview with an official EWCNM representative. Out-of-state prospective students may conduct these interviews by phone. Students should plan to bring a current government issued ID with them to their interviews.

**Acceptance:** The completed application package, relevant transcripts, academic record, and interviews will be reviewed by the EWCNM Admissions Committee to determine final eligibility and acceptance. These items must be received at least two weeks prior to the start of classes. A prospective student may be accepted for admission to the program any time prior to the first day of class. All students will receive a written letter of acceptance from the College.

## Provisional Admission

The admissions committee has the authority to grant provisional admission status to prospective students who meet the 60 hour credit requirement but lack 3 semester credits in one or more of the specified education categories. In this event, the prospective student must execute a written agreement that denotes their provisional status and the requirements necessary to rectify any credit deficiencies before the Master of Science in Oriental Medicine Degrees can be conferred by the college. The student must enroll in a course(s) at an accredited institution and earn no less than a 2.00 (“C”) in each course(s) during the first academic year (i.e. two terms) of enrollment at EWCNM. Upon completion of all admission requirements, the student will be placed in regular student status. Failure to fulfill this requirement within the allotted time will result in the student being placed on Academic probation.

## Legal Requirements for Licensure

All EWCNM MSOM graduates meet the educational requirements for licensure in the State of Florida and are eligible to sit for the national certification exam of the National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM). Most states that license acupuncture and Oriental Medicine practitioners require certification from NCCAOM in order to obtain a license. If prospective students have any questions about license requirements in Florida, they may contact the Florida Board of Acupuncture at (850) 488-6016 or online at [www.doh.state.fl.us/mpq.com](http://www.doh.state.fl.us/mpq.com). Information about license requirements of other states can be obtained by calling individual state boards or by visiting [www.nccaom.com](http://www.nccaom.com). Students wishing to take the NCCAOM Board examination before graduation must receive approval from the Academic Department before the College will process the certification required for early testing. Approval for early testing will be granted or denied based upon the student’s academic record, both past and current. A fee is charged for early NCCAOM testing certification.

## Admissions Disclosure

Because most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a criminal background. It is important to provide full disclosure of any past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling into the College. Failure to disclose this history may affect externship/clinical and/or employment opportunities upon completion of your program.

## Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all monies paid.

## English Language Competency

As all coursework is completed in English, English language competency is required of all students seeking admission to East West College of Natural Medicine. This competency may be satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Testing System (IELTS) exam. Applicants who do not satisfy this requirement will not be considered for admission.

## Student’s Right to Cancel

Students who have signed a new Enrollment Agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh (7<sup>th</sup>) calendar day (excluding weekends and holidays) after the first scheduled class.



Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Students who enroll for classes and do not attend a class within the first seven days and/or stop communicating with the College, the enrollment will be cancelled.

## **Financial Information**

### **Student Financial Services**

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. East West College of Natural Medicine assists students and their families in developing a payment plan to enable students to complete their program. Students may also apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). The Financial Aid staff guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain Satisfactory Academic Progress. See Satisfactory Academic Progress for details.

### **Cash Paying Students**

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

### **Florida Bright Futures Scholarship Program**

This is a merit based scholarship program that provides assistance to those who qualify. Students must have completed the Florida Financial Aid Application by their high school graduation date. In this program, students may receive up to 132 semester hours in assistance toward the completion of an undergraduate degree and may participate up to 7 years from their high school graduation (if initially funded within 3 years after high school graduation), or up to the completion of his/her first baccalaureate degree program, whichever comes first. Florida students who have not completed their undergraduate degree may be eligible to use this program to fund part of their EWCNM tuition cost.

### **Florida Student Assistant Grant Program**

The Florida Student Assistance Grant (FSAG) is a need-based grant program available to degree seeking, Florida resident, undergraduate students who demonstrate substantial financial need.

### **Scholarships**

Please refer to the Catalog Supplement for additional scholarship resources.

## Financial Aid Programs

East West College of Natural Medicine administers many of the federal student financial aid programs in addition to other alternative loans. All students receiving federal aid are required to meet various eligibility requirements including Entrance Counseling and Verification (if applicable) prior to the disbursement of funds, and to maintain Satisfactory Academic Progress throughout the program.

In accordance with Title IV of the Higher Education Act, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to East West College of Natural Medicine is dependent on action by the funding agency. The College will do everything possible to expedite disbursements after students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at East West College of Natural Medicine:

Financial Aid Programs	
PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan / Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs
Grad PLUS	Federal PLUS Loan for Graduate Students

### Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

### Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need and are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with the greatest need. Remaining funds are awarded to otherwise eligible students based on need.

### Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

### Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and Dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal

payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

### **Federal Direct PLUS Loan**

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct PLUS Loan provides funding up to the total Cost Of Attendance (COA) minus any other financial aid received. Parents of dependent undergraduate students and graduate students are eligible to apply and a credit check is conducted by the Department of Education. Minimum payments are \$50 per month per loan. There is no grace period on this loan. The Direct PLUS Loan begins repayment once the loan is fully disbursed (paid out), however, parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled. Graduate student PLUS borrowers receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school or drop below half-time enrollment.

### **Federal Work Study**

Federal Work Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

### **Veterans Affairs Assistance Programs**

There are various Veterans Affairs programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

### **Federal or State Loans**

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **Verification**

Under Title IV regulations, students who have applied for federal aid may be selected for a process called verification. If selected, students will be required to submit additional documentation (including but not limited to prior year's taxes and W-2s) to the Financial Aid Department within five (5) business days of notification to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the Financial Aid Department.

### **New Students**

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the East West College of Natural Medicine catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately three (3) days for Master's level students and seven (7) days for undergraduate students after the start of the next ten (10) week or fifteen (15) week term. For students attending certain Certificate programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

### **Exit Counseling**

All students using federal loans to fund any part of their educational costs are required to complete Exit Counseling. There are various methods to complete Exit Counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Financial Aid Department to complete the process prior to departure; however, in the event this is not possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

## Institutional Funding Option

East West College of Natural Medicine offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

## Students Using Third-Party Funding

Prior to attending classes, East West College of Natural Medicine must receive verbal authorization from an official of an organization to sponsor the student. Within two weeks after the verbal authorization, the College must have received written authorization in order for the sponsored student to continue attending class. The organization will be billed within thirty (30) days of receipt of a signed authorization.

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Veterans Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

## Students with Financial Balances

Students whose accounts with East West College of Natural Medicine are past due and who have not made satisfactory payment arrangements may be ***Involuntarily Withdrawn***. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available and students are encouraged to consult with the Student Accounts Department for assistance.

## Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of a Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt may adversely affect a student's credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance (see Post Withdrawal Disbursements).

## Refunds

A student may cancel all obligations to East West College of Natural Medicine through written notification received by the College within three business days of signing the enrollment agreement. A student who withdraws, is dismissed, or cancels his/her entire enrollment from East West College of Natural Medicine following the drop/add period, but before the end of any term, is assessed tuition and fees according to the following policy. The drop/add period concludes at the end of the second week of instruction in any given term. Following the drop/add period, the following institutional refund policy takes effect:

- The date of withdrawal is the last date of attendance.
- If the student withdraws before the end of the drop/add period, the student will be refunded all tuition and fees, as well as any funds paid for unused supplies, books, or equipment which can be and are returned to the institution.
- If a student cancels or withdraws during week 3 through week 5, 50% of the tuition will be refunded.
- If a student cancels or withdraws during week 6 through 7, 25% of the tuition will be refunded.
- If a student cancels or withdraws after completing week 7, no tuition refund is due.
- Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

### Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Supplemental Educational Opportunity Grant
5. Federal Pell Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

*The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, East West College of Natural Medicine will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).*

### Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money.

If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. The student must accept the loan disbursement or the College will not be permitted to disburse the loans. If the student fails to accept the disbursement, any balance which would be covered by the loan disbursement will become the responsibility of the student and due within 30 days.

After outstanding institutional charges are paid and if excess funds remain, the excess funds will be refunded to the student within 14 days of the credit balance.

**Effective Fall 2009**, new state legislation requires the repayment of all Bright Futures Award amounts received for course(s) which were dropped after the drop and add period, or withdrawn. Students who withdraw and are recipients of the **Florida Bright Futures Scholarship** will be required to **repay 100%** of the scholarship to the College, along

with any associated fees. **Students should consider their repayment responsibilities for these programs as part of any withdrawal decision. Students should contact the Florida Bright Futures office for the most current restrictions on eligibility.** Florida Bright Futures Scholarship recipients should go to <http://brightfutures.fsu.edu> to learn how these changes might affect them.

## Academics

### Academic Honesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. East West College of Natural Medicine students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in:

- 1<sup>st</sup> offense: an “F” grade for the assignment/homework
- 2<sup>nd</sup> offense: an “F” grade for the course
- 3<sup>rd</sup> offense: Dismissal from the College.

### Academic Freedom

East West College of Natural Medicine provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at East West College of Natural Medicine are entitled to express professional points of view within the scope of the mission and academic policies and procedures.

### Academic Year and Schedule

East West College of Natural Medicine schedules, for Master’s level students, three (3) terms in a twelve (12) month period. Each term meets for fifteen (15) weeks. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of nine (9) semester credit hours up to a maximum of twenty-two (22) semester credit hours per term. An academic year is at least thirty two (32) weeks in length and thirty two (32) semester credit hours. Full-time students will typically take eight (8) courses each term.

#### **Modular Programs**

Each modular program term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time and attend all scheduled courses. Students who do not attend/post attendance in their scheduled courses will be dropped from the entire program. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least forty (40) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

### Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Education Department is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of “T”. Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward Satisfactory Academic Progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

The College may accept transfer credits toward its MSOM program that are equivalent to EWC requirements for graduation; however, at least one academic year is required for completion of the MSOM program and must be taken at EWC:

- All transfer of credits must be determined by the Academic Department upon admission.
- Transfer credit is granted only when the total hours for a course have been documented and in which a grade of “C” or above has been earned.
- Transfer courses must have the same content in essence as the EWCNM courses.



- No credit will be given if a course is only partially completed.
- If the OM transfer credits are from a school that is not ACAOM accredited or foreign state approved, EWCNM will either require the applicant to take a comprehensive exam for placement and acceptance of course credit, or have the student repeat the course.
- EWCNM only accepts biomedicine transfer credits from accredited programs.
- Transfer credit must have been earned within the last five (5) years unless the applicant has been professionally active in the field within the last two years for which transfer credit is requested.
- For any courses transferred the student is completely responsible for all material covered in the EWCNM equivalent course, and must pass the comprehensive exams containing material from these offerings.

### **Oriental Medicine Credit Transfers**

Since Oriental Medicine programs may differ in philosophy, educational focus, and sequence of course work, EWCNM carefully evaluates the transfer of course credits with respect to its own educational requirements. The College will determine if a transcript is official and which courses are acceptable for transfer credit after a review of the syllabi from the institution from which the applicant is transferring.

### **Biomedicine Science Credit Transfers**

Baccalaureate science courses from other colleges may significantly differ with the integrative philosophy and subject matter of the biomedical science courses within the program of study. Therefore, EWCNM carefully evaluates previous coursework with respect to its own educational requirements, the specific applicability of a transfer course to the curriculum, and the student's best interest.

### **Transfer of Course Credit from Other Institutions**

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at East West College of Natural Medicine. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the East West College of Natural Medicine course, credit will not be awarded. **Students who have a confirmed Bachelor's degree or higher, supported by official transcripts in English, may petition for transfer credit for SS101 and SS102. The confirmed degree must be current and no older than fifteen (15) years.**

Undergraduate courses cannot be transferred to Graduate degree level courses.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the East West College of Natural Medicine program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

To obtain transfer credit, the East West College of Natural Medicine Education Department must receive an official transcript in English from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

### **Proficiency Credit**

East West College of Natural Medicine allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100 per course. Students must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student must take the test out exam at East West College of Natural Medicine and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 80% or higher. Proficiency examinations may be attempted only once. Proficiency credit awards, in addition to any

awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student’s program of study.

**Credit by Certification Examination**

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

**Credit by National Examination**

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

**Attendance**

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student’s grade.

Tardiness is defined as arriving to class after the scheduled start time or leaving prior to the schedule end time. Tardiness is also recorded if students do not return from scheduled breaks on time. Time missed is recorded by the minute and is accrued over the length of the course. This accrual is added to any other absences in that course and is subject to the Attendance Policy.

Hours of make-up work outside of a student’s scheduled class will not be accepted as hours of class attendance.

**Make-up work is not permitted for the purpose of receiving Veterans educational training benefits.**

Following are the College’s attendance requirements:

Type of Course	Required Attendance	Allowable Absence Without Make-Up Assignments	Withdrawal from Course Required: Must Retake Course
Didactic Courses	90% of Course Hours	15 hr. course = 1.5 hrs. missed	15 hr. course = Missed > 4.5 hrs.
		30 hr. course = 3.0 hrs. missed	30 hr. course = Missed > 9.0 hrs.
		45 hr. course = 4.5 hrs. missed	45 hr. course = Missed > 13.5 hrs.
		60 hr. course = 6.0 hrs. missed	60 hr. course = Missed > 18.0 hrs.
Clinic	100% of Course Hours	0 Hours Allowed	0 Hours Allowed
Herbal Clinic	100% of Course Hours	0 Hours Allowed	0 Hours Allowed

Students at East West College of Natural Medicine are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the administrative offices of East West College of Natural Medicine when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made. A student who fails to attend class for 10 or more consecutive days will be dropped (See “Withdrawal and Course Drop” under Grading System) from the program.

**Students who fail to attend classes for more than fourteen (14) calendar days will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.**

## **Audit**

Students desiring to enroll in a course but who do not wish to receive a grade or credit for that course may enroll for Audit. Students will not be allowed to change from audit status to credit status or from credit status to audit status after the 100 percent refund date each term. Audit courses will be included on the student's academic record with a grade of "AUDIT."

## **Change of Grade**

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or the Education Department. The student must complete this process within two weeks of the end of a module. All grades are considered final thirty (30) days after the end of a module.

## **Change of Program**

Students may change educational programs at East West College of Natural Medicine during their enrollment. Students must contact the Education/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

## **Class Size**

The maximum class size is 30 students, and the average student-to-teacher ratio is 30:1.

## **Comprehensive Exams**

Students in the Masters of Oriental Medicine Program are required to pass a comprehensive examination at the end of every academic year (i.e., every 2 terms). Comprehensive examinations are scheduled well in advance, and students are required to take the examination at the scheduled time. All attendance policies apply to these tests, and students are reminded that they may not make up a test for an unexcused absence. A score of 70% or higher is needed to pass these tests and progress in the program. If a student fails the comprehensive exam they will be notified by the academic department and will be required to retake the exam. The student will be charged the comprehensive retake fee. A passing comprehensive exam grade is required for academic progress.

## **Copyright Policy**

It is the policy of East West College of Natural Medicine to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of East West College of Natural Medicine.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of

the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, East West College of Natural Medicine recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

## **Course Make-up Work Due to Absence beyond 10%** (applies to MSOM program only)

It is an academic requirement for make-up work to be completed for all class hours missed beyond the 10% allowed absence. Make-up work can only be completed for up to 30% of the total course hours. The amount and type of make-up work assigned is at the discretion of the Instructor. All make-up work must be completed and returned to the Instructor by the end of the term in which the course is taken or the student will receive an "F."

## **Course Schedules and Registration**

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for online or on-ground classes. Days and times of attendance may vary by program and may change from term to term. Students are registered for courses by the Education Department.

## **Courses Dropped Beyond the Drop/Add Period (Withdrawals)**

Courses in the Masters of Oriental Medicine Program dropped beyond the two week drop/add period will be considered a withdrawal. Students may withdraw from a course without academic penalty through the 10th week of the term or 2/3 thirds of the term, whichever is greater. Students withdrawing will receive a "W" for withdrawal on their transcript.

## **Degrees and Certificates**

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

## **Dropping/Adding of Courses** (applies to MSOM program only)

Students in the Masters of Oriental Medicine Program may drop or add courses to their schedule until the last day of the second week of the term. Students must meet with the academic department before this deadline to drop or add any courses. Any classes missed during the first two weeks of the course will still count towards the number of absences accrued for that course. Students must note that dropping courses, including clinic, will delay their graduation date and they can no longer expect to progress or graduate with their original cohort class. If a course is dropped, it is the student's responsibility to track when it is offered again and add it to their schedule. There will be a fee charged for all dropped courses. Students may only add courses that they have previously dropped or need to re-take. Courses may not be added to accelerate coursework.

## **EWCNM Community Service**

Students enrolled in the Masters of Oriental Medicine Program are required to participate in eight (8) hours of EWCNM community service/educational events. These events are essential for student professional development and to promote the profession of Acupuncture and Oriental Medicine. Upon completion of an event students must fill out a Community Education Service Log Form and obtain an authorization signature from the supervisor of the event. Events that qualify for hours towards this requirement are any EWCNM sponsored events such as open houses, health fairs and other types of EWCNM sanctioned promotional and/or public education events. EWCNM events are scheduled several times each year and students are both required and encouraged to participate. A student may complete up to 1/2 (4 hours) of the community service requirement participating in community education events outside of EWCNM. In this case the event must be pre-approved by the academic department and a community service

education log must be completed by the student and signed by a supervisor of the event. The eight (8) hour community service requirement is a prerequisite to PL402 Practice Management. All community service hours are to be presented to the Registrar for recording. These hours may be applied to clinical hours.

## **Examination Make-up Policy** (applies to MSOM program only)

Students are allowed to make-up certain missed exams during their course of study. Make-up exams include; course midterm, course final, year-end comprehensive and clinic transition exams. Midterm and final exams will have one make-up exam given per class per term. (Students can make-up either the midterm or the final exam in a single course). Make-up year-end comprehensive exams and make-up clinic transition exams must be scheduled with the Academic Dean. Students must have an excused absence to be granted a make-up exam. Excused absences are listed in the school Excused Absence Policy (See Excused Absence pg. 24). In order to be granted an excused absence, the student must complete the Academic Absence or Clinic Absence form and submit it to the Academic Dean with supporting documentation. The time allowed to complete a make-up examination from the date of the missed exam is two weeks, unless an exception is specifically granted by the Academic Dean. The student is responsible for scheduling the exam with their instructor and notifying the Program Chair by the assigned deadline. All Make-up exams will be graded at a 10% deduction. (e.g. a make-up exam graded at 90% will receive 80%). If a student misses a scheduled make-up exam, the student shall receive a zero ("0") for that exam and the course grade will be calculated accordingly.

## **Excused Absences**

Students requesting excused absences must do so within three (3) days of their return to EWCNM by submitting an Excused Absence Form to the Education Department. Students must provide all documentation that may be needed to determine the legitimacy of the absence. The Education Department will approve or deny the request for excused absence and submit documentation of this determination to the student, instructor and registrar. A notation will be made in the student's permanent record. Whenever possible, students should inform their instructor(s) in advance of an event that will cause him/her to be absent from their class. Excused absences will not affect a student's final grade; however an excused absence does not permit the student to miss class hours above the maximum hours stated above for course withdrawal. Excused absences will be granted after the Education Department reviews for the following reasons:

- Admission to a hospital (verified by the Education Department)
- Serious illness/sickness (verified by the Education Department)
- Serious emotional illness (verified by the Education Department)
- Participation in approved academic events (verified by the Education Department)
- Death of a family member or hospitalization of an immediate family member (verified by the Education Department)
- Special circumstances approved, verified by the Education Department

## **Externship/Clinical/Off-Site Clinical**

For programs requiring an externship/clinical/clinical experience, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship/clinical facility. During the externship/clinical, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit weekly attendance documentation to the College while on externship/clinical.

Some externship/clinical sites require students to have immunizations and/or a health clearance. Check with Career Services and the externship/clinical site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship/clinical, the externship/clinical site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship/clinical site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship/clinical/clinical experience, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Prior to externship/clinical/clinical experience, students are encouraged to contact Financial Aid to confirm their financial

status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

## Failed Examination Retake Policy *(applies to MSOM program only)*

Students are allowed to re-take certain exams during their course of study. Exams allowed to be re-taken include; year-end comprehensive exams and clinic transition exams. No other examinations or quizzes are allowed to be re-taken. Upon failure of the approved exam, the student is responsible for scheduling the re-take exam by notifying the Program Chair within the allotted time. All year-end comprehensive re-take exams must be scheduled and completed by the end of the first week of the following term and clinic transition re-takes must be completed by the end of the current term unless authorized by the Academic Dean. A minimum score of 80% or higher must be achieved on the retake exam for a passing grade, and will be recorded as a “C”, 70%. All clinic transition exams may be re-taken only once. Year-End Comprehensive exams may be re-taken two times. For clinic transition exams the grade of the re-take exam stands as the final exam grade.

Upon the second failure re-take of the Year-End Comprehensive exams, the student will have a mandatory meeting with the Program Chair and Academic Dean. The student will complete a remediation program designed by the Academic Department in order to be eligible for a third re-take. If a student fails the Year-End Comprehensive exam a third time, the student will be required to meet with the Program Chair and Academic Dean to determine the student’s ability to progress in the program and will be subject to repeating the previous academic year.

## Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module/term. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module/term (see Change of Grade). All grades are considered final thirty (30) days after the end of the module/term.

### *Semester System Grading Scale*

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
F	Below 70%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
P	N/A	Pass	0.0	Y	Y	N	Y
*P	100	Pass	4.0	Y	Y	Y	Y
*CI	N/A	Clinic Incomplete	0.0	N/A	N/A	N/A	N/A
*AT	N/A	“A” Grade, Transfer Credit	0.0	Y	Y	N	Y
*BT	N/A	“B” Grade, Transfer Credit	0.0	Y	Y	Y	Y

*CT	N/A	"C" Grade, Transfer Credit	0.0	Y	Y	Y	Y
*PT	N/A	"Pass" Grade, Transfer Credit	0.0	Y	Y	Y	Y

\*Grade discontinued May 1, 2015

### **Modular Grading Scale**

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
D	60%-69.9%	Min. Passing Grade	1.0	Y	Y	Y	Y
F	Below 60%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

To pass a course in a Diploma program, a grade of 60.0% or higher in the concentration course requirements and 67% rate of progression must be met.

### **Incomplete**

Once enrolled in a course, students should make the effort to complete all course assignments during the module/term in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Students officially enrolled in an externship may petition for additional time to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students enrolled in SS101 Student Services Strategies and SS102 Professional Success Strategies, may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

### **Failure**

Any course in a program of study that is failed must be repeated and passed (See *Repeating a Course*).

### **Withdrawal**

A course is assigned a withdrawal grade of "W" when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average.

### **Transfer Credit**

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress (see the *Satisfactory Academic Progress* section).

## **Grade Point Average**

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

## **Graduation Requirements**

To be eligible for graduation, students must:

1. Complete all required courses in their program with a Cumulative Grade Point Average of at least 2.0 or 3.0 Cumulative Grade Point Average in the Master’s degree program;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship/clinical or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable).

## **Holidays and Weather Closures**

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. When the College closes unexpectedly, students should anticipate making up the time before the end of the term.

## **Homework**

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student’s grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

## **Institutional Leave of Absence**

As of January 1, 2016, Institutional Leaves of Absence are no longer permitted.

## **Involuntary Withdrawal**

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances*)

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.



## Notice Concerning Transferability of Credits and Credentials Earned at the College

The transferability of credits earned at East West College of Natural Medicine is at the complete discretion of the receiving institution. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the receiving institution. If the credits, degree, diploma, or certificate that was earned at this institution are not accepted at the receiving institution, you may be required to repeat some or all of the coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which transfer might be sought after attending East West College of Natural Medicine to determine if the credits, degree, or diploma will transfer.

### Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the College. The College interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The College contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program.

### Repeating a Course

A student who has received a failing grade ("F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program. When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress and Grading System*).

A course in which a student has received a "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

## Satisfactory Academic Progress

In order to graduate, a student in a Diploma, Associate's, or Bachelor's degree program must have a cumulative grade point average of 2.0 or higher or 3.0 or higher in Master's degree programs; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

For Master's level programs, SAP is measured every fifteen (15) weeks. For all undergraduate programs, SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

### Satisfactory Academic Progress Evaluation Points and Benchmarks – Semester System

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
<b>Diploma</b>	1 <sup>st</sup>	Minimum of 1.6 and 50%
	2 <sup>nd</sup>	Minimum of 1.8 and 60%
	3 <sup>rd</sup> and thereafter	Minimum of 2.0 and 67%
<b>Associate's</b>	1 <sup>st</sup> and thereafter	Minimum of 2.0 and 67%
<b>Master's</b>	1 <sup>st</sup> and thereafter	Minimum 3.0 and 67%

### Satisfactory Academic Progress Evaluation Points and Benchmarks – Modular System

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
<b>Diploma</b>	1 <sup>st</sup>	Minimum of 1.6 and 50%
	2 <sup>nd</sup>	Minimum of 1.8 and 60%
	3 <sup>rd</sup> and thereafter	Minimum of 2.0 and 67%
<b>Associate's</b>	1 <sup>st</sup> and thereafter	Minimum of 2.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** See the *Appealing Financial Aid Probation* section of the catalog for details.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Education Department.

A dismissed student may appeal the dismissal. See the *Appealing Academic Dismissal* section of the catalog for details. If a student's appeal is denied, the student may appeal again after one (1) year from the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

### **Satisfactory Academic Progress and Course Withdrawals and Failures**

When a student withdraws, the course is assigned a “W” grade. This grade has no grade point value and therefore does not impact a student’s cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student’s cumulative grade point average and rate of progress.

### **Transfer Credit and Satisfactory Academic Progress**

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student’s Cumulative Grade Point Average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal  $55 - 15 = 40$ , and  $1.5 \times 40 = 60$  credits hours attempted allowed.

### **Appealing Financial Aid Probation**

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student’s control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

### **Appealing Academic Dismissal**

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student’s control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the College. When academically dismissed, a student who wishes to return to the College must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the readmission process.

### **Changing Programs**

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating CGPA.

### **Additional Program/Credentials**

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

### **Academic Advising**

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising within seven (7) days of the SAP notification. Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

## **Student Practice of Acupuncture & Oriental Medicine Outside of EWCNM**

Acupuncture and Oriental Medicine is a licensed profession in Florida, and it is illegal to practice Acupuncture and Oriental Medicine in Florida as a EWCNM student **except under school supervision**. This applies whether or not a fee is received for performing an acupuncture treatment. For this reason, students shall not perform unsupervised acupuncture treatments either on or off campus. A student found performing unsupervised treatments without a license or direct EWCNM supervision will be reported to the Board of Acupuncture, suspended, and required to withdraw from the program for at least one term.

### **Textbooks**

Textbooks will be provided to students on or before the first day of a course.

### **Transcripts**

East West College of Natural Medicine will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

## **Transfer from East West College of Natural Medicine to Another AHED System School**

Only students making satisfactory academic progress may transfer from East West College of Natural Medicine to another American Higher Education Development (AHED) school. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

### **Voluntary Withdrawal**

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance to be the date of the official notice. Within five (5) days of receipt of the Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

## **Student Services**

### **Career Services**

The Campus President, Education Department (via Externship), and Career Services work closely together to develop a network of employers which will utilize current students and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services and the Externship Administrator work hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationships with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College in order to evaluate and improve on our programs and services.

## **Library**

The East West College of Natural Medicine Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

### **Library Circulation Policy**

Library patrons must possess a current East West College of Natural Medicine ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current East West College of Natural Medicine ID. Borrowing privileges are suspended once a student has kept

library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library coordinator will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive East West College of Natural Medicine transcripts, and to graduate, they must be in good standing with the library. This includes returning overdue materials and having any assessed fees paid-in-full.

## **Policy on Accommodation for Disabled Individuals**

East West College of Natural Medicine's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Disability Services Coordinator or the AHED Chief Compliance Officer at the contact information below.

### **How Reasonable Accommodations Are Decided Upon**

When deciding whether a requested accommodation is reasonable, the appropriate Disability Services Coordinator, Accommodation Services staff and AHED's Compliance Officer will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the campus Disability Services Coordinator, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Disability Services Coordinator, and met with the Disability Services Coordinator or Accommodation Services staff to discuss the accommodation services request, the Disability Services Coordinator will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, AHED's Compliance Officer, after consulting with the campus Disability Services Coordinator, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to AHED's Compliance Officer within 14 days of the denial of services. AHED's Compliance Officer will respond in writing to the appeal within 14 days.

### **ADA and Section 504 of the Rehabilitation Act Grievance Procedure**

As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. AHED is dedicated to resolving conflicts and disagreements regarding requests for reasonable

accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the College's general Grievance and Appeals policy set forth in the College Catalog & Student Handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact your campus Disability Services Coordinator. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The campus Disability Services Coordinator should be contacted at the same time by the student to clarify rights and procedures for both parties.

The campus Disability Services Coordinator will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

The campus Disability Services Coordinator will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the campus Disability Services Coordinator's Office. The written complaint to the campus Disability Services Coordinator must clearly state the basis for the complaint (*i.e.*, the who, what, where, when, and why), and must:

- Clearly state the nature and basis of the grievance;
- Be signed and dated;
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

**Note:** In cases of alleged illegal discrimination based on race, sex, or handicap, the campus Disability Services Coordinator will contact AHED's Compliance Officer prior to advising the student about course of action.

3. The campus Disability Services Coordinator, in consultation with AHED's Compliance Officer, will conduct an investigation. AHED's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, AHED may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to AHED's Compliance Officer within 14 days of the decision. If no appeal is made in writing to AHED's Compliance Officer within 14 days of the decision, then the decision shall be final. Upon appeal to AHED's Compliance Officer, the following must be done:

- A copy of the appeal must be submitted to the campus Disability Services Coordinator and to AHED's Compliance Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or college policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the United States Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60601. The office can also be reached at 312-730-1560 or at [ocr.chicago@ed.gov](mailto:ocr.chicago@ed.gov).

The Disability Services Coordinator for each AHED campus is:

<b>Location</b>	<b>Disability Services Coordinator</b>	<b>Contact Number</b>	<b>E-Mail Address</b>
East West College of Natural Medicine	Campus President 3808 N. Tamiami Trail Sarasota, FL 34234	941-355-9080	rbattiata@EWCollege.org
Stautzenberger College – Maumee	Librarian 1796 Indian Wood Circle Maumee, OH 43537	419-866-0261	Lori.VanLiere@sctoday.edu
Stautzenberger College – Brecksville	Academic Dean 8001 Katherine Blvd Brecksville, OH 44141	440-838-1999	slalexander@stautzenberger.com
Madison Media Institute	Campus President / Academic Dean 2702 Agriculture Drive Madison, WI 53718	608-663-2000	mbailey@mediainstitute.edu
Rockford Career College	Dean of Students 1130 S. Alpine Rd #100 Rockford, IL 61108	815-965-8616	dharriott@rockfordcareercollege.edu

AHED's Compliance Officer is Jeffrey Bodimer. His contact information is as follows:

Jeffrey Bodimer  
Chief Operations/Compliance Officer  
American Higher Education Development Corporation  
116 Village Blvd, Suite 200  
Princeton, NJ 08540  
jbodimer@ahed.com

## Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Services Office.

## Student Services

East West College of Natural Medicine is committed to the academic and personal support of all of our students. The East West College of Natural Medicine Student Services Department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office to learn of any resource the College has available.

## Student Services Coaching

Student Services Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or the Education Department.



## Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship/clinical property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/clinical/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored East West College of Natural Medicine social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with (insert college name) and/or use their East West College of Natural Medicine email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While East West College of Natural Medicine does not typically provide editorial review of the content of social media sites used by its students, East West College of Natural Medicine does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct presented in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from East West College of Natural Medicine to potential future employers. East West College of Natural Medicine reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

## **Illegal Drugs and Alcohol**

East West College of Natural Medicine has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance with addiction, there are several sources within the local community. These sources are listed in the “yellow pages” of the local phone book under “Alcohol and Drug Abuse.”

## **Weapons**

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

# Campus Dress Code

## Allied Health Programs

East West College of Natural Medicine expects Allied Health students to dress professionally at all times. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the shoulders; non-porous, solid top shoes and no piercings. Failure to comply with the East West College of Natural Medicine dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<b><u>Uniforms</u></b>	
<ul style="list-style-type: none"> <li>• Neat</li> <li>• Clean and pressed</li> </ul>	<ul style="list-style-type: none"> <li>• Wrinkled uniform</li> <li>• Dirty, bleached or torn uniform</li> </ul>
<b><u>Shirts, Tops and Jackets</u></b>	
<ul style="list-style-type: none"> <li>• White T-shirts</li> <li>• White sweaters</li> </ul>	<ul style="list-style-type: none"> <li>• Colored shirts or jackets</li> <li>• Jackets or sweatshirts over uniforms</li> <li>• T-shirts must be tucked in and may not hang below the uniform</li> </ul>
<b><u>Shoes and Footwear</u></b>	
<ul style="list-style-type: none"> <li>• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)</li> </ul>	<ul style="list-style-type: none"> <li>• Any other shoes</li> </ul>
<b><u>Personal Hygiene</u></b>	
<ul style="list-style-type: none"> <li>• Fingernails:               <ul style="list-style-type: none"> <li>○ Short cut</li> <li>○ Natural</li> <li>○ Neutral colored and well maintained at all times</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Strong perfume or deodorants</li> <li>• Gel or acrylic fingernails</li> <li>• Colored fingernails</li> <li>• Long fingernails</li> </ul>
<b><u>Hair and Hats</u></b>	
<ul style="list-style-type: none"> <li>• Hair:               <ul style="list-style-type: none"> <li>○ Kept up off shoulders</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Long, loose hair that is not clean</li> <li>• Hats are <b>never</b> appropriate</li> </ul>
<b><u>Jewelry</u></b>	
<ul style="list-style-type: none"> <li>• Pierced ears               <ul style="list-style-type: none"> <li>○ One (1) earring per ear</li> <li>○ Earrings that are small and professional</li> <li>○ Piercings in earlobes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Large hoops</li> <li>• Facial piercings</li> </ul>
<b><u>Tattoos</u></b>	
<ul style="list-style-type: none"> <li>• Be aware that visible tattoos will impede your job search</li> </ul>	<ul style="list-style-type: none"> <li>• Offensive tattoos must be covered at all times</li> </ul>
<b><u>East West College of Natural Medicine ID must be worn at all times</u></b>	

## Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act. Grievance Procedure set forth in the Accommodations Services Handbook. Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

**Step 1:** Communicate with the appropriate instructor or staff member.

**Step 2:** Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Education Department.

**Step 3:** The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

**Step 4:** Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee must reach a decision that is in the best interests of both the student and the College within fourteen (14) days of the Committee meeting.

**Step 5:** Other interested individuals or agencies with a concern or grievance should contact the East West College of Natural Medicine Administration. This information will then be forwarded to the appropriate department for review and possible resolution. The student would then notify the College of their intent to pursue a further course of action involving either or both the State Department of Education, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 800-245-3200, and or the accrediting agency Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), 8941 Aztec Drive, Eden Prairie, MN 55347; phone 952-212-2434; fax 952-657-7068.

**Step 6:** If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College’s accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

*Accrediting Council for Independent Colleges and Schools  
750 First Street N.E., Suite 980  
Washington, DC, 20002-4223  
202-336-6780*

Other interested individuals or agencies with a concern or grievance should contact the East West College of Natural Medicine Administration. This information will then be forwarded to the appropriate department for review and possible resolution.

## **Student Sexual Harassment Policy**

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

East West College of Natural Medicine is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as the Title IX Coordinator. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President or the Chief Compliance Officer (refer to Step 5 of the Grievance and Appeals policy). The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation. Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

# East West College of Natural Medicine Student Sexual Harassment Policy

## Introduction

East West College of Natural Medicine (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

## Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

## Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
EWCNM	Campus President	941-355-9080	3808 N. Tamiami Trail, Sarasota, FL 34234

**Response to Sexual Harassment Allegations**

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. Any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

**False Reports**

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**Additional Information**

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

## **General Information**

### **Administrative Hours of Operation**

East West College of Natural Medicine administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

### **Anti-Hazing Policy**

Hazing is prohibited by EWCNM and the State of Florida Hazing law: 240.1325 Hazing-prohibited. Hazing is any action taken, or situation created whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing includes, but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, and forced consumption of any food, liquor or other substance. Hazing is any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities that create excessive fatigue, cause physical and psychological shocks, involve kidnapping, morally questionable quests, treasure hunts or scavenger hunts or any other such activities, involve publicly wearing apparel that is conspicuous and not normally in good taste, cause students to engage in public stunts, and buffoonery, morally degrading or humiliating games and activities or late night activities that interfere with scholarly activities. Also prohibited are any activities that are in violation of federal, state, or local laws, the EWCNM Code of Conduct or accepted standards of good taste and propriety. For purposes of this definition, any activity described in this paragraph upon which the admission or affiliation with an individual or group is directly or indirectly conditioned shall be presumed to be forced or coerced activity, the willingness of an individual to participate in such activity, notwithstanding.

### **Articulation Agreements**

East West College of Natural Medicine has not entered into any articulation or transfer agreements with any other college or university.

### **Campus Visitors**

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

### **Children on Campus**

Students may not bring children with them to East West College of Natural Medicine. It is disruptive to others and it may be hazardous for the children. East West College of Natural Medicine is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, East West College of Natural Medicine does not permit students to bring children to the school.

### **FERPA**

Based on the Family Education Rights and Privacy Act (FERPA), East West College of Natural Medicine students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. East West College of Natural Medicine will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, East West College of Natural Medicine will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, East West College of Natural Medicine High School Scholarship awards, academic awards and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.



East West College of Natural Medicine will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, East West College of Natural Medicine may release student information without student consent to school officials. This includes East West College of Natural Medicine officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, East West College of Natural Medicine will release student information to protect the health and safety of students, staff and faculty.

East West College of Natural Medicine's responses to student requests for academic record amendments may be appealed in accordance with the College's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **Messages for Student**

East West College of Natural Medicine is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, East West College of Natural Medicine will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

## **Non-Discrimination Policy**

East West College of Natural Medicine is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy, generally, and the Campus Disability Services Coordinator or AHED Compliance office with any inquiries and complaints relating to discrimination based on disability.

## **Photo Release**

East West College of Natural Medicine students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

## **Placement Release**

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of East West College of Natural Medicine may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

## **Program Disclosure**

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit [www.ewcollege.edu](http://www.ewcollege.edu)

## Report a Criminal Offense

As mentioned above under “Reporting Criminal Actions” the best method of reporting a non-emergency criminal action is to fill out an “Incident Report” which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

## Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on East West College of Natural Medicine Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

East West College of Natural Medicine is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

## Security Report

In compliance with federal regulations, East West College of Natural Medicine is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus Security Report”. The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

### **The occurrence of the following crimes must be reported:**

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, East West College of Natural Medicine is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

### **The East West College of Natural Medicine Annual Campus Security Report**

East West College of Natural Medicine is committed to promoting a safe and secure environment for all campus members and visitors. East West College of Natural Medicine has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the East West College of Natural Medicine campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours.

Limited information may be withheld to protect victim confidentiality. East West College of Natural Medicine is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

## **Student Housing**

East West College of Natural Medicine has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

## Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

### Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study	
AC	Acupuncture
AT	Adjunctive Therapies
CS	Clinical Science
HS	Herbal Science
OM	Oriental Medicine
PL	Practice & Licensure
WS	Western Sciences

### Undergraduate/ Graduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 300-level and 400 level indicate lower division courses generally taken early in a program. Course numbers that are 500-level, 600-level, 700-level and 800-level are generally taken later in a program.

### Credit Hours

Coursework at East West College of Natural Medicine is measured in quarter credit hours or semester credit hours (refer to the program information to determine if the coursework is offered in quarter or semester credit hours).

#### Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship/clinical.

#### Semester Credit Hours

One (1) semester credit hour equals (15) contact hours of lecture, thirty (30) hours of laboratory, or forty-five (45) hours of externship/clinical.

#### Contact Hours

One (1) contact hour is fifty (50) minutes.

### Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

## *Master's in Oriental Medicine*

Delivery Method: Ground Modality Only

The program of study at EWCNM is a professional degree program designed to prepare the student for a successful career practicing Oriental Medicine. The program combines both classroom and practical study that includes the philosophy, theory and clinical application of Oriental and Western medicine. Oriental Medicine courses include classical diagnostic approaches, acupuncture, herbal medicine, nutrition, tuina medical massage and Qi Gong exercise therapy. Western biomedicine courses prepare the student with the relevant tools needed to diagnosis and accurately execute a complementary approach to healthcare. Biomedical courses include biological sciences, anatomy & physiology, diagnostic skills, pharmacology and nutrition. Students are also exposed to the subtleties of Japanese acupuncture and alternative therapies such as homeopathy. Upon completion of the didactic program students possess a thorough understanding of the strengths and differences of both the western and Oriental Medical approaches.

The clinical phases of the program prepare students to utilize the knowledge, both theoretical and technical, that is acquired in the classroom. The clinical education is directly supervised by experienced and licensed practitioners of Oriental Medicine. Students begin their clinical career as an observer and gradually work toward independently treating patients as an intern. This portion of the program gives students the opportunity to apply their treatment skills and knowledge in a practical manner. Through the clinical Off-Site Internship program, students are provided additional experience in collaborative biomedicine settings. Over the course of the clinical education students develop skills and synthesize their knowledge in an experience that will prepare them for a successful professional career in healthcare.

When students enroll, they join a specific class and move through the program with the same set of students. This style of graduate training has been successfully used in leading colleges and universities and is well-suited to highly motivated learners. Enrollment is typically 20-30 students per class. The 3,048 hour academic program is designed for students to complete 5 academic years, consisting of 10 terms in 3.4 calendar years. Classes are conducted year round with three terms per calendar year. Each term is 15 weeks long, a total of 45 weeks per year. Class times vary, but generally students will spend an average of 22 hours per week in the classroom and/or clinic. Didactic courses are generally scheduled over two full days each week, and students schedule clinical shifts as necessary to fulfill their requirements. During the last two terms students spend less time in didactic classes and additional days are spent attending to patients in the EWCNM clinic and at Off-Site Internship sites. In addition to the normal course load, students are required to complete comprehensive exams at the end of every two terms. These exams are scheduled in advance, and the days and times may vary.

In addition to attendance in all courses, students will be required to complete out-of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon graduation the College confers Master of Science in Oriental Medicine degree.

The program is designed to prepare the graduate to sit for the Acupuncture Point Location, Biomedical, Chinese Herbology, and Foundation of Oriental Medicine examinations through the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) for acupuncturists and oriental medicine practitioners.\*

*\*The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.*

Course Code	Course Title	Contact Hours	Semester Credit Hours
<b>Term 1.1</b>			
AC402	Universal Precautions & Clean Needle Technique	15	1.0
AC403	AcuAnatomy: Channel Theory & Pathology	30	2.0
CS401	Clinic Orientation / Observation	30	1.0
OM412	Oriental Medical Terminology	15	1.0
OM413	History & Philosophy of Oriental Medicine	15	1.0
OM414	Oriental Medical Physiology	30	2.0
OM415	Oriental Medical Etiology & Pathology of Disease	15	1.0
OM416	Tai Qi/Qi Gong I	15	1.0
PL405	HIV/AIDS & Hepatitis Disease Prevention	3	0.2
PL406	Human Service Skills & Ethics	15	1.0
WS415	Biomedical Terminology	15	1.0
WS416	General Biology	30	2.0
WS417	Anatomy & Physiology I	45	3.0
	<b>Total</b>	<b>273</b>	<b>17.2</b>
<b>Term 1.2</b>			
AC404	AcuAnatomy: Channel Theory & Pathology II	60	4.0
CS402	Professional Observations	60	2.0
HS405	Herbal Theory	15	1.0
OM417	Evaluation & Diagnostic Methods	60	4.0
OM418	Differentiation of Syndromes: Pathogenic Factors & 8 Principles	30	2.0
OM419	Differentiation of Syndromes: Qi, Blood & Fluids	15	1.0
WS418	Anatomy & Physiology II	30	2.0
WS419	General Chemistry	30	2.0
	<b>Total</b>	<b>300</b>	<b>18</b>
<b>Term 2.1</b>			
AC405	Instruments & Techniques	30	2.0
AC406	AcuAnatomy: Channel Theory & Pathology III	60	4.0
CS403	Professional Observations	60	2.0
HS406	Herbs & Formulas I	60	4.0
OM420	Differentiation of Syndromes: Internal Organs	60	4.0
OM421	Tui Na I	30	2.0
	<b>Total</b>	<b>300</b>	<b>18</b>
<b>Term 2.2</b>			
AC522	Microsystem Acupuncture	15	1.0
CS404	Professional Observations	60	2.0
HS525	Herbs & Formulas II	60	4.0
OM422	Tai Qi / Qi Gong II	15	1.0
OM423	Differentiation of Syndromes: 6 Stages, 4 Levels, 3 Burners	15	1.0
OM424	Tui Na II	30	2.0
PL407	Medical Records	15	1.0
WS500	Anatomy & Physiology III	60	4.0
WS501	Biochemistry	30	2.0
	<b>Total</b>	<b>300</b>	<b>18</b>

<b>Term 3.1</b>			
CS501	Clinic Supervised Practice / Trainee	60	2.0
OM535	Tai Qi / Qi Gong III	15	1.0
HS526	Herbs & Formulas III	60	4.0
HS526-L	Herbs & Formulas III Lab	15	0.5
HS527	Classical & Patent Formulas	30	2.0
WS502	Pathophysiology I	60	4.0
WS503	Diagnostic Skills & Imaging Techniques: Physical Exam & Lab Tests	60	4.0
	<b>Total</b>	<b>300</b>	<b>17.5</b>
<b>Term 3.2</b>			
AC523	Principles of AcuTheory & Point Combination	45	3.0
CS502	Clinic Supervised Practice / Trainee	60	2.0
HS528	Herbs & Formulas IV	60	4.0
HS528-L	Herbs & Formulas IV Lab	15	0.5
HS529	Nutrition & Diet Therapy	30	2.0
WS504	Pathophysiology II	60	4.0
WS505	Applied Psychology	30	2.0
	<b>Total</b>	<b>300</b>	<b>17.5</b>
<b>Term 4.1</b>			
AT500	Homeopathy I	30	2.0
AT501	Homeopathy II	30	2.0
CS503	Clinic Supervised Practice / Trainee	60	2.0
HS530	Herbs & Formulas V	60	4.0
PL500	Addictionology	15	1.0
PL501	Herb-Drug Interactions & Ethics Using Herbs	15	1.0
WS506	Diagnostic Skills & Imaging Techniques: Orthopedic Evaluation	45	3.0
WS507	Diagnostic Skills & Imaging Techniques: Radiology	15	1.0
WS508	Pharmacology	45	3.0
	<b>Total</b>	<b>315</b>	<b>19.0</b>
<b>Term 4.2</b>			
AC524	Japanese Acupuncture	15	1.0
CS504	Clinic Supervised Practice / Trainee	30	1.0
CS510	Clinic Intern	30	1.0
CS521	Japanese Acupuncture - Clinic	30	1.0
HS531	Herbs & Formulas VI	60	4.0
OM528	Internal Oriental Medicine I	45	3.0
OM536	Clinical Applications of Five Elements	15	1.0
OM537	Gynecology	30	2.0
OM539	Case Studies & Therapy	60	4.0
	<b>Total</b>	<b>315</b>	<b>18.0</b>
<b>Term 5.1</b>			
CS511	Clinic Intern	60	2.0
CS512	Clinic Intern	60	2.0
CS513	Clinic Intern	60	2.0

CS514	Clinic Intern	30	1.0
OM540	Internal Oriental Medicine II	30	2.0
OM541	Pediatrics	15	1.0
OM542	Eye, Ear, Nose & Throat (EENT)	15	1.0
OM543	External Oriental Medicine	15	1.0
WS509	Clinic Nutrition	45	3.0
	<b>Total</b>	<b>330</b>	<b>15</b>
<b>Term 5.2</b>			
AT502	Alternative Medicine Therapies	15	1.0
CS515	Clinic Intern	60	2.0
CS516	Clinic Intern	60	2.0
CS517	Clinic Intern	60	2.0
CS518	Clinic Intern	60	2.0
PL502	Practice Management	45	3.0
PL503	Research Methods & Design	15	1.0
	<b>Total</b>	<b>315</b>	<b>13</b>
	<b>Grand Total</b>	<b>3,048</b>	<b>171.2</b>

### **Clinic Overview**

Training in the student clinic will combine practical experience with the theoretical knowledge studied in the didactic courses. The clinical program provides the opportunity to learn various Oriental Medicine modalities from our clinical faculty. Through this practical experience, you will gain the skills necessary to competently practice Acupuncture and Oriental Medicine. Your training will be guided by our highly trained staff and include: business management, practice building, herbal formulation, acupuncture, diagnosis, lifestyle counseling, nutritional counseling, and adjunctive therapies.

### **Clinical Program Requirements**

The clinical experience is divided into three phases: Phase I - Clinical Observation (Observer); Phase II - Clinical Practice (Trainee); and Phase III - Clinical Internship (Intern). Student duties and responsibilities will change at each stage as knowledge and confidence increase. Completion of the clinical portion of the EWCNM program requires 900 hours of clinical practice and the treatment of 350 patients minimum.



## *Bachelor of Science in Professional Health Sciences*

*Concurrent degree awarded only upon completion of the Master of Science in Oriental Medicine*

The program of study does not accept students directly, rather the Bachelor of Science degree in Professional Health Sciences is awarded concurrently with the Master of Science degree in Oriental Medicine.

Combined with the minimum 60 credits required for admission, the program completes 120.2 credits required to award the bachelor degree. The 60.2 credits awarded by the school are also a component of the 171.2 credits required for the Master of Science degree.

### **General Education Requirement**

At least 28 semester (37 quarter hours) of 60 transfer credits must be taken in the four general education and liberal arts areas listed below with a minimum of at least 3.0 credits in each of the respective areas:

- Humanities/Fine Arts; Social Behavioral Sciences; English/Communications; Science

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Semester Hours</b>
	Transfer credits		60.0
<b>Term 1.1</b>			
AC402	Universal Precautions & Clean Needle Technique	15	1.0
AC403	AcuAnatomy: Channel Theory & Pathology	30	2.0
CS401	Clinic Orientation / Observation	30	1.0
OM412	Oriental Medical Terminology	15	1.0
OM413	History & Philosophy of Oriental Medicine	15	1.0
OM414	Oriental Medical Physiology	30	2.0
OM415	Oriental Medical Etiology & Pathology of Disease	15	1.0
OM416	Tai Qi/Qi Gong I	15	1.0
PL405	HIV/AIDS & Hepatitis Disease Prevention	3	0.2
PL406	Human Service Skills & Ethics	15	1.0
WS415	Biomedical Terminology	15	1.0
WS416	General Biology	30	2.0
WS417	Anatomy & Physiology I	45	3.0
	<b>Total</b>	<b>273</b>	<b>17.2</b>
<b>Term 1.2</b>			
AC404	AcuAnatomy: Channel Theory & Pathology II	60	4.0
CS402	Professional Observations	60	2.0
HS405	Herbal Theory	15	1.0
OM417	Evaluation & Diagnostic Methods	60	4.0
OM418	Differentiation of Syndromes: Pathogenic Factors & 8 Principles	30	2.0
OM419	Differentiation of Syndromes: Qi, Blood & Fluids	15	1.0
WS418	Anatomy & Physiology II	30	2.0
WS419	General Chemistry	30	2.0
	<b>Total</b>	<b>300</b>	<b>18</b>
<b>Term 2.1</b>			
AC405	Instruments & Techniques	30	2.0
AC406	AcuAnatomy: Channel Theory & Pathology III	60	4.0
CS403	Professional Observations	60	2.0
HS406	Herbs & Formulas I	60	4.0

OM420	Differentiation of Syndromes: Internal Organs	60	4.0
OM421	Tui Na I	30	2.0
	<b>Total</b>	<b>300</b>	<b>18</b>
<b>Term 2.2</b>			
CS404	Professional Observations	60	2.0
OM422	Tai Qi / Qi Gong II	15	1.0
OM424	Tui Na II	30	2.0
OM423	Differentiation of Syndromes: 6 Stages, 4 Levels, 3 Burners	15	1.0
PL407	Medical Records	15	1.0
	<b>Total</b>	<b>135</b>	<b>7</b>
	<b>Grand Total</b>	<b>1,008</b>	<b>120.2</b>

\*Courses denoted with an asterisk are General Education courses.

## **Course Descriptions**

### **AC402 Universal Precautions & Clean Needle Technique**

**1 semester credit hour**

*Prerequisites: None*

Proper clean needle technique (CNT), as used in acupuncture practice, is covered in this course. Prohibitions to moxibustion and needling methods, handling of infectious materials, prevention methods for the spread of infectious disease, and guidelines for a safe workplace are covered in accordance with OSHA and CCAOM standards.

### **AC403 Acuanatomy: Channel Theory & Pathology**

**2 semester credit hours**

*Prerequisites: None*

This course examines channel theory, point theory, and pathological changes that occur when the body is affected by exogenous pathogenic factors (such as Wind, Cold, Summer heat, Dampness, Dryness and fire), the seven emotions, food, overwork, trauma and parasite damage, as well pathologically produced matter such as phlegm-rheum, blood stasis, etc. and delineates which pattern of disease these changes indicate.

### **AC404 Acuanatomy: Channel Theory & Pathology II**

**4 semester credit hours**

*Prerequisites: AC402*

The acupuncture points of main channels are discussed including the anatomical location, indications and contra-indications, needling technique and functions. The meridians included are lung, large intestine, stomach, spleen, heart, small intestine, and urinary bladder channels. Points belonging to specific point categories are emphasized during discussion of each meridian.

### **AC405 Instruments & Techniques**

**2 semester credit hours**

*Prerequisite: AC402 / AC403*

The equipment and techniques used in the various styles of Chinese acupuncture are covered, with reference to their clinical application. Students learn needle insertion and manipulation, including how to sedate/tonify and needling techniques for seven star needles. Other techniques included are moxa indications, contraindications, and use, Gua Sha, first aid, electrical stimulation, and safety issues. Equipment maintenance is introduced, and safety regulations regarding this.

### **AC406 Acuanatomy: Channel Theory & Pathology III**

**4 semester credit hours**

*Prerequisite: AC402*

The study of channel and point theory is completed in this course, finishing the location of acupuncture points according to regional anatomy and other points. The location, indications, contra-indication, needling technique, and functions of the kidney, pericardium, san jiao, gall bladder, liver, ren and du channels, and extra points are covered.

### **AC522 Microsystem Acupuncture**

**1 semester credit hour**

*Prerequisite: AC403 / AC404 / AC406*

This course teaches the essentials of diagnosis and treatment of selected diseases by using ear, scalp, and hand acupuncture.

### **AC523 Principles of Acupuncture Theory & Point Combination**

**3 semester credit hours**

*Prerequisite: AC403 / AC404 / AC406*

The functions and uses of the major categories of points are discussed, including the Five Command, Source, Connecting, Shu, Mu, Xi-cleft, Ghost, Seas and Oceans, Window of Sky, and Gathering points. Ah Shi and local/distal point selection in treatment is discussed. Topics include the principles of point selection, prescription strategies, and how to develop a treatment plan.

### **AC524 Japanese Acupuncture**

**1 semester credit hour**

*Prerequisite: AC403 / AC404 / AC406*

This course provides an overview of the techniques, theory, and practice of the various schools of Japanese meridian therapy. Students learn diagnostic methods, the eight extraordinary vessels, various treatment tools, and therapeutic methods specific to Japanese-style practice. Comparisons and contrasts with traditional Chinese practices are discussed.

**AT500 Homeopathy I****2 semester credit hours***Prerequisites: None*

From a classical homeopathic perspective, this course discusses the basic principles of homeopathic remedy preparation and potency, diagnosis, and treatment. Topics include an introduction to case taking, repertory use, case analysis, and a review of major remedies in the Homeopathic Materia Medica. Students are also exposed to non-classical homeopathic methodologies of treatment like homotoxicology.

**AT501 Homeopathy II****2 semester credit hours***Prerequisites: None*

This course offers concurrent subject matter to the material covered in course AT500. Topics include an introduction to case taking, repertory use, case analysis, and a review of major remedies in the Homeopathic Materia Medica. Students are also exposed to non-classical homeopathic methodologies of treatment like homotoxicology.

**AT502 Alternative Medicine Therapies****1 semester credit hour***Prerequisites: None*

This course provides an overview of complementary Alternative therapies including: Homotoxicology, Bach flower remedies and biomeridian evaluation equipment. Students will cultivate an understanding of collaboration with other complementary alternative therapeutic modalities.

**CS401-CS404 Clinical Phase I: Professional Observations****7 semester credit hours***Prerequisites: CPR & First Aid; Pre- or Co-requisite: AC402*

This is the first level of the three clinical phases of training, involving the observation of patient treatments in the EWCNM student clinic. This phase also includes an introduction to clinical duties and responsibilities such as universal precautions, sterile procedures, standards for setting up a treatment room, and the equipment and supplies used in the practice of acupuncture. Students are exposed to patient care and case management, examination skills, elementary point location, palpation techniques, needling, moxibustion, and electro-stimulation under the supervision of licensed acupuncture physicians. Students observe demonstrations by licensed acupuncture physicians during the course of observation.

**CS501- CS504 Clinical Phase II: Clinic Supervised Practice/Trainee****7 semester credit hours***Prerequisites: AC402, CS404, current CPR (4 hrs), First Aid (4 hrs), passing of point location test and needling exercises, and final observer clinic evaluation.*

During this phase, students do patient intakes, develop diagnoses, and aid in development of treatments, needle, and moxa patients under the direction of a supervising licensed acupuncture physician.

**CS510– CS518 Clinical Phase III: Clinic Intern****16 semester credit hours***Prerequisites: CS504, passage of point location tests, and final trainee clinic evaluation.*

This phase is the culmination of clinical studies where students assume the role of an independent practitioner. They interview patients and form diagnoses and treatment plans that are approved or modified by the supervising licensed acupuncture physician.

**Clinic Off-Site Internship Option****2 semester credit hours***Prerequisites: CS514 and 60 hours as intern; Current CPR and First Aid. Permission of Clinic and Academic Dean.*

This off-campus program provides a unique clinical experience for students at local Western medical centers. It is conducted at the intern level, or phase III of clinical practice, under the supervision of licensed acupuncture physicians associated with the college. EWCMN is proud to be partnered with HealthSouth, one of the largest healthcare organizations in America, and Sarasota Memorial Comprehensive pain center. Here students have the opportunity to work in a collaborative biomedicine clinic. The 60 hours earned in the Clinic Off-Site Internship will be applied to the 270 hours required in Clinical Phase III: Internship.

**CS521 Japanese Acupuncture - Clinic****1 semester credit hour***Prerequisites: None*

This course provides practical hands-on training in the techniques and theory of the various schools of Japanese meridian therapy. Students apply diagnostic methods, treatment tools, and therapeutic methods specific to this therapy. They will also compare and contrast this style of acupuncture with Chinese Medicine.

**HS405 Herbal Theory****1 semester credit hour***Prerequisites: OM415*

This course provides a foundational understanding of Chinese herbal terminology, the types of properties an herb may have, how herbs function in the body, methods of preparation, and methods of dispensing herbs.

**HS406 Herbs and Formulas I****4 semester credit hours***Prerequisite: HS405*

The first half of the course will cover chapters 1 & 2 of the materia medica: herbs that release the exterior and herbs that clear heat. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 1 & 2. Modifications to formulas will also be presented.

**HS525 Herbs and Formulas II****4 semester credit hours***Prerequisite: HS405*

The first half of the course will cover chapters 3, 4, & 5 of the materia medica: downward draining herbs, herbs that drain dampness, and herbs that expel wind-dampness. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 3, 4, & 5. Modifications to formulas will also be presented.

**HS526 Herbs and Formulas III****4 semester credit hours***Prerequisite: HS405*

The first half of the course will cover chapters 6, 7, & 8 of the materia medica: herbs that transform phlegm and stop cough, aromatic herbs that transfer dampness, and herbs that relieve food stagnation. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 6, 7, & 8. Modifications to formulas will also be presented.

**HS526-L Herbs and Formulas III Lab****.5 semester credit hours***Prerequisites: None*

In this lab class the student will work in the herbal dispensary becoming familiar with individual raw herbs. The student will learn how particular herbs are stored and how they are prepared for herbal formulas.

**HS527 Classical & Patent Formulas****2 semester credit hours***Prerequisite: HS405 / OM423*

This course familiarizes the student with various brands of common herbal patents, how to differentiate each company's formula, and proper selection of a formula. This class will also cover Classical Chinese Herbal formulas from the Shan Han Lun and other texts.

**HS528 Herbs and Formulas IV****4 semester credit hours***Prerequisite: HS405*

The first half of the course will cover chapters 9, 10, & 11 of the materia medica: herbs that regulate qi, herbs that stop bleeding and regulate the blood, and herbs that warm interior and expel the cold. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 9, 10, & 11. Modifications to formulas will also be presented.

**HS528-L Herbs and Formulas IV Lab****.5 semester credit hours***Prerequisite: HS405*

In this lab class the student will work in the herbal dispensary becoming familiar with individual raw herbs. The student will learn how particular herbs are stored and how they are prepared for herbal formulas.

**HS529 Nutrition & Diet Therapy****2 semester credit hours***Prerequisites: None*

A foundation in OM nutritional principles is presented in this course. Topics cover categorization of common foods with regard to temperature, taste and function, dietary advice for various conditions, preparation of common food and herbal formulas, and treatments for selected diseases.

**HS530 Herbs and Formulas V****4 semester credit hours***Prerequisites: HS405*

The first half of the course will cover chapters 12 & 13 of the materia medica: herbs that tonify and herbs that stabilize and bind. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 12 & 13. Modifications to formulas will also be presented.

**HS531 Herbs and Formulas VI****4 semester credit hours***Prerequisites: HS405*

The first half of the course will cover chapters 14, 15, & 16 of the materia medica: herbs that calm the shen, aromatic substances that open orifices and substances that extinguish wind and stop tremors. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 14, 15, & 16. Modifications to formulas will also be presented.

**OM412 Oriental Medical Terminology****1 semester credit hour***Prerequisites: None*

Terms specific to the history, science, theory, and clinical application of Traditional Chinese Medicine (TCM) are covered in this course. Students will be introduced to both Pinyin and English terms for TCM anatomy, physiology, theory, clinical concepts, acupuncture, and Chinese herbs.

**OM413 History & Philosophy of Oriental Medicine****1 semester credit hour***Prerequisites: None*

The development of Oriental Medicine over its 2,500 year history is chronicled with attention is given to both the classics and the present status of acupuncture in the US and internationally. The development of this medicine from Buddhist and Daoist roots is introduced. Topics in this course also examine the conceptual roots of OM philosophy and cosmology including Yin/Yang, Five Elements, Wu Qi, and the Three Treasures.

**OM414 Oriental Medical Physiology****2 semester credit hours***Prerequisites: None*

The basic concepts of OM physiology are surveyed including fundamental substances of Qi, blood, jing, shen, and body fluids. The functions and characteristics of the zang fu, and curious organs and yin and yang organ interrelationships are included.

**OM415 Oriental Medical Etiology & Pathology of Disease****1 semester credit hour***Prerequisites: None*

Both the internal and external causes and mechanisms of disease as based in traditional Chinese Medicine are surveyed, including the six pernicious influences, the seven emotions, diet, life style, sexual and physical activity, and other factors.

**OM416 Tai Qi /Qi Gong I****1 semester credit hour***Prerequisite: None*

Tai Qi/ Qi Gong is an ancient internal martial art emphasizing the integration of relaxation, alignment of body, deep breathing, circulation of Qi, and the intent of mind in order to create smooth, refined, and elegant movements. Qi Gong is an exercise which trains the body to manipulate and cultivate Qi, the life force. The goal is to maintain well-being in mind and body, prevent disease, relieve sickness, and prolong life. This course teaches basic Tai Qi and Qi Gong practices.

**OM417 Evaluation & Diagnostic Methods** **4 semester credit hours**

*Prerequisites: OM415 / AC403*

The Four Diagnostic Methods of Oriental Medicine including the techniques and implications of these methods are examined for development of treatment plans. Students learn how to evaluate and diagnose patients according to general inquiry, palpation, olfaction (smelling), auscultation (listening) and tongue & pulse. The diagnostic implications uncovered by these methods are examined for the development of treatment principles.

**OM418 Differentiation of Syndromes: Pathogenic Factors & 8 Principles** **2 semester credit hours**

*Prerequisites: OM415 / AC403*

This course identifies disease according to Eight Principles. The course will also provide a foundational knowledge of exogenous pathogenic factors and pathologically produced matter such as phlegm-rheum, blood stasis, etc.

**OM419 Differentiation of Syndromes: Qi, Blood & Fluids** **1 semester credit hour**

*Prerequisites: OM414 / OM415*

Patterns are taught for the basic disharmonies of Qi, blood, shen, and body fluids as deficiency, stagnation, and rebellion of Qi; deficiency, stasis, heat, and loss of blood; edema, phlegm, and deficiency of fluids.

**OM420 Differentiation of Syndromes: Internal Organs** **4 semester credit hours**

*Prerequisites: OM417 / OM418 / OM419*

Differentiation of Zang Fu syndromes for internal organs is based on the signs and symptoms that arise when the Qi and blood of these organs are out of balance. The designation of organs as the twelve officials is included.

**OM421 Tui Na I** **2 semester credit hours**

*Prerequisites: AC403 / AC404*

The course includes foundation principles of Tui Na style body work, acupuncture, and manipulation techniques used to re-establish normal flow of Qi in the body. This course introduces the student to the principles and practice of Tui Na, and teaches the treatment of specific disorders.

**OM422 Tai Qi / Qi Gong II** **1 semester credit hour**

*Prerequisites: None*

This course is a continuation of the practices described in Course OM416.

**OM423 Differentiation of Syndromes: 6 Stages, 4 Levels, 3 Burners** **1 semester credit hour**

*Prerequisites: OM417 / OM418 / OM419 / OM420 / HS405*

This course focuses on the differentiation of syndromes for infectious diseases. Topics include: Six Stages Theory, Four Levels Theory, and Three Burners.

**OM424 Tui Na II** **2 semester credit hours**

*Prerequisites: OM421*

This course expands on Tui Na techniques and focuses on treating specific disorders.

**OM528 Internal Oriental Medicine I** **3 semester credit hours**

*Prerequisites: AC523 / OM417 / OM418 / OM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

Diseases in the field of internal medicine are covered in this course. Each disease is identified in western biomedical and Traditional Chinese Medical terminology. Disease coverage includes etiology, pathology, differentiation of syndromes along with the OM treatment principle and prescription. Appropriate referral to biomedical practitioner is discussed.

**OM535 Tai Qi / Qi Gong III** **1 semester credit hour**

*Prerequisites: None*

This course is a continuation of the practices described in Courses OM416 and OM422.

**OM536 Clinical Applications of Five Elements** **1 semester credit hour**

*Prerequisites: AC403 / OM417 / OM420*

Properties of each element, fire, earth, metal, water and wood are discussed. Interrelationships and cycles are detailed. An introduction to Korean four point selection, Japanese methods, and a discussion of Worsley five element acupuncture is included.

**OM537 Gynecology** **2 semester credit hours**

*Prerequisites: AC523 / OM417 / OM418 / OM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

The health issues of women are explored in detail by examining a number of gynecological diseases such as menstrual disorders and premenstrual disorder. A healthy approach to menopause is also discussed. Appropriate referrals to biomedical practitioners are discussed.

**OM539 Case Studies & Therapy** **4 semester credit hours**

*Prerequisites: AC523 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

Clinical case studies and selected readings are presented for the purpose of the analysis of treatment principles and development of point prescription plans for selected diseases.

**OM540 Internal Oriental Medicine II** **2 semester credit hours**

*Prerequisites: AC523 / OM528*

This is a continuation of disease coverage from internal medicine I. Appropriate referrals to biomedical practitioners are discussed.

**OM541 Pediatrics** **1 semester credit hour**

*Prerequisites: AC523 / OM417 / OM418 / OM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

This advanced course studies pediatric diseases as identified by biomedical and OM models. Diagnostic and treatment principles are surveyed for such pediatric diseases as mumps, diarrhea, infantile malnutrition, convulsions and other childhood illnesses. Appropriate referrals to biomedical practitioners are discussed.

**OM542 Eye, Ear, Nose & Throat (EENT)** **1 semester credit hour**

*Prerequisites: AC523 / OM417 / OM418 / OM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

The specialty of EENT, or ophthalmology & otorhinolaryngology is surveyed including biomedical and OM models of several common diseases. Discussions include diagnosis and the appropriate treatment methods. Appropriate referrals to biomedical practitioners are discussed.

**OM543 External Oriental Medicine** **1 semester credit hour**

*Prerequisites: AC523 / OM417 / OM418 / OM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530*

The study of Chinese external medicine focuses on dermatology. Differentiation and treatments are discussed of visible and palpable conditions at the body surface such as lesions, subcutaneous disease and anal diseases. Referrals to biomedical practitioners are discussed.

**PL405 HIV/AIDS & Hepatitis Disease Prevention** **.2 semester credit hours**

*Prerequisites: None*

Current research concerning Human Immuno-Deficiency Virus (HIV) and Acquired Immuno-Deficiency Syndrome (AIDS) and chronic hepatitis B and C is described with emphasis on the acupuncture practice.

**PL406 Human Service Skills & Ethics** **1 semester credit hour**

*Prerequisites: None*

Importance of verbal and non-verbal communication skills, teaching and learning styles, and trust and confidentiality is described. The student is taught the recognition of emotional stress, counseling, integration of other modalities, informed consent, dealing with difficult patients, the ethical treatment of relatives and friends, family considerations, making referrals, ethical and boundary considerations, and sexual ethics in the therapeutic relationship.

**PL407 Medical Records** **1 semester credit hour**

*Prerequisites: None*

The Federal, State, and local laws relating to medical records are described, including HIPAA, note writing including the SOAP format, and treatment planning.



**PL500 Addictionology** **1 semester credit hour**  
*Prerequisites: AC406*

This course focuses on the National Acupuncture Detoxification Association (NADA) protocol of auricular therapy for the treatment of addictions. Recent research findings are presented documenting the efficacy of this therapy.

**PL501 Herb-Drug Interactions & Ethics Using Herbs** **1 semester credit hour**  
*Prerequisites: HS527*

Information about both the administration of herbs and use in conjunction with western medical treatments is described. Common issues like patient compliance, contraindications with Western drug treatments, herbal claims, appropriate referral, and legal & ethical issues regarding herbal prescribing are discussed.

**PL502 Practice Management** **3 semester credit hours**  
*Prerequisites: None*

Students learn how to set up, promote, market, and manage an acupuncture practice including principles of general accounting, principles of marketing, insurance billing, fee schedules, regulatory requirements, liability insurance, and medical record keeping. Students will explore ethical issues related to the practice of Oriental Medicine. This course includes 2 hours of Medical Errors and 20 hours of Florida Laws and Rules.

**PL503 Research Methods & Design** **1 semester credit hour**  
*Prerequisites: None*

In this course students learn the skills necessary to investigate Western and OM medical research on line and in print utilizing; databases, internet, and journals. The determination of strength of evidence, including the scientific method and different models of clinical research are discussed.

**WS415 Biomedical Terminology** **1 semester credit hour**  
*Prerequisites: None*

This course provides an overview of Western medical terminology used to describe the biology, pathology, anatomy, and physiology or disease conditions and related clinical terms.

**WS416 General Biology** **2 semester credit hours**  
*Prerequisites: None*

This introductory course covers basic biological principles with an emphasis on biomedical topics including cellular and animal biology.

**WS417 Anatomy & Physiology I** **3 semester credit hours**  
*Prerequisites: None*

An introduction to anatomy and physiology is presented, including cell structure and function, tissues, and the nervous, muscular, integumentary system and skeletal systems.

**WS418 Anatomy & Physiology II** **2 semester credit hours**  
*Prerequisites: None*

After an introduction to important directional and regional terminology for the human body, the student will learn to identify bones and landmarks on a diagram and on a human body by palpation. Students are taught to find major muscles and their tendons by palpation and on diagrams.

**WS419 General Chemistry** **2 semester credit hours**  
*Prerequisites: None*

This introductory course covers the principles of inorganic and organic chemistry.

**WS500 Anatomy & Physiology III** **4 semester credit hours**  
*Prerequisites: WS417 / WS418*

The student is introduced to the organs and their structures, and the functions of the endocrine, circulatory, digestive, respiratory, urinary, and reproductive systems.

**WS501 Biochemistry** **2 semester credit hours**

*Prerequisites: WS419*

The student is introduced to the functions and select structures of organic molecules important in physiology, metabolism, nutrition, and pharmacology in the human body. The student reviews basic atomic structure, isotopes, and covers salts, acids, bases, and buffers.

**WS502 Pathophysiology I** **4 Semester Credit Hours**

*Prerequisite: WS500*

This course introduces the student to the medical science concerned with diseases – pathology. It teaches the basic concepts of pathogenesis and etiology, and looks at disease from the prospective of clinical medicine. Student will learn to identify symptoms and emergency conditions that might require referrals. It reviews pathology and covers the major disease categories by organ systems.

**WS503 Diagnostic Skills & Imaging Techniques: Physical Examination and Lab Tests** **4 semester credit hours**

*Prerequisite: WS500*

This course teaches two areas of biomedical diagnostics: (1) physical examination, and (2) laboratory tests. It introduces the student to the basic diagnostic skills required in the healthcare clinic including vital signs (blood pressure, heart rate, temperature), health history, techniques of examination (auscultation and palpation), and the clinical skills required to perform a competent exam. The clinical rationale behind examination and testing is explained as the basis for establishing a biomedical diagnosis. It also introduces the use of basic and comprehensive laboratory tests as a diagnostic method including CBC, blood chemistry, lipids, liver functions, electrolytes, and urine analysis.

**WS504 Pathophysiology II** **4 semester credit hours**

*Prerequisite: WS500*

This course follows Pathophysiology I and continues to enlighten students to the medical science concerned with diseases – pathology. Students further explore the basic concepts of pathogenesis and etiology, and looks at disease from the prospective of clinical medicine. It provides knowledge necessary for the student to identify symptoms and emergency conditions that might require referrals. It covers diseases of the urinary tract, male and female reproductive systems, endocrine system, skin, bones and joints, muscles, nervous system, eye and ear.

**WS505 Applied Psychology** **2 semester credit hours**

*Prerequisites: None*

A survey of the various schools of psychological thought is presented, and common psychological problems are described. Situations requiring referrals are detailed.

**WS506 Diagnostic Skills & Imaging Techniques: Orthopedic Evaluation** **3 semester credit hours**

*Prerequisite: WS500*

An overview of orthopedic neurological patient assessment is provided, preparing the student to identify muscular-skeletal dysfunction in Western biomedical terms. Students are taught how to write a narrative report, and when to make a referral.

**WS507 Diagnostic Skills & Imaging Techniques: Radiology** **1 semester credit hour**

*Prerequisite: WS500*

In this course the student is introduced to various radiological diagnostic methods and imaging techniques including X-ray, MRI, CAT-Scan, and ultrasonography.

**WS508 Pharmacology** **3 semester credit hours**

*Prerequisites: WS419 / WS501*

Western pharmaceuticals and the actions of drugs are the emphasis of this course. Major categories and common examples of drugs affecting the systems and diseases covered in Pathophysiology are addressed including the nervous, endocrine, circulatory, respiratory, digestive, and urogenital systems.

**WS509 Clinical Nutrition** **3 semester credit hours**

*Prerequisites: WS501 / WS500*

The basic understanding of nutrition as a functional medicine is surveyed including topics concerning vitamins, minerals, and other dietary components. Each nutrient is discussed related to their function in the body, disease of excess or deficiency, and their potential uses as support and prevention of selected diseases.

