



## Student Handbook

2019-2021

**Property of:** \_\_\_\_\_

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

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

## **Our Mission Statement**

The mission of the Chicago College of Oriental Medicine (CCOM) is to equip its students with the necessary knowledge and clinical skills of Acupuncture and Oriental Medicine which transforms them into accomplished practitioners who have adopted the core disciplines of Acupuncture and Oriental Medicine and integrated them into the Western healthcare system.

## **Statement of Purpose**

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

## **Philosophy**

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

## **Vision**

CCOM aspires to be a leader in Acupuncture and Oriental Medicine education in the United States. This will be achieved through superior academic programs, extensive clinical research, advanced professional collaboration, and continuing community outreach.

## **Institutional Goals**

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

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

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

### **Educational Objectives**

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

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

### **Core Values**

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

### **Message from the Founder**

Thank you for choosing the Chicago College of Oriental Medicine. We appreciate your interest and consider it a privilege to participate in fulfilling your educational goals.

CCOM offers science-based graduate education through the Master's of Acupuncture and the Master's of Oriental Medicine programs. The academic programs are backed by dedicated faculty, a resourceful learning network, and a strong academic support system. Specifically,

CCOM is dedicated to the integration of proven traditional methods with Western medicine practices. CCOM provides students with the knowledge, skills, and attitudes learned from the ancient wisdom that has developed over 4,000 years and makes them relevant to the healthcare environment in the 21st-century.

Acupuncture and Oriental Medicine has been my life for over 30 years. It brings me great joy to practice this time-honored profession. My dream, through CCOM, is to introduce you to the satisfaction of this holistic learning experience, which realizes your professional career along with achieving your personal growth.

We invite you to visit our beautiful campus in Chicago downtown for an individual info session. You will have the opportunity to evaluate the programs first-hand. Meanwhile, visit our website at [www.ccom.org](http://www.ccom.org) to explore what CCOM has to offer.

If, at any time, you have questions or concerns, please contact us. It is imperative that we build a culture of continual improvement. Your input, therefore, is critical to CCOM's growth. Being here says that you care about others and are willing to heal the hurting. Together we can make you better. I am honored that you are with us and I wish you all the best.

Sincerely,  
Dr. Yong Gao Wang.  
Founder

## **CCOM's Location**

### **Location**

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

The Chicago College of Oriental Medicine is located on the 8<sup>th</sup> floor, suite 801, of the 180 N. Michigan Avenue, 19<sup>th</sup> floor, Suite 1919, Chicago, IL 60601. The college shares library facilities with Taylor Business Institute which is located at the 5<sup>th</sup> floor of the 180 North Wabash Office Building.

## **Directions**

### **From the North**

Take I90E/I94E towards Chicago, exit at East Ohio St. Drive straight to Michigan Ave., turn right on North Michigan Ave.

Take South Lake Shore Drive, exit at Randolph St., turn right on Michigan Ave.

### **From the West**

Take I290E towards Chicago, exit at Congress Parkway, left on Michigan Ave.

### **From the South**

Take I90W/I94W towards Chicago, exit to Congress Parkway, turn left on Michigan Ave.  
Take North Lake Shore Drive, exit at West Randolph St., turn right on Michigan Ave.

## **Standards Expected of a CCOM Student**

Acupuncture and Oriental Medicine's Practices are very challenging requiring complete synchronization between brain, body and soul. An acupuncture and oriental medicine practitioner must be able to evaluate, diagnose, and perform treatments while providing adequate emergency care and working with other health care providers. These required skills are acquired throughout the course of study. The academic and professional competencies that are required of a Chicago College of Oriental Medicine's graduates are further explained below.

The Chicago College of Oriental Medicine's Master of Science in Oriental Medicine and Master of Science degree in Acupuncture programs are designed in a way that enables the students to engage in complex, practical and diverse experiences that are essential for acquiring and practicing as a safe alternative health care provider. A healthcare practitioner has a great responsibility that can only be fulfilled if he/she is of sound mind and body using combinations of cognitive, motor, psychomotor, physical, and social abilities. A good healthcare provider must be able to perform with calm and efficiency under stressful and unpredictable situations.

According to Onet online <http://www.onetonline.org/link/details/29-1199.01> a practitioner must be able to

- Insert needles to provide acupuncture treatment.
- Maintain and follow standard quality, safety, environmental and infection control policies and procedures.
- Adhere to local, state and federal laws, regulations and statutes.
- Identify correct anatomical and proportional point locations based on patients' anatomy and positions, contraindications, and precautions related to treatments such as intradermal needles, moxibustion, electricity, guasha, or bleeding.

- Maintain detailed and complete records of health care plans and prognoses.

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

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

## **Standards**

- **Physical Abilities**

A student must have sufficient gross and fine motor movements to obtain patient information through palpation, auscultation, percussion, and other maneuvers of diagnosis and provide them with routine care and treatment. Students must be able to carry out the necessary movements to provide safe, general and therapeutic care, including patient positioning, patient draping, needle insertion, manipulation of other methods such as cupping, plum blooming and moxibustion, and safe disposal or sterilization of any material that may contain blood borne pathogens.

- **Sensory Abilities**

A student must have sufficient sensory functions and be able to integrate sensory functions such as touch, vision and smell with gross and fine motor movements to provide patients with routine care and treatment. These abilities are also necessary in observing lectures, practicing in laboratory and be able to distinguish between different herbs and needles. The student must be able to accurately observe a patient and appreciate non - verbal communications when performing an evaluation, intervention, or treatment. The student must be able to perceive the signs of illness and infection as being manifested by physical examination such as peripheral pulses, areas of inflammations, discoloration, edema or atrophy etc.

- **Ability to Communicate effectively**

Students must be able to communicate or exchange information at a level that allows the development of a history of health, identify presented problems, explain alternative solutions, and provide guidance during treatment and post - treatment. Students must be able to communicate with fellow students, faculty, staff, patients, family, and other professionals in an effective and sensitive manner. A student should be able to express his or her ideas and feelings constructively and clearly and show a willingness and ability to give feedback and receive it. Student must also be able to perceive nonverbal communication. Students must also be able to communicate effectively and efficiently with other health care community members in order to communicate information that is essential for safe and effective care. Communication includes speech, hearing, reading, and writing, but is not limited.

- **Ability to analyze and solve problems**  
In order to engage in critical thinking, develop a diagnosis and monitor treatment plans and modalities, students must be able to measure, calculate, reason, analyze, integrate, and synthesize information in a timely manner. A student must be capable of synthesizing knowledge and integrating relevant aspects of the history, physical findings, and diagnostic studies of a patient.
- **Psychological, Social and Emotional Abilities**  
Students must possess the psychological and emotional health necessary for the full use of their intellectual abilities, the exercise of good judgment, and the prompt fulfillment of all responsibilities related to patient diagnosis and care. Students must be able to develop mature, sensitive, suitable and effective patient relationships. Students must be able to tolerate and function effectively under stress, and physically and mentally taxing workloads. The student must be able to experience empathy for other people's situations and circumstances and communicate empathy effectively. A student must be able to assume leadership from the faculty, supervisors, staff and administration and be willing to work effectively in a team.
- **Moral and Ethical Responsibilities**  
Students must be able to provide patient care in all settings and be able to provide care to all patient irrespective of age, religion, race, gender or sexual orientation. Students must practice following the Code of Ethics as provided by NCCAOM. Students must be willing to learn and comply with professional practice standards. Students must have compassion, empathy, altruism, integrity, honesty, accountability, tolerance, and acceptance.

## **Academic Conduct Standards**

- **Course Requirements**  
Students must be able to successfully complete all required components of the curriculum, including the learning outcomes in each course, with reasonable accommodation as provided by law.
- **Assessments**  
As a condition for continued progress through the curriculum, successful completion of scheduled exams, quizzes and assignments is required of all students with reasonable accommodation as provided by law.
- **Clinical Requirements**  
Demonstration of effective clinical skills is an integral and essential component in the student's career with reasonable accommodation as provided by law.
- **Reasonable Accommodation**  
Reasonable accommodation is determined on individual level through due process by the Academic Dean. For more details, please see our Reasonable Accommodation Policy.

## Student Rights, Privileges and Responsibilities

- **Student Rights**

Students have the right to have a safe and unbiased environment including no discrimination on the basis of age, race, sex, ethnicity, religion, sexual preference, gender orientation, serious medical conditions, genetic conditions, disabilities, or handicaps. Students will have the freedom to review their academic grades and progress in the presence of a school official. Students will have the right to appeal for a grade reevaluation if they are not satisfied. Students' information is protected under FERPA and will not be disclosed to anyone unless the student authorize the college to disclose it to licensing agencies, institutes of higher learning or other official bodies. Records will be kept confidential according to state and federal law.

Chicago College of Oriental Medicine encourages its students to provide constant feedback and evaluate those feedbacks with sincerity and implement the changes to help make the college a better place. Students have the following channels to report their input:

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

I. Grievance: The Grievance Policy applies to actions taken by the students to address a perceived wrongdoing on the part of another student or the college. (Please see grievance policy available in catalog and later in this manual for more details)

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

III. Harassment Policy: The Chicago College of Oriental Medicine insists on a drug-free safe environment. Safety seminars will be offered on issues such as alcohol/drug awareness, safety precautions, campus safety policies, sexual harassment and crisis intervention procedures. Respect for CCOM students, faculty and staff is of utmost importance. Accordingly, it is the college's policy that sexual harassment of students or applicants for enrollment in any form, such as unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse, gestures or actions of a persistent or offensive nature is unacceptable conduct and will not be tolerated. If a student has a sexual harassment complaint they should file a written complaint with the Title IX Coordinator. See Title IX Policy for more details

- IV. Feedback: Students have the right to provide feedback through a variety of formats to include instructor/staff evaluations, pizza with the President etc.
- V. Reasonable accommodation as provided by law: Please see reasonable accommodation policy for more details

- **Privileges**

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

- **Responsibilities**

It is Student's responsibility to behave in a proper manner, to conduct themselves like professionals, to report any incidents or wrongdoings, to provide honest feedback and to provide accurate information when asked for. Patient records must be kept on the forms provided as stated in the record policy.

## **Reasonable Accommodation Policy**

### **I. Policy**

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

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

A physical impairment is any medical disorder, condition, or loss that affects the body such as Neurological, Musculoskeletal, Special sense organs, Respiratory (including speech organs), Cardiovascular, Reproductive, Digestive, Genitourinary, Immune, Circulatory, Hemic, Lymphatic, Skin, Endocrine etc.

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

Reasonable accommodations such as academic adjustments and auxiliary aids will be made to ensure equal access for persons with disabilities to all academic programs, services and activities as required by law. Students seeking such accommodations must provide current and accurate documentation, fill the request for reasonable accommodations request and coordinate with the Academic Dean during the process. However, this must be noted that although the Chicago College of Oriental Medicine will follow the due process of providing Reasonable Accommodations according to ADA, it will not alter the Learning Outcomes, Student Standards,

Assessment Requirements or Clinical Requirements to avoid creating an unreasonable risk to safety and security of students, staff, faculty and patients.

## **II. Procedure**

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

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

### **A. Reasonable Accommodation Application**

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

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

### **B. Verification**

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

- i. Identification by a qualified evaluator of the type of disability with an official diagnosis (physical, cognitive, psychological, educational or serious medical condition),
- ii. Full Credentials of the evaluator,
- iii. Description of how a major life function and academic performance is affected by this disability,
- iv. Additional Recommended Disability Specific Requirements include:
  - a. For Learning Disability, Traumatic Brain Injury, and Cognitive Disorders: Current aptitude as derived from an acknowledged intellectual evaluation, including subtest scores. Current academic achievement scores as derived from a recognized age - standardized battery of performance tests, including current levels of performance in areas such as reading, understanding, problem solving and written expression. Current ability to

- process information, including short and long - term memory, sequential memory, auditory and visual perception / processing, speed of processing, executive functioning, divided attention and motor skills, as appropriate for specific learning or cognitive impairment.
- b. For ADHD: Disability diagnostic procedures, including a list of all evaluation instruments including rating scales and continuous performance testing. The age at which ADHD was diagnosed and a summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment.
  - c. For Psychological impairments based on DSM IV and V: A summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment. Also provide a not from the clinician indicating the condition as stable, improving, or progressive condition.
  - d. For Physical/Systemic: A summary statement addressing substantial limitations caused by this condition, any medicinal side effects that may affect a student, and recommended accommodation in an academic environment. Also provide a not from the clinician indicating the condition as stable, improving, or progressive condition.
- v. Documentation must be from a certified and/or licensed professional who is trained and qualified (i.e.) to assess / diagnose / assess the particular disability or condition of health. These professionals include physicians, psychologists, audiologists, ophthalmologists, and educational diagnosticians, but are not limited to them.
  - vi. Documentation must include the professional's letterhead providing assessment / diagnosis and diagnosis / assessment date and include the professional's name, address and qualifications.
  - vii. The student must provide the verification documentation when required.

### **C. CCOM's Responsibility**

- i. Once the Documentation provide for accommodation and/or assistance, is verified The Academic Dean will determine student eligibility for reasonable accommodations, taking into account the documented impacts of the disability, interview of the student, and recommendations of qualified professionals. The academic Dean will then implement the reasonable accommodation while maintaining records identifying students with verified disabilities. These records will include the student's name, address, disability documentation, and a Disability Accommodations Determination Form (signed by the student and the Dean). This information will be kept separate from all other student records. FERPA allows release of information from these records to CCOM staff who have a legitimate educational interest. The Dean will utilize professional judgment in releasing only the minimum amount of information that is in the student's best interest to facilitate accommodation administration. No information

shall be released to a third party not employed by CCOM without the student's signed consent.

- ii. The Dean will provide the student with a copy of the Disability Accommodations Determination Form.
- iii. The accommodation policy will be made public by administrators and the faculty will discuss related procedures. Administrators will also ensure that the faculty and staff understand the commitment of the college to implement law and policy that ensures non - discrimination based on disability or serious medical condition.

### **III. Policy for Exams and Quizzes**

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

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

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

## **Codes of Ethics a CCOM Student must abide by**

### **Student Conduct**

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

The Chicago College of Oriental Medicine follows strict codes of ethics and expects its students to adhere to them at all times. CCOM firmly believes that healing cannot be achieved until all three; body, mind and soul are in balance and working in harmony. There are three codes that a CCOM's Student must adhere to

- Chinese Hippocratic Oath by Sun Simiao
- Teachings of Sun Simiao
- Code of Ethics by NCCAOM

The Chicago College of Oriental Medicine's teaching and practicing values are influenced by the great Sun Simiao.



## Code of Ethics

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

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

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

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

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

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

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

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

**Assist in the professional development and advancement of my colleagues.**

**Participate in activities that contribute to the betterment of my community**

## Professionalism Policies

### Use of Information Technology Policy

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

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

- Use of the CCOM Network for, or in support of, any illegal purposes
- Use of the CCOM Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;

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

### **The Scope and Nature of Copyright Protection**

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

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

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

### **The Public Domain and Other "Free" Works**

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

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

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

## **Drug/Alcohol Policy**

CCOM promotes a drug and alcohol free environment. In order to ensure that this policy is maintained, it will suspend and/or terminate any student or employee who is found to be involved with the unlawful manufacture, possession, use, sale, dispensation or distribution of alcohol or illicit drugs on campus, or is found under the influence of them. Alcohol and drugs are not permitted on the college premises or as part of the college activities. Any violation of this policy, will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

## **Talking During Class**

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

## **Profanity**

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

## **Diversity**

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

## **Weapons**

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

## **Cell phones**

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

## **Academic Freedom Policy**

### **Goal**

The goal of the Academic Freedom policy is to ensure a high level of effectiveness, professionalism, and integrity in the delivery of The Chicago College of Oriental Medicine's

educational programs to its students. As this policy is broad in scope, it is intended that it will be supported with guidance and resources from the faculty senate and the Chief Academic Officer.

### **Policy**

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

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

  1. In supplementing the curriculum, Faculty shall adhere to CCOM's grading policy and all other current academic policies.
  2. All course delivery conducted on behalf of CCOM must support the program of study as defined in the program's catalog, curriculum and in its syllabi.
  3. CCOM supports change to existing curriculum and syllabi subject to consensus from other instructors who teach the subject and as approved by the Program/Department Chair and the Chief Academic Officer.
  4. When supplementing approved curriculum, Instructors must achieve all specified program and learning objectives, clock hour requirements, and all other program or course elements defined in the course catalog and syllabi.
  5. Instructors shall refrain from delivering subject matter that is unrelated to the course objectives.
  6. Instructors shall respect all intellectual property and privacy laws and will refrain from using any copyright materials or information subject to rights of publicity, without obtaining appropriate permissions.
  7. Where or when the information introduced by the instructor has a bearing on the student's grade, that information must be disclosed in the course syllabus and issued to each student.

### **Academic Dishonesty Policy**

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

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

- Submitting another student's work as one's own
- Giving test questions or answers to, or receiving test questions or answers from, other students

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

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

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

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

### **Attendance Policy**

Professionalism and Full and Prompt Attendance: To pass any course (separate from academic performance) all students must meet requirements for professionalism in coursework.

Professionalism includes full and prompt attendance: **students who miss more than 4 class meetings in a 15-week course will earn an F in that course.** Additionally, students who arrive more than 15 minutes to class or leave class before it ends will be given ½ absence towards attendance.

NOTE: Students who leave and return to class late from a break or leave during the class (especially if this is repeated) or who disrupt the class in other ways may earn an F in that class and/or be referred to the Academic Dean for professionalism.

### **Assessment**

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

## **Plagiarism Policy**

Plagiarism is a serious academic offense. Students are responsible for educating themselves about it. The following information is designed to explain what plagiarism is, why it brings severe penalties, and how to avoid it.

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper, cutting and pasting paragraphs from different websites, or handing in a paper downloaded from the Internet. Plagiarism is not only dishonesty, displaying a lack of integrity on the part of the student is also theft of intellectual property.

*There are three central things all students should know about the consequences of plagiarism:*

- 1) Plagiarism is a college offense. Instructors are expected to report all instances of plagiarism. In addition to discipline from the course instructor, students who plagiarize must also discuss the incident with their respective Dean. Students found guilty of plagiarism will have this entered into their record and may be expelled.
- 2) Plagiarism is easy to identify and expose. The very force that makes plagiarism easy and tempting to some students - the Internet - makes its detection easy. Most professors can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is as much stupidity as it is dishonesty. Students should be aware that instructors have access to very effective resources for catching plagiarism.
- 3) All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the student who copied your work since you enabled plagiarism to take place. Students who plagiarize are very likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place.

This policy will kick in, regardless of the feelings of either the students or the instructor. *Avoid plagiarism at all costs!*

Punishment for the first incident of plagiarism is left to the discretion of the instructor. Upon discovery of a second incident of plagiarism the student will be put on college-wide academic probation which includes reporting of incident to all applicable sources of financial aid. A third occurrence of plagiarism will result in the student being expelled.

## **Classroom discipline**

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

No food and snacks are allowed in the classrooms. Students can retain the food items where they are not visible to the instructor.

All students are expected to show respect to the authority of instructors, staff and to fellow students. A student who is loud, disrespectful, and disrupts classroom decorum will be subjected to disciplinary action up to termination.

## **Fabrication and Fraud**

Fabrication includes a misstatement of any fact that it expected to be relied upon by students, faculty, administrators or others. It further includes the, fabrication of events or instruction, making false statements or creation of data, research or resources, by self or others, or altering graded work without the prior consent of the course instructor. Deception made for personal gain or to damage another individual, bribing and threatening CCOM employees or students will be considered as a serious offense. No student shall practice or advertise that he or she is a graduate or licensed practitioner of Acupuncture or Oriental Medicine unless he is licensed or a graduate. This includes diagnosing or administering treatment outside of class or clinic. Practicing without a license is a felony and grounds for expulsion.

## **VIOLATIONS**

Violations of the Code of Ethics and professionalism policies can lead to oral reprimand, written reprimand, Academic Suspension or termination. Such violations include but are not limited to: plagiarism; cheating; fraud, misrepresentation, being misleading, theft, fabrication; aid of academic dishonesty; any untruth to any course instructors or administration; bribery or threats pertaining to academic, health, safety or administrative matters, any other conduct which adversely affects the relationship between instructor - student, student - administration, student - community, or an attempt to do any of the aforementioned violations.

## **General Policies**

### **Affirmative Action and Title IX**

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

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

See "Student Consumer Information page on the College's website ([www.ccom.org](http://www.ccom.org)) for more information on the Title IX policy.

### **Family Educational Rights and Privacy Act of 1974**

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

## **General Provisions**

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

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

## **Notification of Rights under FERPA for Postsecondary Institutions**

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

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

A student should submit to the registrar, Chief Academic Officer, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. An official from Chicago College of Oriental Medicine will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask Chicago College of Oriental Medicine to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Chicago College of Oriental Medicine decides not to amend the record as requested, Chicago College of Oriental Medicine will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

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

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

### **Educational Records**

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

### **Exemptions**

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

- Parents' Confidential Statement, Financial Need Analysis Report, and the PELL Grant A.D. Report.

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

### **Directory Information**

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

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

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

### **Access Without Student Consent**

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

- Other schools where a student has applied for admission. In this case, the student must be advised that the records are being sent and that he or she is entitled to receive a copy and is given an opportunity to review and challenge the records.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.
- Parents of students who list them as their dependents for purposes of the Internal Revenue Code. However, the college is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts ordering compliance with a court order or subpoena provided that the student is notified prior to compliance.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

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

## **Grievance Policy**

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

The grievance process involves the following steps:

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

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

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

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

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

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

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

Complaints against this school may also be registered with the Accrediting Commission of Acupuncture and Oriental Medicine (ACAOM) at <http://acaom.org/forms/acaom-complaint-form/>. ACAOM policy on grievances can be found at <http://acaom.org/wp-content/uploads/2018/11/ACAOM-Policy-Governing-Complaints.pdf>

## **Security Policies and Programs**

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

For expanded information regarding the security policies and programs, see CCOM website (**Safety, Security and Clery Act Policy Handbook**) or contact the Safety and Security/Clery Act

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

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

Anticipated events will be announced in the classroom as well.

#### **SAFETY AND SECURITY EDUCATION**

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

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

#### **Emergency Management Structure**

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

#### **SEXUAL HARASSMENT AND WORKPLACE HARASSMENT**

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

#### **Sexual Harassment Policy**

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

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

### **Other Discriminatory Harassment**

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

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

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

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

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

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

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

Any individual found to have engaged in harassment is subject to disciplinary action, including discharge where appropriate.

*For detailed information, see the security policies and programs appendix at the end of the CCOM student catalog.*

### **TERMINATION BY THE COLLEGE**

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

## **Academic Programs**

Chicago College of Oriental Medicine offers degree programs focused on preparing students for immediate employment. All programs of study are offered in-residence at the college's 180 N. Michigan Avenue, 19<sup>th</sup> floor, Suite 1919, Chicago, Illinois campus.

### **Programs of Study**

The Chicago College of Oriental Medicine offers two graduate programs leading to either the Master of Acupuncture or the Master of Oriental Medicine degree.

#### **Master of Acupuncture:**

Trimester credit Hours – 139.766                      Clock Hours – 2,678

The Master of Acupuncture program is almost identical to the Oriental Medicine program, but does not include herbal studies. This program includes 2,678 clock hours of instruction and may be completed in two and two-thirds calendar years (eight consecutive trimesters). This program must be completed within six years from the date of matriculation.

## **The Master of Oriental Medicine**

Trimester Credit Hours – 154.766

Clock Hours – 2,963

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

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

## **Program Learning Outcomes**

### **Master of Acupuncture**

1. It is expected that each student conducts themselves in a professional, mature, and respectful manner, both on and off campus.
2. They must exhibit a deep understanding of ethical standards and must pledge to the NCCAOM's Code of Ethics.
3. Maintain and follow standard quality, safety, environmental and infection control policies and procedures.
4. Adhere to local, state and federal laws, regulations and statutes.
5. Maintain detailed and complete records of health care plans and prognoses.
6. Analyze physical findings and medical histories to make diagnoses according to Oriental medicine traditions.
7. Develop individual treatment plans and strategies.
8. Evaluate treatment outcomes and recommend new or altered treatments as necessary to further promote, restore, or maintain health.
9. Collect medical histories and general health and life style information from patients.
10. Assess patients' general physical appearance to make diagnoses.
11. Consider Western medical procedures in health assessment, health care team communication, and care referrals.
12. Educate patients on topics such as meditation, ergonomics, stretching, exercise, nutrition, the healing process, breathing, or relaxation techniques.
13. Insert needles to provide acupuncture treatment.
14. Identify correct anatomical and proportional point locations based on patients' anatomy and positions, contraindications, and precautions related to treatments such as intradermal needles, moxibustion, electricity, guasha, or bleeding.
15. Apply moxibustion directly or indirectly to patients using Chinese, non-scarring, stick, or pole moxa.
16. Treat patients using tools such as needles, cups, ear balls, seeds, pellets, or nutritional supplements.

### **Master of Oriental Medicine**

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

17. Dispense herbal formulas and inform patients of dosages and frequencies, treatment duration, possible side effects and drug interactions.

18. Formulate herbal preparations to treat conditions considering herbal properties such as taste, toxicity, effects of preparation, contraindications, and incompatibilities.
19. Apply heat or cold therapy to patients using materials such as heat pads, hydrocollator packs, warm compresses, cold compresses, heat lamps, or vapor coolants.
20. Treat medical conditions using techniques such as acupressure, shiatsu, or tuina.

## Academic Calendar

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

<b>Term</b>	<b>New Class Start Date</b>	<b>Trimester Start Date</b>	<b>Trimester End Date</b>	<b>Holidays/Breaks</b>
<b>2018 Winter</b>	1/8/18	1/8/18	4/20/18	<b>1/15/18:</b> Martin Luther King, Jr. Day <b>2/19/18:</b> Presidents Day <b>4/23/18 – 4/27/18:</b> Spring Break
<b>2018 Spring</b>		4/30/18	8/10/18	<b>5/28/18:</b> Memorial Day <b>7/4/18:</b> Independence Day <b>8/13/18 – 8/24/18:</b> Summer Break
<b>2018 Fall*</b>	8/27/18	8/27/18	12/7/18	<b>9/3/18:</b> Labor Day <b>11/22, 18 – 11/24/18:</b> Thanksgiving <b>12/10/18 – 1/4/19:</b> Winter Break
<b>2019 Spring</b>		3/4/19	6/15/19	<b>1/21/19:</b> Martin Luther King, Jr. Day <b>2/18/19:</b> Presidents Day <b>5/27/19:</b> Memorial Day
<b>2019 Summer*</b>	6/17/19	6/17/19	8/16/19	<b>7/4/19:</b> Independence Day <b>9/2/19:</b> Labor Day
<b>2019 Fall</b>		9/03/19	12/13/19	<b>11/28/19 – 9/29/19:</b> Thanksgiving <b>12/25/19 – 12/26/19:</b> Christmas
<b>2020 Winter</b>	1/6/20	1/6/20	4/17/20	<b>1/20/20:</b> Martin Luther King, Jr. Day <b>2/17/20:</b> Presidents Day <b>4/25/20 – 5/1/20:</b> Spring Break
<b>2020 Spring</b>		5/4/20	8/14/20	<b>5/25/20:</b> Memorial Day <b>7/4/19:</b> Independence Day <b>8/17/20 – 8/28/20:</b> Summer Break
<b>2020 Fall</b>	8/31/20	8/31/20	12/11/20	<b>9/7/20:</b> Labor Day <b>11/26/20 – 9/27/20:</b> Thanksgiving

				<b>12/14/20 – 1/1/21: Winter Break</b>
<b>2021 Winter</b>		1/4/21	4/16/21	<b>1/18/21: Martin Luther King, Jr. Day</b> <b>2/15/21: Presidents Day</b> <b>4/19/21 – 4/30/21: Spring Break</b>
<b>2021 Spring</b>	5/3/21	5/3/21	8/13/21	<b>5/31/21: Memorial Day</b> <b>7/4/21: Independence Day</b> <b>8/16/21 – 8/27/21: Summer Break</b>

## Admissions and Tuition

### Admission to the College

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

1. Applicants must provide evidence of an associate's or higher degree or have completed the minimum equivalent of 60 semester/90 quarter credits through an official transcript from an accrediting authority recognized by the U.S. Department of Education or the Council for Higher Education or a degree from another country evaluated for U.S. equivalence, by a recognized credentials evaluation service. The college will request transcripts on all students seeking admission to the college. Transcripts will become a part of the applicant's file and must be evaluated by the Chief Academic Officer to ensure that these minimum standards have been met prior to an applicant's acceptance to the Chicago College of Oriental Medicine. In evaluating applicants for admission to the Chicago College of Oriental Medicine's programs, and in addition to the information stipulated in its application response, candidates to the Chicago College of Oriental Medicine must complete their 60 semester/ 90 quarter credits at the bachelor's degree level in an institution accredited by an agency recognized by the US Secretary of Education. This education must be the appropriate preparation for graduate-level work or the equivalent (e.g. certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution accredited by an agency recognized by the U.S. Secretary of Education.
2. Applicants must demonstrate an overall minimum of 2.5 on a 4.0 scale. All extenuating circumstances regarding admission into the program will be referred to the Admissions Committee for consideration
3. Provide three character references(Optional)
4. A completed essay (Optional)
5. A current resume (if applicable)
6. Must complete a mandatory admissions interview and
7. Must complete an application for admission which includes a \$50 non-refundable application fee.
8. Background Check Fee will be charged.
9. Effective January 1, 2019, English language competency is required of all students seeking admission in CCOM's Acupuncture or Oriental Medicine's program. This may be demonstrated by one of the following:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate or graduate level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used;
- b) For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL®iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam

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

### **Entrance Requirements**

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

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

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

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

### **Transfer Students and Transfer Policy**

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

1. Forward all official transcripts from any other Acupuncture or Oriental Medicine program(s) they have attended
2. Submit two letters of recommendation written by faculty members from the acupuncture or

Oriental medicine program(s) they attended and one from outside third party that is not a relative.

3. Provide a letter from the registrar at that Acupuncture or Oriental Medicine program indicating that the students are in good academic standing and could continue studies at that institution, if so desired.

Courses may transfer to CCOM if the student has received grades of C or better. Transfer courses must have similar course content, name, length or objective and correspond to courses within CCOM's Acupuncture and Oriental Medicine curriculum. The Chief Academic Officer will determine comparability. A syllabus or other detailed course description and a copy of the catalog from the original institution may be required. Normally, the course must be an academic course from an accredited institution at the bachelor's degree level or better and passed within the past five years with a grade of C (an overall CGPA of 3.0) or better.

1. Transfer credit may be awarded for equivalent coursework documented by an official transcript that indicates the credits are from a post-secondary accredited institution recognized by the U.S. Department of Education.
2. Transfer courses must have similar course content to courses within CCOM's Acupuncture and Oriental Medicine curriculum.
3. A grade of "Pass" or "C" (2.0) or above in a given course with an overall CGPA of 3.0 is required for transfer.
4. Credit must have been earned within the last five years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested e.g., a physician for clinical science.
5. Transfer credit is granted only when the total hours for any given course have been documented.
6. Coursework taken at another institution after admission to the Chicago College of Oriental Medicine is not transferable unless approved in advance in writing by the Chief Academic Officer.
7. At least 50% of the program must be completed at the Chicago College of Oriental Medicine.
8. Applicants with life experience can request a review with the Chief Academic Officer to determine credit eligibility.
9. Transfer credit accepted will decrease the number of hours of study at the Chicago College of Oriental Medicine. The tuition will be adjusted accordingly.

### **Responsibility of Applicant**

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

### **Illinois Immunization Requirement**

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

## **Application Procedure and Selection of Candidates**

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

The steps in the application process must include:

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

## **Selection of Candidates**

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

## **Students with Disabilities**

All students, with or without reasonable accommodation, must be able to carry out clinical assignments and diagnostic interpretation. Qualified persons with disabilities, with or without reasonable accommodation, must be able to pass oral, written and practical examinations and meet all of the program's clinical requirements. It is in the best interest of both the student and the College to assess the degree of limitation caused by any disability. However, the College will make the final determination of whether or not an individual meets all qualifications for study at the College. Questions regarding qualifications or accommodations should be directed to the Chief Academic Officer.

## **Tuition Deposit and Refund Policy**

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

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

**The Chicago College of Oriental Medicine Tuition and Fees  
Effective January 1<sup>st</sup>, 2019**

**Tuition**

Cost per Credit Hour (All Programs)      **\$150**

**Tuition per Program**

Master's Degree in Acupuncture (8 Trimesters)      **\$20,95.00**

Master's Degree in Oriental Medicine (9 Trimesters)      **\$23,215.00**

**Books and Supplies\***

Master's Degree in Acupuncture      **\$3,200.00**

Master's Degree in Oriental Medicine      **\$3,600.00**

\*The above cost is an estimate based on current requirements and processes

**Other Fees**

Application Fee      **\$50.00**

Library Fee      **\$25.00 per trimester**

Insurance Fee      **\$50.00 per trimester**

Ventra Fee      **\$155.00 per trimester**

Master's Tuition Deposit      **\$200.00**

CPR / First Aid Certification (paid to provider)      **\$150.00**

Graduation Fee      **\$100.00**

Late Tuition Fees      **\$ 25**

**Tuition**

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

**CCOM's Refund Policy**

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

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

### **Prior to Start of Classes**

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

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

Yili Guo  
President / Chief Operating Officer  
The Chicago College of Oriental Medicine  
180 N. Michigan Ave, 19<sup>th</sup> floor  
Suite 1919  
Chicago, IL, 60601

### **Cancellation Policy**

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

1. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
2. The school cancels or discontinues the course of instruction in which the student has enrolled;
3. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student;
4. The applicant presents medical evidence of inability to participate in the program;
5. The college does not accept the applicant;
6. The college cancels the agreement.

### **After Commencement of Class**

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

Yili Guo  
President / Chief Operating Officer  
The Chicago College of Oriental Medicine  
180 N. Michigan Ave, 19<sup>th</sup> floor  
Suite 1919  
Chicago, IL, 60601

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

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

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

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

### **Payment Plans**

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

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

### **Banks**

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

## **Progress and Advancement**

### **ACADEMIC STATUS**

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

### **CURRICULUM REVISIONS**

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

### **Trimester Credits**

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

### **Grading**

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

Course work, unless otherwise specified, will be assigned letter grades. The exception would be clinical performance which will be assigned an S for satisfactory and U for unsatisfactory. S/U grades are not included in determining grade point average (GPA). A grade of U indicates that the student failed the course.

### **Grading System Explication**

The Chicago College of Oriental Medicine operates on a four-point system and students are issued grades of:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage Equivalent</b>	<b>Progress Indicator</b>
A	4.0	91 - 100	Excellent
B	3.0	81 - 90	Good
C	2.0	71 - 80	Average
D	1.0	61 - 70	Below Average
F	0.0	60 - Below	Failure
I	0.0	0.0	Incomplete

Grades earned by students reflect the following criteria:

**A =** Indicates learning at the highest level. The student not only has demonstrated knowledge and understanding of the material but also has demonstrated an ability to analyze, synthesize, and evaluate the material with breadth and depth of understanding.

**B =** The student not only has demonstrated knowledge and understanding of the material, but, also applies the material. The student will be able, on occasion, to demonstrate an ability to analyze, synthesize, and evaluate the material.

**C =** The student has demonstrated a basic knowledge and understanding of the material and some ability to apply it.

**D =** The student has demonstrated a limited knowledge and limited understanding of the material and is not able to apply much of it.

**F =** The student has not demonstrated knowledge and understanding of the material, and therefore is not able to apply it.

### **Academic Honors**

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

<b>Honor</b>	<b>GPA Range</b>
Cum laude	3.50 – 3.69
Magna cum laude	3.70 – 3.89
Summa cum laude	3.90 – 4.00

## **Academic Standing**

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

## **Attendance Policy**

It is expected that students will attend classes regularly in order to maintain satisfactory academic progress and achieve maximum comprehension of the material presented. Students who fail to attend classes regularly will be counseled and are expected to make up work missed. Students may also be withdrawn for failing to attend class. This is a constructive withdrawal and occurs when a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absence to the college's administration. The date of the tenth consecutive absence will be the date of withdrawal.

## **Satisfactory Academic Progress**

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

## **Provisional or Probationary Status**

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

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

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

## **Time limits for completion of programs**

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

## **Honor Roll Recognition**

Chicago College of Oriental Medicine encourages excellence and officially recognizes outstanding student achievement by awarding certificates to students with a quarterly cumulative grade point average of 4.0 for Honor Roll and 3.0 to 3.9 for Honorable Mention. Record reviews occur at the end of each quarter to determine eligibility.

## **Attendance Awards**

Attendance certificates are awarded to students with fewer than three days absence within a quarter.

## **Grade Reports**

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

## **Grade Appeal**

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

## **Residency requirements**

### **Trimester Credits**

The Chicago College of Oriental Medicine measures its course work in trimesters. A trimester is 15 weeks. Three trimesters constitute an academic year.

In general, one trimester credit represents 15 hours of lecture class, or 30 hours of lab, or 30 hours of clinic experience. Outside homework is expected as well.

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

- 1) Master Degree in acupuncture                      **139.766** trimester credits
- 2) Master Degree in Oriental Medicine            **154.766** trimester credits

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

## **Language requirements**

English will be the medium for all program delivery. Students in both the Master's Degree in Acupuncture and the Master's Degree in Oriental Medicine will be expected to take and pass an Introduction to Chinese Language Course.

## **Research requirements (thesis, dissertation, research project)**

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

## **Practicum, clinical, or field experience requirements**

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

## **Qualifying or comprehensive examination requirements**

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

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

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

Or

100 West Randolph, 9<sup>th</sup> Floor  
Chicago, IL, 60601  
(312)-814-4502

## **Minimum grade point average required for advancement and graduation**

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

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

## **Record Policy:**

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

## **Student Services**

### **FEES FOR STUDENT SERVICES**

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

#### **Per Trimester**

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

## **Tutoring Services**

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

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

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

### **Academic Advising**

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

### **Student Counseling**

CCOM offers academic advising for all students who have academic or personal concerns. Counseling is provided in strict confidentiality with the following exceptions: risk of harm to either the student or others, by order from legal authorities, or in cases of abuse or neglect. Personal advising is often provided within in the framework of a student's academic advising. However, if the situation requires a professional counseling environment, referrals may be made to professional counseling services outside of the college. A fee may be required for outside counseling.

### **Career Services**

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

### **Library**

CCOM shares Taylor Business Institute's (TBI) Library. TBI's library is located on the fifth floor of the 180 N. Wabash Office Building. This location is one block west of the CCOM campus. The library has program-specific volumes, general education books, reference materials, fiction and non-fiction volumes and current periodicals that support student learning in all programs. Other resources are available from the library in electronic and multimedia formats. Library services include reference and research, computer database searches, online support programs, library orientation and instruction in use of resources, materials and Internet access. In addition, TBI has lending relationships with other institutions in order to increase the resources available to the students.

All currently enrolled students are charged a library fee each trimester. Students may borrow certain books from the library. Audiovisual materials and books that belong to the Reference and Reserve Collection are restricted to in-house circulation. Students must present a college ID or a copy of their current schedule showing their library fee has been paid to borrow materials.

Borrowing privileges will be revoked if library items are not returned or are damaged during the loan period. Students will be responsible for the replacement value of any damaged books or materials. Overdue titles incur fines. Fines are calculated at a rate of one dollar per day and recorded by the Registrar.

Students must replace the book value of any damaged book or materials and/or pay any overdue fines before they will be allowed to:

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

The library is open:

Monday thru Thursday	:	9:00 a.m. to 9:00 p.m.
Friday	:	10:00 a.m. to 2:00 p.m.
Saturday	:	By Appointment Only

For more details regarding use of the library, please see the librarian.

## **Orientation**

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

## **Student Lounge**

CCOM students have break space within its facility and are also welcome to share TBI's student lounge located on the fifth floor of the 180 N. Wabash Office Building. Students are expected to treat all lounge areas with respect and to be considerate of other students.

## **Announcements**

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

## **Transportation Assistance**

Chicago College of Oriental Medicine participates in the Chicago Transit Authority U-PASS program. All students enrolled full time at the Chicago College of Oriental Medicine are eligible for a U-PASS. These arrangements are made at registration.

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

If a U-Pass is lost or stolen, students need to bring his/her student ID card to the CTA's Customer Service Center located at 567 W. Lake, 2<sup>nd</sup> floor (Monday – Thursday 8:30 a.m.– 4:00

p.m.). There is a \$50 replacement fee if the U-Pass is lost or stolen. The CTA will send the replacement card to the college within 5-7 business days.

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

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

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

## **Building and Facility**

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

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

## **Visitors**

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

## **Smoking Policy**

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

## **Food and Beverages**

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

## **Personal Belongings**

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

## **Change of Address, Phone Number or Name**

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

## **Emergency Medical Situations**

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

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

**Online:** The website of the college [www.ccom.org](http://www.ccom.org)

### **Student Activities Program**

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

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

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

See Student Services Coordinator for more information.