



# CHICAGO COLLEGE OF ORIENTAL MEDICINE



**Student Catalog**

**2022 - 2023**

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**Chicago College of Oriental Medicine**

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**2022-2023**

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# CHICAGO COLLEGE OF ORIENTAL MEDICINE

## **Mission Statement**

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

## **Statement of Purpose**

The purpose of the Chicago College of Oriental Medicine is to instill into its students and equip them with the knowledge and skills necessary to become component 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.

Approved as edited by the Board of Governors: November 1, 2022

Approved by the Strategic Planning Committee: November 9, 2022

Approved by the Faculty and Staff: November 16, 2022

## Mission

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

## Statement of Purpose

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

## Philosophy

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

## Vision

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

## Institutional Goals

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

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

- Develop clinical training sites in diverse environments that promote deep learning and develop the real-world experience in clinical applications of Acupuncture and Oriental Medicine.
- Maintain the highest levels of effective and compassionate healthcare services for patients in the school's clinics.
- Graduate exceptional health care practitioners who serve their respective communities with the ability to practice as independent health care practitioner in a variety of settings.
- Expand the scope, definition, and treatment of health & wellness options.
- Improve the well-being 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.ccoom.org](http://www.ccoom.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

## **The Reason for Founding the Institution**

The Chicago College of Oriental Medicine was founded by Dr. Yong Gao Wang. This college was his response to the limited exposure in the Midwest to the centuries old practice of Oriental Medicine and its contemporary applications. Both the East and West coasts have experienced an increased trust and demand for this alternative medicine approach to support holistic health & promote healing. Both areas of the country have responded with the growth of several Eastern Medicine Colleges while Chicago currently has only two. As CCOM's Chancellor and Founder, Dr. Wang has experienced the positive effect of Eastern medicine, firsthand. He was both a student and a physician in China. Dr. Wang is currently a practicing acupuncturist in Chicago. He felt compelled to expand Eastern Medicine as an alternative practice option to support wellness as a compliment to western health care delivery. The vehicle needed was trained practitioners. The Chicago College of Oriental Medicine (CCOM) was then founded. Dr. Wang began developing the appropriate partnerships and an organizational structure needed for both acupuncture and oriental medicine degree-granting programs. He began constructing a solid educational system that would promote wellness through the practice of clinical diagnosis, acupuncture and other forms of alternative therapy.

## **Legal Control**

The Chicago College of Oriental Medicine is incorporated as CCOM 2 LLC an Illinois for-profit corporation.

## **The Chicago College of Oriental Medicine Board of Governors**

The names of the members of the governing board for The Chicago College of Oriental Medicine are as follows:

- Yili Guo (Private Member) Vice President of Chicago College of Oriental Medicine
- Malik Iqbal, Secretary (Public Member) Director/Dean of Education at Fortis College
- John Jenkins (Public Member) Retired college president, V.P marketing and sales Professional counselor
- Lillian McClain, Secretary (Public Member) Director of Operations, Pure ART Education
- Cameron Mummery, Board Chair - Pro tem (Public Member) Senior Account Manager at NFP
- Janice Parker (Private Member) President/CEO, Taylor Business Institute
- David Riggle, Vice-Chair (Public Member) Attorney, Riggle & Craven
- L.J. Thompson, Ed.D (Public Member) Faculty Advisor, DePaul University
- Yong Gao Wang, Ac L (M.D China), MBA, (Private Member) Chicago Acupuncture and Herbs Center, Inc.
- Francis Yurasek (Public Member) Director of Acupuncture at Stroger Hospital
- Beier Zhang (Public Member) Senior Associate, PricewaterhouseCoopers, LLC

## **Location and Facility**

The College is located in the historic Chicago Loop. The "Loop" is a major hub of business activity in Chicago encompassing the financial and theater districts and parks. At the cross section of business, commerce, and great shopping, one block East, the school opens to Chicago's "Magnificent Mile" South to the world-renowned Art Institute, the famous Grant and Millennium

Park and West to the Harold Washington Library, the Chicago Stock Exchange, City Hall, and other major municipal buildings. The campus is in a college corridor with Harold Washington Community College across the street and several other colleges nearby. The campus is easily accessible by all major forms of public transportation and has reasonable parking accommodations across the street and next door. The convenience factor of commuter trains and buses, which bring students within a block or two of the college, is critical for a student population that depends primarily on public transportation. Reasonable eating and retail establishments are within walking distance.

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

## **Accreditation/Approvals**

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

- 1) Master of Science in Acupuncture
- 2) Master of Science in Acupuncture and Oriental Medicine

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

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

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

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

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

## **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. The 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. All complaints should be referred in writing to the Title IX Coordinator.

## **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 a third-party 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 the 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 Post-secondary 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 The Chicago College of Oriental Medicine receives a request for access.  
A student should submit to the registrar, dean of academic affairs, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. An official from CCOM 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 the 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 the Chicago College of Oriental Medicine decides not to amend the record as requested, the 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 the 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.  
The 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 the 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 the Chicago College of Oriental Medicine has contracted as its agent to provide a service instead of using the 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 the Chicago College of Oriental Medicine. Upon request, the 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. The 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 the Chicago College of Oriental Medicine 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 by completing a form 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.

## **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 Calendar

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

<b>Term</b>	<b>New Class Start Date</b>	<b>Semester Start Date</b>	<b>Semester End Date</b>	<b>Holidays/Breaks</b>
<b>2022 Fall</b>	9/5/22	9/5/22	12/16/22	<b>9/5/22:</b> Labor Day <b>11/24/22 – 11/25/22:</b> Thanksgiving <b>12/19/22 – 1/6/23:</b> Winter Break
<b>2023 Winter</b>	1/9/23	1/9/23	4/21/23	<b>1/16/23:</b> Martin Luther King, Jr. Day <b>2/20/23:</b> Presidents Day <b>4/24/23 – 4/28/23:</b> Spring Break

<b>2023 Summer</b>	5/1/23	5/1/23	8/11/23	<b>5/29/23: Memorial Day 7/4/23: Independence Day 8/14/23 – 9/1/23: Summer Break</b>
<b>2023 Fall</b>	9/4/23	9/4/23	12/15/23	<b>9/4/23: Labor Day 11/23/23 – 11/24/23: Thanksgiving 12/18/23 – 1/5/24: Winter Break</b>

# **Admissions Information**

## *Admission to the College*

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

### **Master's Level Programs**

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 for 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 U.S. 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. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.
3. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.
4. English language competency is required of all students seeking admission to the master's-level program. See International Applicants description below.
5. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using recognized, independently administered, and validated standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.
6. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.
7. Applicants must demonstrate an overall minimum of 2.5 on a 4.0 scale.
8. A completed essay (Optional)
9. A current resume (if applicable)
10. Complete a mandatory admissions interview
11. Complete an application for admission which includes a \$50 non-refundable application fee.
12. A background check will be conducted, and a fee will be charged.

Any extenuating circumstances regarding admission into the program will be referred to the Admissions Committee for consideration

### **International Applicants**

In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

1. The applicant must have completed one of the following:
  - a) four years at a U.S. high school demonstrably delivered in English.
  - b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education.
  - c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education demonstrably delivered in English.
  - d) high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.
  - e) In all cases, English must have been both the language of instruction and the language of the curriculum used.

OR

2. The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English	Test 90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C

Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

The college will not admit individuals who have been convicted of a misdemeanor or 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 Expectations*

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

7. The ability to see with or without reasonable accommodation
8. 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
9. 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. (at the discretion of the Chief Academic Officer)
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. (at the discretion of the Chief Academic Officer). 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 2.5) or better.
4. 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.
  5. Transfer courses must have similar course content to courses within CCOM's Acupuncture and Oriental Medicine curriculum.
  6. 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.
  7. 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. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
  8. Transfer credit is granted only when the total hours for any given course have been documented.
  9. 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.
  10. At least 50% of the program must be completed at the Chicago College of Oriental Medicine.
  11. Applicants with life experience can request a review with the Chief Academic Officer to determine credit eligibility.
  12. 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. (optional)
5. A completed essay (Effective November 1, 2022)
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 Payment Policy**

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

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

### **The Chicago College of Oriental Medicine Tuition and Fees**

**Effective November 9, 2022**

#### **Tuition**

Cost per Credit Hour (All Programs)      **\$360.00**

#### **Tuition per Program**

Master's Degree in Acupuncture (8 Semesters)	<b>\$50,315.76</b>
Master's Degree in Oriental Medicine (9 Semesters)	<b>\$55,715.76</b>

## **Other Fees**

Application Fee	<b>\$50.00</b>
Background Check Fee	<b>\$25.00</b>
Library Fee	<b>\$25.00 per semester</b>
Insurance Fee	<b>\$50.00 per semester</b>
Ventra Fee	<b>\$155.00 per semester</b>
Master's Tuition Deposit	<b>\$200.00</b>
CPR / First Aid Certification (paid to provider)	<b>\$150.00</b>
Graduation Fee	<b>\$100.00</b>
Late Tuition Fees	<b>\$25</b>

## **Tuition**

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

## **CCOM's Refund Policy**

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

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

## **Prior to Start of Classes**

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

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

Dr. Frank Yurasek  
President  
The Chicago College of Oriental Medicine  
180 N. Michigan Ave,  
Suite 1919  
Chicago, IL, 60601

## **Cancellation Policy**

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

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

## **After Commencement of Class**

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

Dr. Frank Yurasek  
President  
The Chicago College of Oriental Medicine  
180 N. Michigan Ave,  
Suite 1919  
Chicago, IL. 60601

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

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

If the student withdraws	CCOM will refund
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 semester payments. All payments must be made in advance of the period for payment and must be paid as agreed to in the plan.

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

# **Student Life**

## *Orientation*

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

## *Rules and regulations for 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. Please refer to Student Handbook for more details.

## *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.

### *Copyright Policy*

CCOM 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 such as 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 the 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.

### *Personal Computer Requirement*

CCOM requires that all students have access to a computer for research, independent study, and college activities or services. This requirement can be satisfied in various ways, from use of a home computer, the computers within Taylor Business Institute's library which CCOM shares, to the use of a public library's computer. CCOM has two computers available for student use within its own space. Computer literacy is expected of every student at the college.

## *Leave of Absence Policy*

During times of personal crisis or serious illness, students can take a Short-Term Leave of Absence from the college of up to seven (7) calendar days. The student must notify the Chief Academic Officer by phone or email, who will then inform the student's instructors. This Leave of Absence can be extended by the Chief Academic Officer only when circumstances necessitate. Upon the student's return to classes, they are responsible for coordinating with their instructors to make up any work missed.

## *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 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(ACAHM) at <http://ACAHM.org/forms/ACAHM-complaint-form/> ACAHM policy on grievances can be found at <http://ACAHM.org/wp-content/uploads/2018/11/ACAHM-Policy-Governing-Complaints.pdf>

## **Student Services**

### *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 to discuss this service.