Policies in the Master of Acupuncture and Oriental Medicine (MAOM) catalog and the current Student Handbook pertain to all students enrolled in all programs at Daoist Traditions. Specific policies for other programs offered at Daoist Traditions can be found on the College website.

Non-Discrimination
Daoist Traditions prohibits discrimination and harassment against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, gender, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law. All applicants are considered on the basis of individual merit. The complete harassment and non-discrimination policies are included in the student, faculty, and employee handbooks.

Accommodations Policy
Daoist Traditions will make reasonable accommodations for qualified individuals under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973 or for members' sincerely held religious beliefs or practices, unless doing so would result in an undue hardship, safety, and/or health risk. “Undue hardship” is a practice, procedure, or financial cost, which unreasonably interferes with business operations at the College. Accommodation request forms are available on the college website. For more details, refer to the section on Accommodations.

Privacy of Student Records
Daoist Traditions procedures and the Family Educational Rights and Privacy Act of 1974 as amended, prohibit the unauthorized release of confidential information about individual students. However, “directory information” is not considered to be confidential and may be published or otherwise released. Students may opt to have their directory information withheld. In practice, college policies discourage the indiscriminate release of any information about individual students. Email/address/phone/photograph directories are for use within the college community for college related use only. We do not provide student lists outside the college for purposes of marketing. For further information, refer to the section on Privacy of Student Records.

Reserved Rights of Daoist Traditions
Daoist Traditions reserves the right to make changes to the policies, procedures, fees, courses, academic calendar, schedules, syllabi, or any other provisions in its catalog, other publications or website, subject to program needs, accreditation requirements, and state and federal laws and regulations. Changes are made in order to improve effectiveness and educational quality. Although every effort has been made to ensure accuracy and completeness, students are advised that changes may be made at any time without prior notice. This catalog does not constitute a contract between the student and the College. Students must meet the requirements in the catalog current at the time of their initial enrollment, along with any revisions to the catalog made by the College.

Board Communications
Daoist Traditions, Ltd. welcomes communication with the Board of Directors. Stockholders and other interested parties may contact any member (or all members) of the Board by mail at Daoist Traditions Ltd., c/o Corporate Secretary, 382 Montford Avenue, Asheville, NC 28801 or by email at board@daoisttraditions.edu. Please indicate whether your letter is for the Board or an individual director. All communications received will be opened by the Corporate Secretary and distributed to the Board or individual as appropriate.

Tuition Guaranty
Daoist Traditions maintains a dedicated savings account as a tuition guaranty. Documentation is available in the Financial Office for review during normal office hours.
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The first level of healing governs the treatment of illness

The middle level of healing governs the prevention of disease and develops one's nature

The highest level of healing prolongs life and nourishes destiny.

- Shen Nong Ben Cao
Dear Prospective Student,

On behalf of Daoist Traditions, I’m honored to introduce to you a college devoted to the teachings of Classical Chinese Medicine, whose roots are deeply entwined with classical Chinese philosophy.

Built primarily upon Daoist teachings, the school has a very distinctive character unlike any other programs currently operating in this country. More importantly, Daoist Traditions is much more than a college. It is a special place guided by individuals active in offering leadership in Chinese medicine nationally, delivering healthcare to the underserved community, and striving collaboratively with Western medical clinicians to provide an integrative healing paradigm for the public.

Focusing on the spiritual aspects of Chinese medicine, students are encouraged to become catalysts in healing by engaging patients to unravel personal “myths” about their illnesses. Treatments emphasize helping patients to transcend the consciousness that had become the basis for their suffering. By practicing the Daoist arts of healing, students more intimately learn the effects that environment, nutrition, and emotions have on health.

Daoist Traditions offers a thoughtful balance between the academic and cultivational domains important in the development of a healer. By striving to create a curriculum that embraces diversity from the historical richness of Chinese medicine, as well as the emerging contemporary health issues confronting modern practitioners, the college aims to graduate accomplished students who will become competent clinicians and innovators in this evolving profession. At the same time, graduates are also transformed by self-reflection journals, meditative exercises, and thought-provoking inquiries into their own healing processes.

I am most humbled that Cissy Majebé, a pioneer in the field of acupuncture in North Carolina, has invited me to participate and provide guidance to Daoist Traditions. Along with its strong administration, distinguished faculty, extraordinary students and alumni, and a vast array of educational resources, I’m confident that you’ll find the education at Daoist Traditions to be exemplary and its environment to be nurturing.

I look forward to meeting you in the future.

Jeffrey C. Yuen
Dean of Classical Studies
88th Generation, Jade Purity School of Daoism
25th Generation Complete Reality School of Daoism
Our comprehensive programs generate graduates with a well-rounded understanding of the traditions and philosophies of Chinese Medicine, strong clinical skills, and the confidence to begin successful practices.

Our name, Daoist Traditions, comes from the close relationship between the Dao and Chinese Medicine that has existed since the ancient beginnings of Chinese culture. The principles of Daoism had a strong influence on ancient Chinese Medicine, namely the idea that health depends on remaining in harmony with nature. Early Daoists such as Ge Hong, Sun Simiao, and Tao Hongjing made major contributions to the development of the medicine.

Throughout its long history, Chinese Medicine has been a dynamic and evolving medical art and science. As it is quickly becoming mainstream medicine, it is also one of the fastest growing healthcare professions in the United States. Whether you are interested in pursuing a new career or want to continue your Chinese medicine education, you are sure to find an academically challenging and supportive classroom environment. Our comprehensive programs ensure that students develop the clinical skills necessary to become successful health care providers.

As a practitioner, you will continue to enrich your skills through experience in practice. Ultimately, your dedication and self-cultivation will determine your success in the field. Whether you are interested in pursuing a new career or want to continue your Chinese medicine education, you are sure to find an academically challenging and supportive classroom environment. Our comprehensive programs ensure that students develop the clinical skills necessary to become successful health care providers.

We invite you to begin the journey toward becoming a part of this ancient tradition.
**Accreditation & Approvals**

**Accreditation**
ACAOM is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; Phone: (952) 212-2434; Fax: (952) 657-7068. The Master of Acupuncture and Oriental Medicine program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Daoist Traditions is authorized by ACAOM to offer the Certificate of Chinese Herbal Medicine (CCHM) program as an AOM related program, however, the certificate program is not accredited or pre-accredited (candidacy) by ACAOM. ACAOM does not accredit this type of program. Graduates of this program are not considered to have graduated from an ACAOM accredited or candidate program and may not rely on ACAOM accreditation or candidacy for professional licensure or other purposes. Students in the CHHM program are not eligible to participate in federal grant and loan programs.

**Licensure**
Daoist Traditions is licensed by the Board of Governors of the University of North Carolina to offer the Master of Acupuncture and Oriental Medicine (MAOM) degree. The UNC Board of Governors is the policy-making body legally charged with the general determination, control, supervision, management, and governance of all affairs of the constituent institutions. The Board of Governors can be contacted at UNC General Administration, 910 Raleigh Road, P.O. Box 2688, Chapel Hill NC 27514; www.northcarolina.edu.

**Approvals**
- Authorized to operate a professional program in Oriental Medicine by the North Carolina Acupuncture Licensing Board (NCALB).
- Approved by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).
- Approved through the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) Substantive Change Policy to offer the Certificate of Chinese Herbal Medicine (CCHM) program.
- Approved by the United States Department of Education for Title IV funds. MAOM students who qualify are eligible for Financial Aid.
- Approved by the Student and Exchange Visitor Program (SEVP). International students may apply for F-1 visas to attend the MAOM program.
- Approved by the Veteran's Administration. VA benefits can be applied to MAOM tuition.
- Approved by the Department of Vocational Rehabilitation (DVR). Students who are approved by DVR can have their MAOM tuition and fees subsidized by DVR.

**Memberships**
- Member of the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM)
- Member of the North Carolina Association of Acupuncture and Oriental Medicine (NCAAOM)
- Member of the American Association of Acupuncture and Oriental Medicine (AAAOM)
- Member of the Asheville Chamber of Commerce
Philosophy

Our Vision
Daoist Traditions College of Chinese Medical Arts is a center of educational excellence, cultivating the next generation of teachers and leaders within the field of Oriental Medicine. The College is known for its academically rigorous and transformative curriculum, its service to the community, and its exemplary leadership in Oriental Medicine education.

Our Mission
Daoist Traditions College of Chinese Medical Arts provides quality education in the classical art and science of Chinese medicine, graduating professionals who provide independent and collaborative care in diverse settings, enriching their communities with Daoist-based medicine.

MAOM Program Learning Outcomes
In support of our mission, Daoist Traditions is committed to providing MAOM program learning objectives that will create practitioners who are able to:
1. Explain the philosophies and theories of Classical Chinese Medicine.
2. Assess patients using appropriate Chinese medicine and biomedical techniques.
3. Formulate skilled diagnoses and treatment plans using the philosophies and theories of Chinese medicine.
4. Provide effective patient care within the scope of Chinese medicine practice.
5. Incorporate Daoist principles into the professional practice of Chinese medicine.
6. Apply principles of effective practice management and professionalism in a variety of medical settings.
7. Pass the NCCAOM certification exams.

Doctoral Degree Program Learning Outcomes
In addition to the Master’s program learning outcomes, Daoist Traditions is committed to providing Doctoral program learning objectives that will create practitioners who are able to:
1. Provide quality patient-centered care as an independent practitioner or as part of an interdisciplinary team of practitioners.
2. Integrate Chinese medicine and biomedical research, theory, and evidence-informed practice into patient care.
3. Create personal development plans to improve patient care based on analysis of professional strengths and weaknesses.
4. Communicate effectively with a wide variety of professional colleagues.
5. Demonstrate professionalism in all aspects of the program.

Guiding Principles
The administration, faculty, and staff of Daoist Traditions support a set of principles which guide how we do our work, how we interact with each other, and how we fulfill our mission as a college. We work diligently to weave our guiding principles into everything that occurs at Daoist Traditions in order to positively impact those in our college community. We value:

Integrity.
We are committed to demonstrating integrity through honest and ethical conduct.

Excellence.
We are dedicated to the pursuit of academic excellence through continual program review.

Diversity.
We welcome individual perspectives and listen and respond with compassion and respect.

Transformation.
We facilitate personal cultivation and growth by imparting the wisdom of Chinese Medicine.
Our Programs

Master of Acupuncture and Oriental Medicine (MAOM) Program
Daoist Traditions was founded to offer the MAOM. The four-year MAOM degree program includes comprehensive training in the ancient traditions of Classical Chinese Medicine (CCM) and Traditional Chinese Medicine (TCM). The curriculum provides students with a well-rounded understanding of the principles and techniques of Chinese Medicine and relevant biomedical theory and practice. The MAOM program is designed to lead students to the level of knowledge and clinical proficiency necessary to become a successful independent health care provider.

Doctor of Acupuncture and Herbal Medicine (DAHM) Program
Daoist Traditions’ Doctoral Program in Acupuncture and Herbal Medicine (DAHM) is designed for both current Daoist Traditions’ Master of Acupuncture and Oriental Medicine (MAOM) students and Daoist Traditions’ alumni. The DAHM expands upon the MAOM curriculum and adds didactic and clinical work in the areas of collaborative care, system-based medicine, and evidence-informed practice - important skills and knowledge for acupuncturists to possess in today’s team-based medical model. Please visit our website or contact the Admissions Office for further details about the DAHM program.

Certificate in Chinese Herbal Medicine (CCHM) Program
The CCHM program is a post-graduate course for acupuncture practitioners who are seeking comprehensive training in Chinese Herbal Medicine. The 24-month program builds on previous Chinese medicine theory and acupuncture training and teaches practitioners to safely and effectively incorporate the use of Chinese herbs into their clinical practice. Classes are scheduled in a convenient, weekend intensive format, allowing students to maintain their current practice while attending school. Please visit our website or contact the Admissions Office for further details about the CCHM program.
Master of Acupuncture and Oriental Medicine Program

The four-year Master of Acupuncture and Oriental Medicine (MAOM) degree program includes comprehensive training in the ancient traditions of Classical Chinese Medicine (CCM) and Traditional Chinese Medicine (TCM). Highlighted in this undertaking is the study of all the meridian and collateral systems, a survey of the history of ideas and their influence in the development of styles of practice, and the study of medical classics. The MAOM program consists of 3282.5 hours and has been designed to be in compliance with state and national legislative requirements.

In addition to a solid foundation in the philosophies of Chinese Medicine, our students gain practical knowledge through training by dedicated faculty, who are successfully practicing in the field. Our program generates graduates who have strong clinical skills and the confidence to begin successful practices.

While the program at Daoist Traditions is challenging, our supportive academic environment is structured to assure the success of our students. A limited number of students are accepted into each entering class, which allows for more personalized attention and rich classroom dialogue.

Time Commitment
The curriculum is designed for full-time study. All applicants must be committed to full-time study for the duration of the program. Students are expected to devote significant time to completing reading assignments, class assignments, and projects outside of class. As a general rule, for every hour spent in a class, students should expect to spend two hours outside of class studying. Our most successful students are engaged learners who are able to self-direct in order to learn beyond what can be covered in classes. Throughout the program, students are required to maintain a cultivation journal, allowing students to document their progression in their personal growth throughout the program.

The Daoist Traditions program is designed as a track system and students follow the sequence of courses for the duration of the program. The College operates on a semester system with a fall semester (August – December) and spring semester (January-May). The fall semester of the first year consists of sixteen (16) instructional weeks with a mid-semester break. All subsequent semesters consist of fifteen (15) instructional weeks with mid-semester breaks. Some summer classes are required. Clinical internship runs throughout the year.

Years One and Two: Foundation and Application
The first two years are full of discovery and challenges. The essential theories of Chinese Medicine are explored, preparing students for the journey ahead. Along with learning the meridian pathways and acupoints, students study pulse diagnosis and adjunct techniques which allows them to begin practicing clinical skills in their first year of study.

First year students attend an Introductory Week (Monday - Saturday) held in early August. Students have a break before the fall semester. Beginning with the fall semester, classes are held 3-4 days per week. During the first two years, students attend 19 days of classes with Jeffrey Yuen and attend other weekend classes. Each year, students are also invited to attend 4 additional class days with Jeffrey Yuen at a reduced rate. Students also complete 150 hours of Clinical Observation and Herbal Dispensary.

First and second year students are also required to participate in the care of the herbal gardens and to receive 12 acupuncture treatments per year, at the practice of their choice.
### Year One & Two - Semester Class Hours

<table>
<thead>
<tr>
<th>MAOM Introductory Week</th>
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</thead>
<tbody>
<tr>
<td>Intro to Chinese Medicine &amp; Qi Gong</td>
</tr>
<tr>
<td>Medical Chinese</td>
</tr>
<tr>
<td>Intro to Herb Cultivation</td>
</tr>
<tr>
<td>Library Orientation</td>
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<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td>MAOM Weekly Classes:</td>
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</tr>
<tr>
<td>17</td>
<td>20</td>
</tr>
<tr>
<td>MAOM Intensive Classes:</td>
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<tr>
<td>55.5</td>
<td>39</td>
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<tr>
<td>MAOM Clinical Observation:</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MAOM Herbal Dispensary:</td>
<td></td>
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<tr>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Garden Care:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
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</table>

<table>
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<tr>
<td>MAOM Intensive Classes:</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>23</td>
</tr>
<tr>
<td>MAOM Clinical Observation:</td>
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<td>30</td>
</tr>
<tr>
<td>MAOM Herbal Dispensary:</td>
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<td>15</td>
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<tr>
<td>Garden Care:</td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

### Years Three & Four: Development and Practice

In the second half of the program, students enter Clinical Internship and become comfortable applying their knowledge in the clinical setting. Our most successful students take initiative to build their clientele through self-promotion and outreach in the community. In the final phase of training, students prepare for national certification exams with comprehensive courses in acupuncture, herbal medicine and western medicine.

During the last two years, students attend a total of 18 days of classes with Jeffrey Yuen, in addition to weekly classes. Each year, students are invited to attend 4 additional class days with Jeffrey Yuen at a reduced rate. Students complete internship sessions for 42-46 weeks per year and have shorter breaks between semesters. For students who do not live within a reasonable commuting distance, it is recommended that they relocate to the area for the duration of the Clinical Internship. Students dedicate 5 days per week to classes and clinic.

### Years Three & Four - Semester Class Hours

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Semester 6</th>
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<tbody>
<tr>
<td>MAOM Weekly Classes:</td>
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<td>13</td>
<td>15</td>
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<tr>
<td>MAOM Intensive Classes:</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>18</td>
</tr>
<tr>
<td>MAOM Clinical Internship:</td>
<td></td>
</tr>
<tr>
<td>175 (two shifts per week)</td>
<td>115 (two shifts per week)</td>
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<tr>
<td>Summer Classes:</td>
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<td>60</td>
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<table>
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<th>Semester 7</th>
<th>Semester 8</th>
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<td>MAOM Weekly Classes:</td>
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<td>11</td>
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<td>MAOM Intensive Classes:</td>
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</tr>
<tr>
<td>56</td>
<td>43</td>
</tr>
<tr>
<td>MAOM Clinical Internship:</td>
<td></td>
</tr>
<tr>
<td>315 (3 shifts per week)</td>
<td>255 (4 shifts per week)</td>
</tr>
<tr>
<td>Summer Classes:</td>
<td></td>
</tr>
<tr>
<td>60</td>
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</table>
Admissions

If you are considering applying to Daoist Traditions, call to speak to our Admissions Director to review the application process and to clarify any questions you may have. Before applying, we strongly encourage you to visit our campus, observe class sessions, and meet the staff in order to determine if Daoist Traditions is the right environment for you.

Daoist Traditions is dedicated to upholding a high standard of education to ensure that the public is served by caring, competent, and knowledgeable practitioners. The program requires a high level of commitment to learning a number of difficult skills. We seek applicants who can demonstrate that they have the motivation for the rigors of this type of program and learning process.

The Daoist Traditions community strives to cultivate a healing presence and convey that healing presence in all we do. Accordingly, we seek students who recognize that all life experiences provide opportunities for growth and change. Applicants must demonstrate the maturity, emotional stability, and good judgment essential to becoming effective practitioners.

The College attracts a student population who share a deep commitment to the study and practice of Chinese Medicine and an interest in their personal growth. Our most successful students have strong study and time management skills, the support of their family and friends, and a solid financial plan to support their studies.

We take into consideration your previous academic record and professional experience as well as your desire to help others through a healing profession. Applicants are considered on the basis of individual merit without regard to gender, sexual orientation, age, disability, religion, race, veteran status, national or ethnic origin.

Admissions Requirements
Prior to acceptance, all applicants must have fulfilled a minimum of three years and 90 semester credits or 135 quarter units of general education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education. All official transcripts must be sent directly from the college or university to Daoist Traditions.

The curriculum leading to the MAOM degree requires students to engage in diverse and specific experiences essential to the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. These competencies/functions are needed for successful admission and program completion. In addition to the standards of behavior and
academic conduct set forth in the Daoist Traditions publications, these essential competencies/functions include but are not limited to the following abilities: intellectual/cognitive competency, motor skills/physical qualifications, sensory/observation capabilities, communication proficiency, behavioral/emotional/social faculties, and professionalism. Details on these technical standards can be found on the College website and are discussed during the admissions process.

In accordance with North Carolina State law (G.S. 130A-152) all students must submit documentation of required immunizations within 30 days of their first registration. Please note: a physical is not required for admissions, only documentation of required immunizations.

Admissions Policy
Applications are considered on an ongoing basis until the class has reached its maximum capacity. Once the class is full, additional applications may be considered and a list of alternates will be selected. New students are enrolled in August each academic year. A limited number of applicants may be accepted in January (spring semester). Contact the Admissions Director for further information on January enrollment.

Admissions Procedure
Once your completed application materials have been received, you will be notified of the status of your application and interviews with the Admissions Team will be scheduled. The interviews are a crucial part of our college’s admissions procedure because we want to know our students on a more personal level than documentation will provide. On-site interviews are required for all applicants.

Admissions decisions cannot be made until all required application materials are received. Submitting an application does not guarantee admission. Daoist Traditions reserves the right to deny entrance to any applicant. A waitlist may be utilized if an applicant meets the admission requirements but the Admissions Team has concerns about their potential for success in the program.

Acceptance
Upon notification of acceptance, each student is required to reserve space in the upcoming class with a non-refundable acceptance fee of $500.00. This fee is separate from any tuition payments. If the fee is not received within the specified time, the applicant’s place may be offered to another applicant.

All new students must attend New Student Orientation prior to the Introductory Week. Dates and times for orientation are announced in the acceptance letter.

If a student is accepted into the program and chooses not to enroll for that semester, the application materials will be held for a one year period. However, the original acceptance is not guaranteed for future semesters. When an application packet is reactivated, a new admissions interview will be conducted and an admissions decision will be made.

Non-Degree/Certificate Seeking Applicants
As class size permits, Daoist Traditions will consider students with special interests who are not seeking a degree/certificate. All educational requirements of the college and course pre-requisites must be met. Non-degree seeking students may audit a maximum of 9 credits per semester in the MAOM program. Auditing students will receive an official transcript showing class hours that have been attended. See policy on Audited Courses. The Academic Dean will consult with the appropriate faculty member(s) to determine if allowing a non-matriculated student to take a given course would
adversely affect the quality of instruction. Courses with clinical content cannot be audited. Non-Degree/Certificate Seeking applicants must submit:

1. completed Non-Degree/Certificate Seeking Student application,
2. official college transcripts mailed directly to Daoist Traditions from the institution showing 90 semester credits or 135 quarter units of general education,
3. copy of valid photo identification,
4. $75.00 non-refundable processing fee, and
5. copy of acupuncture school diploma/degree or acupuncture license (if applicable)

Public Education
To support our vision of service to the community, the Admissions Committee allows a limited number of students to enroll in specific courses of general interest without fulfilling all the prerequisites of admission. Such courses are normally limited to Qi Gong, Tai Chi, and certain courses with visiting faculty. For more information and to register for public education courses, please visit our website.

International (Non-Immigrant) Applicants
Daoist Traditions is authorized under Federal law to enroll nonimmigrant alien students into the Master of Acupuncture and Oriental Medicine (MAOM) program. Permanent residents, refugees, and aliens in other non-immigrant statuses should use the regular application and admission procedures. The Student and Exchange Visitor Program (SEVP) requires that all international students enroll in a full-time course of study, attend classes regularly, and make satisfactory progress towards completion of the degree objective.

Special application and admission procedures are required of all international students. The International Student Application Packet is available on our website and provides detailed information on the F-1 visa and other immigration regulations.

English Language Competency
Academic success is dependent upon the student's ability to understand, speak, read, and write in English. The level of proficiency needed for a graduate level academic program is greater than that required for daily living. Therefore, every effort should be made to perfect English skills prior to applying for admission.

Students who are not native speakers of English must take Tests of English as a Foreign Language (TOEFL), unless an exemption is given by the Admissions Committee. Applicants must achieve a TOEFL score of at least 72 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. A 550 on the paper-based exam (PBT) or 213 on the computer-based exam (cBT) is acceptable. A TSE score of 40 is acceptable. A level 6 on the International English Language Testing System (IELTS) exam is also acceptable. The result of the examination determines if a student must take special courses in English prior to enrollment or if they may be allowed to take an English course while concurrently enrolled in the program. All students must meet the proficiency requirement prior to beginning the clinical experience. International students who hold a degree from a United States university or in a country in which English is the language of instruction may not be required to take the TOEFL.

Transcripts from other countries must be translated into English and evaluated by a credential-evaluation service, such as World Education Services, www.wes.org or Educational Credential Evaluations, www.ece.org.
Transfer Credit
Transferring students must be open to learning a different perspective than the one at their former school. Students must honor the diversity of all healing traditions to allow us to build upon the common foundation that joins them. Any student considering transferring to Daoist Traditions is asked to visit the college to meet with our Admissions Director, observe class sessions, and meet our students.

The college accepts transfer students into the MAOM program on a limited basis. Although the national guidelines for all acupuncture schools are the same, experience dictates that each program is different academically and clinically. To transfer previous training from another school requires careful review of the transfer student’s education and knowledge and, therefore, is granted on a case-by-case basis. Transfer students may be required to repeat course work related to clinical skills, such as pulse diagnosis or needling techniques.

Daoist Traditions does not evaluate prior learning experience for entry into the MAOM program. If a course is not listed on a transcript, regardless of prior experience, no credit can be awarded. Transfer credit cannot be awarded twice for the same class; that is, it cannot be used to meet the minimum entrance requirement and also count as hours within the program.

All transferred coursework must be completed at a college/university accredited by an agency recognized by the U.S. Secretary of Education and be equivalent to Daoist Traditions’ requirements for graduation. The College may accept up to one year of transfer credits from an acupuncture/Chinese Medicine program which is accredited or pre-accredited with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

For transfer of Acupuncture and Chinese Medicine courses:
1. The course must be listed on an official transcript with a grade of B, or equivalent, or better;
2. The course must have been taken within the past three years;
3. The course must meet the hour requirements of the equivalent class at Daoist Traditions; and
4. A placement exam may be required if transfer credit for multiple courses is being requested.

For transfer of Biomedical Science courses:
1. The course must be listed on an official transcript with a grade of B, or equivalent, or better;
2. The course must have been taken within the past five years, unless the applicant can provide acceptable evidence of continuous activity within two years in the specific field for which transfer credit is requested, e.g. a physician;
3. The course must meet the hour requirements of the equivalent class at Daoist Traditions; and
4. A placement exam may be required if the equivalent of a year of study is being requested.

Transfer Procedures
All transfer credit must be requested and awarded in the first semester of enrollment. Transfer credits will be evaluated once official transcripts have been received and the applicant has:
1. Submitted an application for admission with the application fee;
2. Included a cover letter stating the reasons for seeking a transfer; and
3. Provided a catalog or URL for online catalog and course syllabus outlining the content for each course being evaluated.
Financial Aid

Students admitted to the MAOM program are eligible to apply for federal student aid to assist in financing their educational costs. Daoist Traditions participates in the U.S. Department of Education’s Direct Loan Program, which includes Stafford and Graduate PLUS loans.

To calculate eligibility, the cost of attendance (COA) at Daoist Traditions and other information you provide on the Free Application for Federal Student Aid (FAFSA) are taken into consideration. [Summer living expenses (non-institutional charges) cannot be included in the cost of attendance due to federal regulations. Summer courses and clinic sessions are considered part of the fall semester’s curriculum. Financial aid disbursements are not made during the summer; however, financial aid is processed in the fall semester for summer courses and clinic.]

To be eligible for Federal Financial Aid, students must:

- be a U.S. citizen or eligible non-citizen;
- be enrolled at least half-time (11 credits) in courses that are required for graduation;
- be registered with the Selective Service System, if required to do so;
- not be in default on any previous student loan; nor can you owe a repayment on a Federal Pell Grant or Federal SEOG Grant; or have borrowed in excess of the loan limits, under Title IV Programs, at any institution;
- meet federal requirements regarding convictions for possessing/distributing illegal drugs;
- meet any and all other federally mandated requirements;
- submit all forms required by the Financial Aid Office to confirm eligibility; and
- maintain Satisfactory Academic Progress, once enrolled.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid.

Federal Stafford Loan

The undergraduate Stafford Loan can be subsidized and/or unsubsidized. All graduate level Stafford Loans are unsubsidized. If a student qualifies for a subsidized loan, the federal government pays the interest on that portion until repayment begins and during authorized periods of deferment thereafter. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest while in school or choose to have the interest added to the principal of the loan. Repayment of the Stafford Loan begins six months after the last date of attendance or if the student’s enrollment drops to less than halftime. Students who have prior loans that are in repayment may be eligible for an in-school deferment. Students should contact their prior lender to verify if they are eligible.

Federal Graduate PLUS Loan

This loan program allows graduate students to borrow under the criteria of the Federal PLUS Loan. The maximum that can be borrowed is the calculated Cost of Attendance (COA) minus other financial aid. The borrower must be creditworthy or have a creditworthy co-signer. The Graduate PLUS Loan has a fixed interest rate and is eligible for consolidation with the Stafford Loan upon graduation. The PLUS Loan is unsubsidized and the student has the option of paying the interest while in school or allowing it to accrue and capitalize. There is no grace period for PLUS Loans, however, repayment is deferred while a student is enrolled at least halftime and for an additional six months after the last date of attendance or if their enrollment drops below halftime. Students can apply for Graduate PLUS Loans online at www.studentloans.gov and should contact the Federal Financial Aid Director when they have completed the application.
Scholarships
Scholarship information is posted on our website. If you are receiving federal financial aid and you receive any additional funds through scholarships, grants, or any other agency you must notify the financial aid office.

Veteran’s Benefits
Daoist Traditions is approved by the NC State Approving Agency and VA Office of Vocational Rehabilitation to enroll veterans in the MAOM program. To determine your eligibility, you must first contact the VA directly. They will instruct you on what forms are needed to approve your benefits at Daoist Traditions. Visit www.va.ed. Once those approvals are complete you should bring a copy of your approval notice to the Financial Aid Office and we can then certify your enrollment so that funding can be received. There are five educational assistance programs administered by the Department of Veterans Affairs that you can apply for at Daoist Traditions.

- Chapter 30 - Montgomery GI Bill - Active Duty
- Chapter 31 - Vocational Rehabilitation
- Chapter 33 - Post 9/11 GI Bill
- Chapter 35 - Survivors' and Dependents' Educational Assistance
- Chapter 1606/1607 - Montgomery GI Bill - Selected Reserve

Vocational Rehabilitation
Daoist Traditions is an approved provider of training for clients of the North Carolina Division of Vocational Rehabilitation Services (NCDVRS). NCDVRS may assist qualified applicants with the cost of education, supplies, and equipment. To determine your eligibility, you must first contact the NCDVRS directly by visiting www.ncdhhs.gov/dvrs.
Location & Community

Asheville Community
Asheville is a colorful city nestled in the Blue Ridge Mountains of Western North Carolina with a population of over 80,000 people. The Asheville area is rich in history and culture, and boasts a thriving arts and entertainment scene. The Blue Ridge Mountains and local rivers provide the perfect setting for a variety of outdoor recreational activities. Western North Carolina has become a major area for alternative medicine with a substantial community of people using acupuncture and herbal medicine as their primary form of health care. Our eclectic city has attracted a lively mix of professionals, students, and artists.

Campus Facilities
Our campus is located in the Montford Historic District of Asheville. The campus facilities include four classrooms with wireless internet, a computer lounge with computer terminals, a student kitchen/dining area, library, and administrative and faculty offices. There are medicinal herb gardens and outdoor seating areas for relaxing and studying. The College Acupuncture Clinic is located in the downtown area, a short drive from the main campus, and includes eleven treatment rooms, meeting space, and an herbal dispensary. The campus and clinic are accessible by public transportation. Classes and workshops are also held at our conference space, Heaven’s Cloud Event Center, a 10 minute drive from campus. All facilities are smoke, drug and alcohol free, and as chemically free as possible. The College does not provide residential accommodations for students.

Medicinal Herb Gardens
Daoist Traditions is one of a growing number of Chinese Medicine schools with medicinal herb gardens. The purpose is to give students the opportunity for hands-on contact with the medicinal plants introduced in herbal medicine studies. The campus gardens currently contain over 100 different medicinal plants and continue to be expanded each year.

First year students gain experience in the herb garden during the Introduction to Herb Cultivation course. In addition, students in the first and second years of the program are required to participate in the care of the herbal gardens for three (3) hours each semester. Through this service project, students help cultivate a healing space for the college community to enjoy.

Library Resources
The College operates a library which supports the research and educational needs of students, faculty and staff by providing access to library collections and services consistent with the programs it offers. The mission of the Daoist Traditions Library is to select, organize, and preserve materials that will aid in academic pursuits while supporting the mission and learning objectives of the college. The library is open to students, alumni, and faculty. The collection includes books, print journals, periodicals, journal databases, and audio-visual materials. In addition to Chinese medicine, the collection covers topics such as cultivation techniques, philosophy, bio-medicine, herbal medicine, complementary healing modalities, and business and study skills. The holdings are predominately in English with some selections in Chinese. The library provides computers, wireless internet, copy and print services, and staff to assist with research. Items may be used or borrowed in accordance with the guidelines set by the college.

Daoist Traditions has a cooperative agreement with the University of North Carolina at Asheville (UNCA) Ramsey Library, located just a few minutes from campus. Students enrolled in the MAOM program receive a membership to Ramsey Library which provides access to additional print and electronic resources. In addition, the Buncombe County Library System has branches throughout Asheville.
We are committed to values essential to healing: cooperation, compassion, and respect. Through a caring classroom environment, each student is allowed to grow and learn.

Students are encouraged to engage fully in their education by taking initiative and responsibility in their learning process.

**Academic Policies**

**Academic Integrity**
The college is committed to academic excellence and to the belief that the attainment of academic success depends on each student’s commitment to personal honor and academic integrity. Each student is expected to adhere to ethical principles in all of his or her academic endeavors in class, assignments, clinic, research, tests, and all written work. Members of the College community who willfully disregard the copyright, academic integrity, or confidentiality policies are subject to course failure, disciplinary action, and/or dismissal from the college.

**Grading and Attendance**
Students must achieve a 75% or better grade average in order to pass a course. Course grades are based on completion of exams, quizzes, papers, and projects. Specific grading and attendance policies for individual courses are listed on the course syllabi. One semester credit is awarded for 15 hours of didactic class time or 30 hours of Cultivation Practice and Clinical Training.

Daoist Traditions’ students have entered a profession in which full participation in the learning environment is an essential component of life-long learning and aligns with accreditation and licensing standards. As part of professional development, students are expected to make their medical school schedule a high priority. We expect each student to contribute to the learning environment by attending and participating in all educational activities. These principles align with acupuncturists’ professional responsibility to both colleagues and patients. Therefore, attendance and participation is expected in all classes.

Students are responsible for all information that is announced, discussed, or lectured in class. A student is also responsible for submitting all assignments and tests on time. Make-up work will be permitted at the instructor’s discretion. It is expected that students will, as a courtesy, notify the instructor if they miss class.

Daoist Traditions recognizes that unpredictable events affecting attendance can occur (such as medical and family emergencies). Should such a situation affect a student’s attendance long term, then both the instructor and school administration will work with the student to address the issue.

**Didactic Courses:** Students are allowed two absences for classes that meet 12 or more times per semester and one absence for classes that meet less than 12 times per semester. Arriving more than 10 minutes late, or leaving more than 10 minutes before the end of class, constitutes an absence.
**Intensive/Weekend Courses:** Attendance of at least 90% is required for all intensive and weekend courses. Missing more than 90 minutes of a 15 hour class, 45 minutes of a 7.5 hour class, or 20 minutes of a 3.75 hour class will result in a failing grade for the entire class. Failed intensive courses must be repeated and may extend the length of the program by at least one year. Missed/failed courses with visiting faculty must be made up in the year the course was offered. If it is necessary to schedule a make-up session for an intensive course, fees will apply. See the tuition/fees list for applicable fees for missed and failed courses.

**Clinical Skills Courses:** More than two absences in clinical skills classes will result in failure of the course. Arriving more than 10 minutes late, or leaving more than 10 minutes before the end of class, constitutes an absence. Make up of material in clinical skills classes may be possible in the scheduled review class, and, if needed, in an extra make-up session.

**Make Up Exams and Sessions**
Students are expected to take all exams and quizzes at the designated time. Make-up of assessments in didactic courses will be at the discretion of the instructor. Please refer to individual syllabi for details. Make-up of final exams must be completed within 48 hours of the original test time and fees will apply. Clinical skills courses will have one class session scheduled for review/make-up. This time will be available to all students for general review, and for make-up of missed material for those students who have missed one class. If a student misses an additional class, or if the instructor is unable to cover the missed material in the scheduled review session, an additional make-up session will be required and will be scheduled at the discretion of the instructor. Fees apply for additional make-up sessions.

**Course Audit**
Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration. All MAOM course audits are based on availability of class space and must be approved by the Registrar.

An auditor is considered a passive learner and may not submit papers or take examinations, but is expected to attend classes with reasonable regularity and do some classwork. Auditors must be respectful of the privilege of auditing a class by allowing credit students primary access to teachers and class question/answer time. Students auditing clinical courses are expected to follow the attendance policy in order to participate in hands-on group activities and classroom assignments.

The College does not issue academic credit for audited classes; therefore a student cannot receive financial aid for such a class. Audited courses are not counted for Satisfactory Academic Progress purposes. All course prerequisites must be met. Most didactic courses cannot be audited if they will need to be taken for credit at a later date. Courses with clinical content may be audited by degree-seeking students on a limited basis.

Current MAOM students may audit courses previously completed in the MAOM program at no charge, if they are not being repeated due to a course failure or as a Required Review.

Transfer students are permitted to audit courses which have been accepted as transfer credit. Transfer students who are paying full tuition in a given semester may audit a course in that semester’s curriculum at no charge. Transfer students paying less than full tuition for a given semester may audit courses in that semester’s curriculum for a reduced per credit fee. See fee list.
Required Review
If a student fails retakes of Comprehensive Exams and/or receives Academic Warning, the student may be required to review a course as part of his/her remediation. For such courses, the student is required to complete all required course work and will then be given credit for the course. A grade of RR (Required Review) will appear on grade reports and transcripts. Required Review courses are counted for Satisfactory Academic Progress purposes.

Course Withdrawal/Drop/Add
Due to the cyclical nature of course offerings, certain courses that are dropped may not be available for another year and could extend the length of the program. Because of this, students must receive written approval from the Academic Dean prior to withdrawing from or dropping any course.

A Drop/Add period is in effect until the official 10% point (1 ½ weeks) of the fall and spring semesters. Dropped courses do not appear on grade or transcript reports. Students may withdraw from a course by completing a ‘Course Drop/Withdrawal’ form. Students withdrawing from a course after the 10% mark receive a grade of Withdrawal Pass (WP) or Withdrawal Fail (WF) based on the course average at the time of withdrawal. The effective date of the withdrawal is the date the completed form is returned to the Registrar. For Satisfactory Academic Progress purposes, a Withdrawal counts as a class that was attempted but not successfully completed.

Satisfactory Academic Progress
Continued enrollment in the MAOM and eligibility for Federal Financial Aid at Daoist Traditions depends upon a student maintaining Satisfactory Academic Progress (SAP) toward program completion. Daoist Traditions uses the same SAP policy for students with and without Financial Aid. To assist students in maintaining satisfactory progress, Daoist Traditions has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty and to provide timely intervention through academic advising and academic support programs.

Grade Point Average Requirement (GPA) [Qualitative Component]
Daoist Traditions’ grading system provides the qualitative component for measuring SAP. Although Daoist Traditions uses a Pass/Fail grading system on grade reports, numeric grades are kept on the grade sheet for each class and are used to calculate the GPA. Students must achieve a 75% or better grade average in order to pass a course. The GPA is calculated from the numeric grade as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-89.5</td>
<td>4.0</td>
</tr>
<tr>
<td>89.4-79.5</td>
<td>3.0</td>
</tr>
<tr>
<td>79.4-74.5</td>
<td>2.0</td>
</tr>
<tr>
<td>74.4 or below</td>
<td>0</td>
</tr>
</tbody>
</table>

Comprehensive Examinations are given at the end of each academic year (years 1 through 3). These exams give students and the school additional feedback on their strengths and weaknesses. All students must pass these exams in order to meet SAP and progress in the program. See Student Handbook for details on Comprehensive Exams.

Pace Requirement [Quantitative Component]
Students must complete the educational program within a reasonable period of time. Students enter Daoist Traditions’ as a cohort group and are on a track system, with a set curriculum each semester. It is expected that students will complete the program requirements in 4 years (8 semesters). A student may take up to 6 years (12 semesters) to complete the program or 150% of the normal length of the program. The Registrar calculates the cumulative completion rate each semester to ensure that students are meeting the pace requirement. The following chart illustrates the minimum
cumulative number of credits during the program that must be successfully completed by the end of each semester in order to maintain SAP. Students transferring coursework from other colleges receive equivalent placement for pace calculations.

<table>
<thead>
<tr>
<th>Semesters</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
<td>120</td>
<td>135</td>
<td>150</td>
<td>165</td>
<td>180</td>
</tr>
</tbody>
</table>

**Monitoring Academic Progress**

Daoist Traditions faculty makes it a priority to discuss as early as possible and to offer support to any student who may be experiencing academic difficulty in their coursework. Instructors report to the Academic Dean if a student is not meeting academic expectations. The Academic Dean will work with the student to develop a plan to improve academic performance which could include remedial work, study groups, or tutoring. Students are also urged to contact the Academic Dean upon becoming aware of academic difficulties so that steps may be taken prior to failing grades being received.

If a student receives a failing grade in a course, the student may be required to meet with the Academic Dean. Because the program operates on a track system, repeating courses will extend the length of the program.

**Determining Academic Progress**

Progress toward program completion is checked after grades are finalized each semester. Any student who fails to meet SAP is subject to Academic Warning, followed by Probation and Dismissal. Reasons for Unsatisfactory Academic Progress include:

- failing course(s);
- failing any Comprehensive Examination section and retake;
- cumulative GPA falling below 2.0; or
- failing to meet the Pace Requirement.

If the cumulative GPA falls below 2.0, the student is placed on Academic Probation and becomes ineligible for financial aid payments until the cumulative GPA is above 2.0. Students are notified in writing by the Academic Dean for the following situations:

1. **Academic Warning.** A student failing to meet SAP is placed on Academic Warning; the student will be notified in writing by the Academic Dean. Students can receive Federal Financial Aid during Academic Warning. Students must meet SAP the following semester to be removed from Academic Warning.

2. **Academic Probation.** Any student failing to meet SAP at the end of the Academic Warning period, or who has a cumulative GPA below 2.0, will be placed on Academic Probation. The student will be notified in writing by the Academic Dean. **Students on Academic Probation/Approved Progress Appeal are eligible for federal financial aid for only one more payment period unless SAP is reestablished.**

   Students on Academic Probation must meet with the Academic Dean to examine academic issues. Students receiving Federal Financial Aid who are placed on Academic Probation will lose eligibility for aid unless the student files and is approved for an Academic Progress Appeal. **See Academic Progress Appeal below.** If it is determined that a student should be able to meet SAP by the end of the next semester, no academic plan is required. Students must meet SAP the following semester to be removed from Probation. However, if more
than one semester will be required to meet progress standards, an academic plan will be required to delineate a timetable for repeating failed courses and identify other needed resources. The student must follow the academic plan and must appeal to change the plan. Progress is checked at the end of the following semester. If the student is meeting the requirements of the academic plan, the student is eligible for Federal Financial Aid, as long as the student continues to meet those requirements and is reviewed according to the specifications in the plan.

3. **Academic Dismissal**. Students failing to regain SAP during a Probationary period are dismissed from the college. Students are notified in writing by the Academic Dean. Students who are dismissed for academic reasons are eligible to reapply in the future. Academic Dismissal may be appealed using the procedure below.

Students placed on Academic Warning or Probation who are receiving federal financial aid are also notified by the Federal Financial Aid Administrator regarding their aid eligibility.

**Academic Progress Appeal**
The Academic Progress Appeal is reserved for students who believe they have extenuating circumstances preventing them from complying with the Pace and/or GPA requirements. Completion of an Academic Progress Appeal Form with supporting documentation is required. Examples of extenuating circumstances include but are not limited to personal illness or injury, death of an immediate family member, or experiencing a natural disaster or violent crime. All appeals must be filed within 10 days of notification of Academic Probation. An ad hoc Academic Progress Appeals Committee reviews the appeal; the decision of the Appeals Committee is final and cannot be appealed further. See the Appeal Form for details.

A student receiving financial aid failing to meet SAP at the end of the Academic Warning period MUST file an appeal to remain eligible for financial aid. If the appeal is approved, the student will be placed on Academic Probation/Appeal Approved and be eligible for financial aid for one more payment period. If an appeal is denied, a student may be permitted to remain on Academic Probation and can continue his/her studies but will be ineligible for aid until SAP is reestablished.

If a student does not meet SAP at the end of the Probation period, the student loses eligibility for aid unless another appeal is filed and approved. Students who are not receiving financial aid, may appeal to the Academic Progress Appeals Committee if they are in jeopardy of Academic Dismissal. In either case, no more than two separate appeals are allowed and the reasons for requesting the appeals cannot be the same.

**Re-establishing Satisfactory Academic Progress**
Students may re-establish Satisfactory Academic Progress during an Academic Warning or Probation period by

1. meeting the GPA and Pace academic progress standards including successfully completing all classes, passing all Comprehensive Exams (if applicable) and regaining a cumulative GPA of 2.0; and
2. meeting with the Academic Dean to create an Academic Plan (if required) which delineates a timetable for repeating failed courses or Comprehensive Exams, and identifies other needed resources or remedial work.

**Professionalism Expectations**
Students are expected to engage fully in their educational progress by taking initiative and responsibility in all aspects of their learning process. When interacting with fellow students, staff,
faculty, patients, and other health professionals, students must consistently demonstrate self-awareness, emotional stability, appropriate interpersonal and communication skills, appropriate boundaries, and compassion for others. Students must be able to function effectively and cooperatively, even under stressful or challenging conditions, such as can occur in the academic environment and in clinical settings. All students should display flexibility: be open to differing points of view, be able to follow instructions, and be capable of giving and responding appropriately to constructive feedback.

Students are expected to have respect for themselves, other students, faculty, administrative personnel, college property, and the property of others. Policies governing student conduct are based on the premise that each student is entitled to his/her right to devote school time to studies and learning without distraction. All students, employees, faculty, and administrative personnel are expected to behave in a manner that does not infringe on the rights of others.

A student is subject to disciplinary action or dismissal for disrupting classroom/clinic instruction, disrupting the administration of the college, interfering with the rights of other school members, or for academic dishonesty. Students are expected to comply with all published policies and program requirements (i.e. gardening hours, cultivation journals, orientations, mandatory meetings). Failure to do so may result in a delayed start into Clinical Internship or disciplinary action. Student Conduct Standards and Disciplinary Procedures are available in the Student Handbook.

Student Grievance
Daoist Traditions encourages open and honest communication if disagreements arise between students, faculty, and administration. We are committed to the belief that through informed discussion, most matters can be resolved. The college has adopted a procedure for grievances when a student feels their rights have been abridged. See the Student Handbook for the full policy.

Harassment
Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex discrimination in education. Daoist Traditions is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, religion, sex, age, national origin, disability, veteran’s status, sexual orientation, political affiliation, or any other legally protected status not listed herein is strictly forbidden and will not be tolerated. This policy applies to all members of the Daoist Traditions community, including students, employees, visitors, and independent contractors, and others who conduct business with the College or on College property. Members of the Daoist Traditions community have a responsibility to adhere to College policies and local, state and federal law, both on campus and off campus.

Any faculty member, administrator, employee, or student who engages in such conduct will be disciplined up to and including dismissal. Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, student, or other person who is participating in, observing, or otherwise engaged in the activities of Daoist Traditions) to the attention of his/her immediate supervisor or instructor so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted.

The Title IX Coordinator has been designated to carry out the college’s efforts to comply with this policy and may be contacted if you are not comfortable bringing the complaint to the immediate supervisor or instructor. Any student or employee who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct is urged to report the matter. Individuals who witness or learn of another person
becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct are also urged to report the matter. Specific policies and procedures can be found in the Student Handbook and the annual Campus Security Report.

**Alcohol and Other Drug (AOD) Abuse Prevention**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, Daoist Traditions College has established an Alcohol and Other Drug (AOD) Abuse Prevention Program for students and employees. The college is committed to maintaining a safe and healthy school and workplace, free from the influence of alcohol and illegal drugs. Accordingly, the College will not tolerate any drug or alcohol use that endangers the health and well-being of its students, faculty, and staff or threatens its patients or visitors. The AOD Abuse Prevention Program provides students and employees with a list of drug and alcohol counseling programs available in the Asheville area. The College conducts biennial reviews of the AOD Abuse Prevention Program.

All members of the college community are responsible for knowing about and complying with the provisions of North Carolina laws that make it a crime to possess, sell, deliver, or manufacture those drugs designated as “controlled substances” by NC General Statutes. NC General Statute 18-302, makes it a criminal offense to aid, abet, sell or give alcoholic beverages to anyone under the age of 21. Any member of the college community who violates the law will face disciplinary action, which may include dismissal from the college. Violating the law may also result in criminal prosecution.

**Campus Security**

Daoist Traditions is committed to the maintenance of a safe and secure facility. The safety of our students, faculty, and staff is very important to us. The Administrative Team shares the responsibility for crime prevention education, reporting of and response to criminal activity, and the safety and welfare of the campus community. The College has designated Campus Security Authorities to assist in the event of a crime or emergency. Since crime awareness and campus security depend largely on personal responsibility and concern for others, crime prevention efforts must be assumed by all members of the college community. All students, faculty and staff are signed up for the emergency text message service upon enrollment or the start of employment, unless they opt out of notifications. The Annual Security and Safety Report is distributed to all current students, faculty, and employees in the fall semester. Copies are available upon request. The complete campus security policy including timely warnings and alerts is available in the Student Handbook.

**Privacy of Student Records**

Daoist Traditions complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of students. 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 College receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) 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. Pursuant to college policy, student files are purged within 30 days of the student leaving the program, ie: graduation, withdrawal, or dismissal.

2. The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask for an amendment to a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly
identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and will be advised of his or her 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - school officials with legitimate educational interest;
   - other schools to which a student is transferring;
   - specified officials for audit or evaluation purposes;
   - appropriate parties in connection with financial aid to a student;
   - organizations conducting certain studies for or on behalf of the school;
   - accrediting organizations;
   - to comply with a judicial order or lawfully issued subpoena;
   - appropriate officials in cases of health and safety emergencies.

Daoist Traditions College’s Privacy Policy allows only the DT community (current students, staff, and faculty) to access the following information for official College-related use: current and permanent addresses, telephone listings, e-mail addresses, photograph directory, class schedules, and class rosters.

FERPA also permits disclosure of directory information without consent unless the student has filed a Directory Restriction form with the Registrar. Directory information at Daoist Traditions includes: student’s name, date and place of birth, enrollment status, program of study, dates of attendance, degrees and awards received (including scholarships), participation in officially recognized activities, most recent educational institution previously attended by the student; and photographs, video, or images of the individual or campus scenes including the individual in College publications, promotional materials, or on the website. If a restriction is applied, the College cannot confirm enrollment/graduation to any outside party including clinic patients, potential employers, verification for housing etc. A student may also file an Authorization for Release of Information form if he/she wishes to release confidential information to a parent, spouse, etc.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Daoist Traditions to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-460.

Copyright Policy
Daoist Traditions expects all members of the College community to adhere to the provisions of the United States Copyright Law and the Digital Millennium Copyright Act. The College’s policy statements and guidelines apply to anyone who wishes to reproduce, alter, or perform works that are protected by copyright. Members of the college community who willfully disregard the copyright policy do so at their own risk and assume all liability. Failure to comply with any of the provisions will result in disciplinary action as provided for under the disciplinary policies and procedures. The full copyright policy can be found in the Student Handbook.
Student Services

Student support services include providing guidance and information in person, on the telephone, and online. Additionally, we communicate with students via email, student mailboxes, U.S. mail, and through postings on campus. Students are required to check for college emails daily. Each enrolled student receives a Student Handbook detailing college policies and procedures.

Orientations and Meetings
All new students must attend a New Student Orientation session. Orientation packets provide students with the Student ID card, College publications, and current policies and procedures. Each semester, orientation is scheduled for the Friday prior to the start of classes. These all-school meetings are an opportunity to communicate college updates to the larger community. Attendance is mandatory for all students. Makeup sessions will be scheduled for students who are absent from orientations/mandatory meetings and fees will apply.

Each semester the college holds President’s Receptions to foster open lines of communication between the student body and the administration. Students are encouraged to attend to voice suggestions, concerns, and success that could benefit the whole of the student body.

Health Services
The Daoist Traditions College Acupuncture Clinic is a place for both student education and quality healthcare. Students are encouraged to receive acupuncture to stay healthy and to help ease the stress of studying. Enrolled students receive discounted healthcare services at the clinic.

Tutoring
Peer Tutoring is a free service which provides one-on-one assistance and encouragement for students having difficulties in specific courses. Peer tutors are advanced students who have achieved success in their courses. Private tutoring with faculty members is available upon request. See fee schedule for current tutoring fees.

Accommodations
Daoist Traditions will make reasonable accommodations for qualified individuals under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973 and for members’ sincerely held religious beliefs or practices, unless doing so would result in an undue hardship, safety, and/or health risk. Students should not approach individual faculty members with accommodation requests. Faculty members are not required to make changes to classes until an accommodation has been approved by the Administration.

Americans with Disabilities Act (ADA) and/or Section 504: Individuals who believe that they qualify for accommodations must make the request in writing to the Vice President by using the Accommodation Request for Disability form. If a student knows of an accommodation need in advance, the request should be made at least 3 weeks before the start of the semester to allow time for the approval process and any adjustments. In some cases, it may be helpful for a student to attend the first week of classes to evaluate the classroom environment and determine the possible adjustments before making a specific request. Other requests for accommodations should be made as soon as the issue is identified. Requests will be considered on a case-by-case basis and may involve consultation with outside parties, such as a Vocational Rehabilitation or medical professionals.

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. While Daoist Traditions will make every effort to work with
students to accommodate their disability-related needs, it is important to note the program is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program, nor that would entail an undue administrative or financial burden to the college.

Religious Accommodations: Students are encouraged to review the academic calendar and course syllabi at the start of each semester to determine if there are dates that conflict with religious observances. Students requesting absence from class, excuse from an exam day, or accommodations with an academic deadline, should submit the Request for Religious Accommodation form before the end of Week 2 of the semester. Late requests for unanticipated conflicts requiring religious observance, such as a death in the family, will be considered.

Requests for religious accommodation may take up to 3 weeks for approval. Requests made after missing a class or assignment will not be considered for religious accommodation. It should be noted that missing a class, exam, or deadline due to travel associated with a particular holiday does not constitute an excused absence.

Student Government Association
The Student Government Association (SGA) works to enhance the student experience at Daoist Traditions and to promote leadership and participation within the student body. The SGA encourages students to work together on an individual basis for support, and problem resolution; provides a structure for feedback in an established forum; and inspires students to take part in policies relating to Chinese Medicine at large. Elections are held annually.

Student Organizations
Activities and organizations that meet the needs of students and focus on academic achievement and career interest are encouraged. Students interested in forming new organizations must complete an Application for Student Organization and be approved by the Vice President. All organizations must follow the guidelines set by the college.

Other Activities and Services
The annual convocations such as Lunar New Year and the graduation ceremony are important mechanisms for celebration, enjoyment, and balance in the students’ schedule. Each spring the administration and clinical faculty host dinner receptions for students entering the third and fourth years to honor the milestones in the Clinical Internship.

Career Opportunities and Gainful Employment
As an Chinese Medicine practitioner, you can create a financially supportive career with a flexible work schedule that is rewarding on many levels. Practitioners are able to spend time developing a collaborative relationship with patients, assisting them in maintaining their health and promoting a consciousness of wellness.

The settings in which you can work include individual and group acupuncture practices; shared practices with physicians, chiropractors, or other health professionals; affiliations with drug detoxification programs, hospitals, or integrated health clinics. Other career options include teaching, translating, publishing, research, or working with an herb or acupuncture supply company.

Acupuncture and Chinese Herbal Medicine is one of the most requested forms of treatment in the fast-growing field of complementary and alternative medicine and holds promise as one of the key modalities to be used in current and future integrative medical settings. The success of Chinese
medicine today is attributable to its treatment efficacy, remarkable safety record, cost-effectiveness, and significant public demand. With the increasing public interest in safe and effective alternative means of health care and substantial flexibility in practice opportunities, acupuncture offers an outstanding career option.

There are currently approximately 30,000 Licensed Acupuncturists in the United States. Forty-four states and the District of Columbia have recognized AOM. In most states, acupuncturists may operate a practice independently, while some states require that an acupuncturist work under supervision.

An acupuncturist’s salary is based on several factors including years of experience, location, type of facility, level of education, and work schedule. Other factors affecting income are the ability of the practitioner to relate well to patients, professional demeanor, and marketing savvy. A recent estimate of the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) indicates that the median annual income of a licensed acupuncturist is $52,000, with some practitioners reporting income exceeding $100,000.

Most of our graduates establish private practices or join existing acupuncture or multi-modality clinics. The College is often contacted by practitioners looking to hire new graduates or by offices with space for rent. Information about Gainful Employment can be found on the College website.

For more information about a career in Acupuncture and Chinese Medicine, visit the O*Net Website sponsored by the Department of Labor at www.onetonline.org.
Leaving the College

Leave of Absence
A maximum one-year leave of absence may be granted at the discretion of the administration. Due to the cyclical nature of course offerings, a leave of absence will extend the length of the program. A leave of absence requires serious consideration and is only granted in extreme circumstances. Written request must be submitted to the Academic Dean who will meet with the student to discuss their options. A student’s financial account must be clear before a leave of absence will be approved.

A returning student must notify the Academic Dean in writing at least three months prior to their return. If on a leave of longer than 18 weeks, students are required to retake comprehensive exams before re-entering the program. Repeat of Clinical Skills exams is also required prior to re-entering Clinical Internship. A student who is granted a leave of absence must meet all requirements that are in effect at the time of re-admission regardless of original enrollment agreements. A student who has been on leave for longer than one year must re-apply to the program. Students who take a leave while on Academic Warning or Academic Probation will re-enter the program in the same SAP status.

For Financial Aid Students: For financial aid purposes, you may request leave of absence in accordance with federal regulations for no more than 180 days within a 12 month period. Daoist Traditions may allow a leave of absence up to a full academic year. However, it will not count as an Approved Leave of Absence for financial aid purposes.

If you take a leave of absence, loan exit counseling must be completed and any upcoming disbursements will be cancelled. As long as you return within 180 days, repayment will not be required. If you do not return prior to the end of the 180 days your 6 month grace period will have elapsed and repayment of the loans will begin. The grace period begins at the point you stop attending. In addition, if financial aid is received in the term that the leave of absence begins, regulations require the College to determine if repayment is needed for part or all of the financial aid received. At the point that you return to Daoist Traditions, you must contact the Financial Aid Office to reactivate financial aid and repeat Loan Entrance Counseling.

Change in Class Status
Whenever a student changes classes, such as returning from a leave of absence, the student assumes the same rights, responsibilities, and requirements, including tuition and fees, as those pertaining to the student’s new classmates regardless of original enrollment agreements. Students must enroll in a Qi Gong course each semester, regardless of the number of previously completed sections. Internship students must be enrolled in Clinical Internship and Clinical Case Review during each semester.

Program Withdrawal
The Daoist Traditions College Withdrawal and Refund Policies are established to provide fair and equitable treatment for the student and the College. Students must consider the financial implications of withdrawing before the end of a semester. Proper withdrawal will ensure a tuition refund if the withdrawal is within the tuition refund period.

Official Withdrawal: Students begin the process of an official withdrawal by contacting the Academic Dean. The official withdrawal date is the date that a College Withdrawal form is completed and received in the Administrative Office. The last date of class attendance will be used in calculations for the return of federal funds. Students who withdraw from the program receive a grade of Withdrawal Pass (WP) or Withdrawal Fail (WF) based on the course average at the time of withdrawal. A “WF” grade counts as an “F” when calculating the GPA and other academic requirements.
Unofficial Withdrawal: An “unofficial” withdrawal occurs when a student ceases attending all classes without completing the official withdrawal process. The college can reasonably determine that a student has unofficially withdrawn when he/she:

1. Informs a member of the administrative staff of intent to withdraw but does not complete the Program Withdrawal and Leave of Absence form as instructed, and/or
2. Discontinues attendance of all classes for two or more consecutive weeks.

The college will make reasonable efforts to contact the student and proceed with the official withdrawal process. If those efforts fail, the Registrar will complete the necessary documentation, noting as much information as is known. The unofficial withdrawal date will be the date that the student notified the college of their intent to withdraw (verbal or written) or the last date of attendance.

Tuition Refunds
"Refund" is the return of aid to the same source from which it came. Charges for fees, books, and supplies are non-refundable. Daoist Traditions follows the North Carolina state refund policy for all students. Funds from Federal Aid, Veterans Benefits, or Vocational Rehabilitation are also subject to return of funds policies for those programs. For any student who withdraws from the college, the refund policy will apply as follows:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class(es) in which the student is officially registered, fail to “make” due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from all classes prior to the official 10% point of the semester.
3. No refunds will be made after the 10% point of the semester.

The College’s refund policy and Return of Title IV Funds procedures are independent of one another. Daoist Traditions utilizes a Tuition Refund Escrow Account to ensure students who withdraw will be able to have a tuition refund based on the Refund Policy and the Return of Federal Funds policy.

Return of Title IV (Federal Aid) Funds
Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Students must consider the financial implications of withdrawing before the end of a semester. If a student withdraws from the College or changes enrollment status before the end of the semester, financial aid may be adjusted based on the percentage of the semester that has been completed. The return of funds calculation may require the College to return a portion of federal funds and the student may also be required to return funds based on the calculation. If the College must return a portion of financial aid funds, and the removal of those funds from the student account creates a balance due, the student will be responsible for this balance to the College.

The return of federal funds is based on the percentage of time the student enrolled in classes during that semester. If a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of a semester, Daoist Traditions will return any federal funds disbursed and not earned by the student to the lender. The return of funds to the Federal government will be in the following order: Unsubsidized Stafford loans first, followed by Subsidized Stafford loans, and then Graduate PLUS loans. The return of federal funds will be calculated as follows:

To determine the earned percentage, the total number of days before the withdrawal (days student attended) is divided by the total number of days in the term. \[\text{earned percentage attendance} = \frac{\text{days attended}}{\text{total possible days in term}} \times 100\] (Any break of five days or more is not counted as part of the days in the term.) This earned percentage is subtracted from 100 which gives the unearned percentage. \[100\% - \% \text{ of earned attendance} = \% \text{ of unearned time of the term}\] The unearned percentage is then
multiplied by the total amount of fund disbursal from federal assistance to determine that amount of funds that need to be returned to the Federal Government.

Graduation Requirements
Completion of the full-time MAOM program takes four (4) years. The program must be completed within six (6) years. To qualify for graduation, students must successfully complete all courses and other academic requirements for the program. In addition, students must fulfill all responsibilities to the college, including payment of all tuition, fees, and balances at the College Clinic. A graduation fee applies to all students in their final semester, whether or not they plan to attend the graduation ceremony. Students in their final semester are permitted to participate at the annual graduation ceremony with their cohort if they have completed all didactic work by the end of the spring semester and are scheduled to finish their clinical requirements prior to June 30th. Graduation requirements may change over time in response to new national accreditation standards, state regulations, and other factors. The Master of Acupuncture and Oriental Medicine (MAOM) degree is awarded at an annual graduation ceremony.

Certification and Licensing
National Certification: Graduates of the Master of Acupuncture and Oriental Medicine program are eligible for the certification examinations given by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Students must complete a minimum number of hours, comprehensive review courses, and comprehensive exams in order to be approved for these examinations. We highly recommend that all graduates maintain NCCAOM certification as it is a requirement for receiving and maintaining licensure in many other states. It is a considerable professional achievement to earn the designation “Diplomate (NCCAOM).” Daoist Traditions cannot guarantee results on certification exams. The NCCAOM may not certify individuals who have been convicted of a felony or certain misdemeanors related to the practice of a health related profession.

State Licensure: You must complete the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification exams to qualify for licensure in the state of North Carolina. For information about North Carolina licensing requirements, contact the NC Acupuncture Licensing Board at PO Box 10686, Raleigh, NC 27605; 919-821-3008; 919-400-4273(fax); executivedirector@ncalb.com; www.ncalb.com.

Individual states in the U.S. regulate licensure to practice acupuncture and herbal medicine. Daoist Traditions makes good faith efforts to assist graduates with licensure in other states but cannot guarantee eligibility or results on state licensing examinations. A degree from the College is not a license to practice. Individual state acupuncture licensing or medical boards should be contacted for information about licensure requirements in other states. Visit www.nccaom.org/regulatory-affairs.
Our faculty is comprised of experienced practitioners who share the desire to carry out the mission of the college and to help each student excel.

Faculty

Faculty members are noted for the Master of Acupuncture and Oriental Medicine (MAOM) program, Certificate in Chinese Herbal Medicine (CCHM) program, Doctorate of Acupuncture and Herbal Medicine (DAHM) program, and Clinical Internship (CI). Faculty noted for the DAHM have been vetted using the Boyer model of scholarship.

Leanne Apfelbeck, D.C., M.S., has been involved in education for over 25 years covering topics in biology, massage therapy, sports medicine, and Chiropractic Medicine. Dr. Apfelbeck began her Chiropractic career after graduating from the National College of Chiropractic in Lombard, Illinois in 1988. During that time, she maintained a private practice, taught in the Lincoln Post Graduate Department of Chiropractic, and was also on the faculty at the National University of Health Sciences. Dr. Apfelbeck earned a master’s degree in Athletic Training from Rocky Mountain University of Health Professions in Provo, Utah where she published a paper in The Journal of Chiropractic Medicine. Currently, Dr. Apfelbeck has a private practice in Asheville, North Carolina, and is also an Adjunct Associate Professor of Biology at the University of North Carolina Asheville. MAOM, DAHM

Patricia Bernarding, M.Ed., A.A.S in Business Administration, CMT, has been involved in the field of adult education for twenty-five years. She obtained her master’s degree in Education from Edinboro University in Pennsylvania. Ms. Bernarding has worked in the public school system and proprietary colleges both as an educator and administrator. She has continued her graduate studies in English and Teaching English as a Second Language at Western Carolina University. In 2003, she received her associate degree in Business Administration from South College-Asheville. MAOM

Simon Becker, M.Ac., studied Chinese Medicine in the US and practiced for many years in China. He is the author of the "A Handbook of Chinese Hematology", "The Treatment of Cardiovascular Diseases with Chinese Medicine", and "Correcting the Errors in the Forest of Medicine". Presently Mr. Becker is working as a TCM-Expert at Lian Chinhaerb AG and as a teacher in Switzerland and abroad. He was the President of the Swiss Professional Association (SBO-TCM) from 2003 to 2011. Mr. Becker is principal of Chiway Academy of Asian medicine in Winterthur, Switzerland. He has practiced and is deputy head of the Department of Chinese Medicine of the Lake Hospital Horgen, Switzerland. He specializes in Chinese medicine in pediatrics and for support of cancer patients. MAOM, DAHM

Julie Burke, L.Ac., Dipl. O.M. (NCCAOM), LMBT, has served the Asheville community as a well-respected healer for the past ten years. She began her path with a degree in Anthropology in 1996 from the University of Tennessee in Chattanooga, focusing on ethnobotany, shamanism, and Native American studies. She studied massage therapy at the North Carolina School of Natural Healing in 2000. Two years later, Ms. Burke took her practice deeper by studying Reiki and Energy healing with Daisy Conway. In 2008, she graduated from Daoist Traditions College of Chinese Medical Arts and opened her practice, Deep Alchemy Acupuncture. In 2012, she became a Reiki Master and is now certified to teach others. Ms. Burke enjoys sharing her clinical and life experiences as she guides and encourages students in their development. MAOM

Mona Dinari, Lic. Ac., Dipl. O.M. (NCCAOM), received her Master’s degree in Traditional Chinese Medicine from Emperor’s College of Oriental Medicine in 2006 and is nationally certified in Oriental medicine. She is a practitioner of Tai Qi and Qi
Gong since 2002. She is a founder of Classical Chinese Medicine Clinic in Los Angeles, CA where she is integrating Chinese philosophy, Tai Qi, Qi Gong, and meditation into her treatments. She has been studying extensively with Jeffrey Yuen since 2002 and has completed an extended Chinese Herbology and Advanced Acupuncture program with Mr. Yuen in New York City. Ms. Dinari also holds a Bachelor’s degree in Computer Science from USC and had a prior seven year career in software engineering. Currently she is focused on continuing her studies in Chinese philosophy and exploring how that unfolds into the wellness aspect of Chinese medicine. **MAOM, DAHM**

**Lori Fendell**, M.Ac., Lic.Ac., P.A., M.P.H., earned her B.S. at the State University of N.Y. at Stony Brook as a Physician Assistant, and spent thirteen years as a P.A. in primary care, gynecology, emergency medicine, health education, AIDS research, and nutritional education. Ms. Fendell also worked at a large Cambodian refugee camp for one year doing medical training and supervising the clinic. This dramatically shifted her perspective on wellness and healing especially after exposure to traditional healing and herbalism. Ms. Fendell was inspired to return to study for her master’s degree in Public Health (International Health) at the University of Hawaii in 1984. She attended and graduated from the Traditional Acupuncture Institute in Columbia, Maryland, and has been in full-time private practice since 1991 in Durham, North Carolina. Ms. Fendell is a guest lecturer at Duke University Medical Center, UNC-Chapel Hill and other university medical centers. **MAOM, DAHM**

**Josh Fox**, L.Ac., earned a bachelor’s degree from the University of Michigan and a Master of Oriental Medicine from Daoist Traditions. Mr. Fox incorporates his passion for Chinese medicine with his extensive knowledge of Western herbs in his work as an experienced guide to local plant food and medicine. Mr. Fox apprenticed with Corey Pine Shane and Joe Hollis and completed programs at the Blue Ridge School of Herbal Medicine in Asheville and the American School of Herbalism in California. He also spent many summers working in herbal first-aid clinics, receiving extensive training over the years from Sevensong and Frank Cook. Mr. Fox is a core faculty member of the Blue Ridge School of Herbal Medicine and a regular plant guide for No Taste Like Home, wild food tours. He frequently offers plant walks, workshops, and retreats while maintaining his private practice, Fox Herbs & Acupuncture, in downtown Asheville. **MAOM, CCHM**

**Mindy Gates**, R.N., L.Ac., received her Bachelor in Nursing Science in 1997 from the University of Mississippi Medical Center School of Nursing. Since that time, Ms. Gates has worked as a registered nurse specializing in obstetrics and gynecology. Her love for acupuncture and Chinese herbal medicine began in 2001 while working as an assistant at the Chinese Acupuncture and Herbology Clinic in Asheville. She earned her Master of Oriental Medicine from Daoist Traditions in 2007. She continues her studies with Jeffrey Yuen and the spirit of the medicine from a Five Element perspective with Lorie Dechar. Ms. Gates has been an advocate for bringing Chinese medicine to a wider audience by working with governments and institutions to establish professional licensing and credentials for acupuncturists. In addition to her work as an RN at Park Ridge Health, she is also the acupuncturist for that facility. She also maintains a private practice, Apotheca Acupuncture, in downtown Asheville. **CL, DAHM**

**Sarah Girard**, L.Ac., began studying Chinese dietary therapy in 1999. After graduating from Jung Tao School of Classical Chinese Medicine in 2005 she opened a private practice in Winston-Salem, NC. She also taught at Forsyth Technical Community College Massage School for four years. In 2009 she completed an extended Chinese Dietary Therapy Program through the Chinatown Wellness Center in New York City with Jeffery Yuen, adding to 300 post-graduate hours with Yuen in Chronic Painful Obstruction (Bi Syndrome); Endocrinology; Cancer; Channel Systems of Acupuncture and Stone Medicine. She is both a clinical instructor and regular presenter at Jung Tao’s Grand Rounds Clinique modules. **MAOM, CCHM, CL**

**Lorraine Harris**, L.Ac., Dipl.O.M.(NCCAOM), received her Master of Traditional Chinese Medicine from Pacific College of Oriental Medicine in 2001. Ms. Harris has specialized in women’s health and fertility during most of her practice in Asheville. She is a charter member of the Clinical Excellence of Fertility Professionals, an international organization of fertility specialists, started by fertility expert, Dr. Randine Lewis. She continues to study with Dr. Lewis and Jeffrey Yuen. Prior to studying Chinese Medicine, Ms. Harris’s other health-related studies included nutrition, exercise physiology and biomedicine. Ms. Harris also holds a master’s degree in business administration and had a prior career in marketing research. **MAOM, CL**

**Jenna Hayworth**, L.Ac., Dipl.O.M.(NCCAOM), is the founder of Tri-Cities Acupuncture & Wellness, where she has practiced Chinese Medicine since graduating from Daoist Traditions in 2009. Ms. Hayworth believes that education is the greatest gift that she can share with her clients, and she often speaks with community groups on the topics of nutrition
and self-care. In addition, she is a frequent guest lecturer for the Mind-Body-Spirit Healing class at East Tennessee State University’s School of Nursing. Close ties to the academic community offer Ms. Hayworth the opportunity to guide and mentor new healthcare practitioners, as well as to cultivate her own knowledge of complementary and holistic medicine concepts. **MAOM**

**Joshua Herr, M.S., L.Ac.,** pursued undergraduate studies at Warren Wilson College with interests in agriculture and natural science. He received his Master of Science in Acupuncture and Certificate in Herbal Medicine from Bastyr University in Seattle, Washington, in 2000. While studying at Bastyr, he managed and expanded the university’s medicinal herb garden, introducing over 80 species of Chinese medicinal plants. Mr. Herr completed this phase of his studies by traveling to Seoul, Korea, to study at Kyung Hee University. From 2000-2004, he provided health services in an integrated healing center in Seattle, WA, working collaboratively with other healthcare professionals. He moved to Asheville, NC in 2004 and became a faculty member at the Atlantic University of Chinese Medicine. In 2006, Mr. Herr joined the staff of the Chinese Acupuncture and Herbology Clinic and faculty at Daoist Traditions. He continues his studies with Jeffrey Yuen. **MAOM**

**Joe Hollis** received his B.A. degree from the University of North Carolina at Chapel Hill in 1965. In 1972, he founded Mountain Gardens as a botanical garden of economic plants, specializing in Eastern North American and East Asian medicinals. Mountain Gardens cultivates several hundred Chinese herbs and incorporates a seed business, retail nursery, and herb shop/pharmacy, filling prescriptions and preparing tinctures and salves from Chinese and native herbs. Since 1980, Mr. Hollis has lectured, consulted, and taught workshops in herb cultivation and processing at Mountain Gardens, community colleges, and conferences. Mountain Gardens continues to pioneer Chinese herb cultivation in America, trialing several hundred species per year of seeds obtained from botanical gardens and research institutions in China and Japan. **MAOM**

**Donna L. Keefe, L.Ac.**, earned her Master of Traditional Oriental Medicine from Pacific College of Oriental Medicine in 1988. She continued post-graduate studies while working in a hospital in Hainan, China in 1993, receiving a Certificate in 'Bi Zheng and Scalp Acupuncture'. She is also certified as a Qi Gong instructor, integrating ancient therapeutic breathing and exercise techniques into her treatments. Ms. Keefe sat on the Board and was past Treasurer of the California Acupuncture Association. She currently teaches in the departments of Oriental Medicine and Clinical Practice at Pacific College of Oriental Medicine in San Diego, CA. She is the Clinical Director of the Acupuncture Center of La Jolla and has been in private practice since 1989. Ms. Keefe is a member of the American Society of Reproductive Medicine and specializes in fertility and other women's health care issues. **MAOM, DAHM**

**Paula Kennedy**, Ed.D., Ma.Ed., B.S., completed her undergraduate and graduate studies at East Carolina University. She received her doctorate in Educational Leadership and Counseling in 2007. She has served for 13 years as Director of Student Services with the School of Nursing, University of North Carolina Wilmington, faculty member of Academic Affairs, College of Arts and Sciences with East Carolina University and now faculty member with Walden University. Her areas of research are Nursing Education, Academic Advising, and Higher Education Administration and Counseling. Ms. Kennedy has served as Ed.D. Faculty with Higher Education Leadership with the Richard W. Riley College of Education & Leadership at Walden University where she chairs research and doctoral studies committees for nursing students completing doctoral studies in Educational Leadership and research. She continues to pursue education in nutritional and integrative health, counseling, research and integrative support for health care professionals. **MAOM**

**Karen Litton**, L.Ac., Dipl.O.M,(NCCAOM), has been in practice at the Chinese Acupuncture and Herbology Clinic since 2008, following her graduation from Daoist Traditions. Prior to studying acupuncture, she worked as a massage therapist for twenty years, specializing in sports injuries. Ms. Litton also holds a degree in social work from Hunter College in New York, where she worked with adults with intellectual and developmental disabilities and their families. As a graduate of Daoist Traditions, Ms. Litton has a deep understanding of the program as a whole and is excited to be able to guide students through their coursework. She actively continues her studies with Jeffrey Yuen. **MAOM**

**Susan Lorentzen, L.Ac.,** has dedicated her life to improving the lives of others. She completed massage therapy training at the Blue Sky Education Foundation in 1994 and received Hatha yoga certification at the Southwest Institute of the Healing Arts in 1997. Ms. Lorentzen earned her Master of Science in Acupuncture and Chinese Medicine from the Midwest College of Oriental Medicine in 2004. From 1993 to 2011 she was in practice in Franklin, WI providing Chinese
medical services and private yoga instruction. Ms. Lorentzen was an instructor at the Milwaukee School of Massage and the Lakeside School of Massage in Milwaukee, WI. **MAOM, CL**

**Mary Cissy Majebé**, O.M.D., L.Ac., D.O.M.(New Mexico), began her educational pursuits with a B.A. in Sociology from the University of New Orleans in 1975. She continued her education at the University of Southern Mississippi where she received an M.S. in Exercise Physiology in 1980. She pursued her Ph.D. at the University of Virginia before deciding to attend the American College of Chinese Medicine, completing her studies in 1985 with a master’s degree in Chinese Medicine. In 1990, she received her O.M.D. degree from the International Institute of Chinese Medicine. In 1985, Dr. Majebé founded the Chinese Acupuncture & Herbology Clinic in Asheville, NC. She was the first chair of the North Carolina Acupuncture Licensing Board and was instrumental in helping to establish the laws governing the practice of acupuncture in North Carolina. Dr. Majebé has continued her studies in China and Korea and has been studying Classical Chinese Medicine with Jeffrey Yuen since 1996. **MAOM, DAHM**

**Junie Norfleet**, M.Ed., L.Ac., earned a Master of Chinese Medicine degree from the International Institute of Chinese Medicine in Santa Fe, N.M. Prior to attending the International Institute of Chinese Medicine, she completed a one-year tutorial in 1996 with Dr. Mary C. Majebé. She has practiced acupuncture at the Chinese Acupuncture and Herbology Clinic in Asheville, NC, since 1999. Before studying acupuncture, she served for ten years as office manager at the Asheville clinic. Ms. Norfleet also holds a bachelor’s degree in Early Childhood Education from the University of North Carolina at Greensboro and a master’s degree in Education from Western Carolina University. She taught in the North Carolina public schools for ten years, as well as at Asheville Country Day School and Asheville-Buncombe Community Technical College. Ms. Norfleet has taught Qi Gong since 2000 and is continuing her studies with Jeffrey Yuen. **MAOM**

**Theresa Oursler**, FNP-C, MSN, is a family nurse practitioner. She graduated from Georgetown University in 1978. She received her master’s degree in nursing from Western Carolina University’s Family Nurse Practitioner Program in 2002. Ms. Oursler has worked in primary care and public health. She is currently employed as a primary care provider at Western Carolina Community Health Services. She has enjoyed mentoring numerous master’s level students since 2002. She is a participant in WNCCHS’ postgraduate residency program for mid-level providers. Ms. Oursler is a founding member of the Asheville Mushroom Club and has taught courses on mushroom identification and cooking with wild mushrooms for more than 30 years.

**Charles Pannell**, L.Ac, earned a BFA in drawing and painting from University of Georgia in 1998 and worked as an Exhibition Preparator at the Georgia Museum of Art, while also exhibiting original watercolor paintings of native plants and landscapes around the Southeast. During this time, he became increasingly interested in body movement arts, eventually focusing on the Chinese Internal Arts and training closely with R. Allen Pittman in martial arts and bodywork. He earned his Master of Oriental Medicine from Daoist Traditions in 2011. Mr. Pannell practices Classical Chinese Medicine at Black Mountain Integrative Care in Black Mountain, NC, with a focus on preventive medicine and teaches community classes in Qi Gong, Taiji, and herbal medicine. He continues to cultivate the integration of nature, art, philosophy, and medicine as a discipline. **MAOM, CL**

**Tracy Peck**, M.Ac., L.Ac., studied acupuncture, bodywork, Taijiquan & Qigong at the Bio-Balance Institute from 1981-1986. He then attended and graduated from the Traditional Acupuncture Institute in Columbia, Maryland in 1990. Mr. Peck co-founded East Gate Healing Arts in Greensboro in 1990 and has had a fulltime acupuncture & Chinese medicine practice there since. He has had a life-long interest in Daoist philosophy, mysticism and Internal Alchemy, all of which sparked his initial interest in Chinese Medicine. Tracy is a certified teacher and healer in several Wudang Pai Qigong forms and in the Emei Linji tradition as well. He is a 26th generation Daoist Initiate in the Longmen (Dragon Gate) Pai and a 15th generation Initiate in the Sanfeng Pai tradition, from Wudang Mountain, under Master Yun Xiang Tseng. He has also been a senior student and Qigong teaching assistant of Master Yong Zhou since 1995 and continues his education in Classical Chinese Medicine with Daoist Priest Jeffrey Yuen. **MAOM, DAHM**

**Evan Rabinowitz**, M.Ac., Dipl.Ac.(NCCAOM), is the program manager of the Chinese Herbs Graduate Certificate program at Maryland University of Integrative Health. He is a former faculty member of the Chinese Herbal Medicine department at the Academy for Five Element Acupuncture in Gainesville, FL. Mr. Rabinowitz holds a master’s degree in Acupuncture and a graduate Certificate in Chinese Herbs from Tai Sophia. He apprenticed with Thea Elijah for several years, after completing his initial training. For the past decade, Mr. Rabinowitz has studied with Jeffrey Yuen, completing graduate certificates in Chinese Herbal Medicine and Advanced Acupuncture. His undergraduate degree is from George
Washington University, where he studied Eastern philosophies and comparative religion. Mr. Rabinowitz is the founder of the Yao Shan Center for Chinese Medicine in Washington, DC. MAOM, DAHM

Kathy Robinson, M.D., graduated from the University of North Carolina School of Medicine in 1989. She did her residency in family medicine at Duke University. She worked in private practices in Cary, NC and Durham, NC then went on to teach in the family medicine residency program at Duke University. In 1998 she moved back to her hometown of Asheville. Since then, she has worked in public health, first at the Buncombe County Health Department and presently at WNC Community Health Services. Dr. Robinson teaches healthcare at local prisons, serves on the Ethics Committee of Mission Hospital, and volunteers at Asheville Buncombe Community Christian Ministry medical clinic. She is a past president of Asheville Toastmasters and loves to read and garden. MAOM, CCHM, DAHM

Connie Ross, M.D., completed her undergraduate work in Chemistry at Furman University in 1981 and received her MD degree at the University of South Carolina in 1985. She completed her residency in 1998 in Family Medicine in the Greenville, SC hospital system. She began a private family medicine practice in 1988. From 1989 to 1998, Dr. Ross worked in emergency medicine. During this time, Dr. Ross coordinated training programs for medical personnel in Advanced Cardiac Life Support and Advanced Pediatric Life Support. She also taught resident physicians in training for family practice. Dr. Ross continues to pursue education by taking courses in nutritional and integrative medical support for health care issues. MAOM, DAHM

Peter Shea, M.S., L.Ac., earned his B.A. in Secondary Education in 1992. He graduated from the American Institute of Massage Therapy in Fort Lauderdale, FL in 1996. He received his M.S. in Oriental Medicine in 2003 from the International Institute of Chinese Medicine in Santa Fe, NM. Mr. Shea ran his own practice in Western NY, specializing in orthopedic conditions, from 2003-2008 before selling his practice and moving to the Blue Ridge Mountains. He has pursued extra training in Qi Gong, Tui Na, Daoist philosophy and Northern Wu Tai Chi and actively explores the relationship between movement arts and spirituality. He continues his studies with Jeffrey Yuen. MAOM, CL

Dov Shoneman, MTCM, Lic. Ac., Dipl. Ac. (NCCAOM), began his Chinese medicine studies in 2000 with a three and a half year apprenticeship with Lesley Tierra, Lic. Ac., and he has been licensed to practice acupuncture in California since 2005. He also completed an apprenticeship with Christopher Hobb’s, Ph.D., in Western herbal medicine, giving him a unique background in both Western and Eastern herbs and treatment. Returning to school, he completed an internship at Zhejiang TCM University in Hangzhou, China, and earned a master’s degree in Traditional Chinese Medicine from Five Branches University in Santa Cruz, CA. Mr. Shoneman has taught at Five Branches University, the American School of Herbalism, the national American Herbalist Guild conference, Lesley and Michael Tierra’s East West correspondence courses, and the Appalachia School of Holistic Herbalism. He has a private practice in West Asheville and continues his training in Chinese medicine and Western herbal traditions. MAOM, CCHM, CL

Josephine K. Spilka, M.S., L.Ac., received her master’s degree in Oriental Medicine from Samra University in Los Angeles in 1994. Ms. Spilka is currently licensed to practice Chinese Medicine in North Carolina, California, and Vermont. Recently, she expanded her love of Chinese medicine to learning Chinese language, living in Taiwan for a year and traveling in China. Ms. Spilka has been studying Classical Chinese medicine with Jeffrey Yuen since 1999. MAOM, CCHM, DAHM, CL

David Treviño, M.Ed., M.S., L.Ac., Dipl. Ac./Dipl.C.H.(NCCAOM), competed his undergraduate work in biomedical science at Texas A&M University in 1986. He continued his education and received his master’s degree in Physical Education in the area of human health and performance from the University of Houston in 1996. Mr. Treviño worked as an exercise physiologist at Havard’s affiliate Mind and Body Medical Institute Cardiac Rehabilitation program in Houston, Texas from 2000-2006. In 2002, he earned his Master of Science Degree in Oriental Medicine from the American College of Acupuncture and Oriental Medicine in Houston, Texas. He joined the staff of the Chinese Acupuncture and Herbology Clinic and the faculty of Daoist Traditions in 2006. In 2011, Mr. Treviño returned to Houston for two years where he was a faculty member at the American College of Acupuncture and Oriental Medicine and an acupuncturist at MD Anderson’s Cancer Center’s Integrative Medicine program and the outpatient pain and rehabilitation clinic at Memorial Hermann Hospital. He relocated back to Asheville in 2013 and resumed his acupuncture practice and his faculty position at Daoist Traditions. MAOM, CCHM, CL
Ann Wolman, L.Ac., Dipl.C.H.(NCCAOM), earned her B.S. in History at the University of Colorado. In 1987, she earned a professional teaching certificate and taught secondary school for five years. She graduated from the Colorado School of Traditional Chinese Medicine in 1996 and began practicing in Denver and Boulder Colorado. She maintained a private practice specializing in Women’s Health Fu Ke (Chinese Medicine OB/GYN) and Tieh Tah (martial arts injury treatment and prevention). After completing an extensive internship with Amelia Greacan in Japanese Acupuncture, she integrated this approach into her practice. She has studied and taught martial arts for twenty-five years. MAOM, CCHM, DAHM, CL

Jeffrey Yuen, Ph.D. (h.c), is an 88th generation Daoist Priest of the Yu Qing Huang Lao Pai (Jade Purity School, Yellow Emperor/ Lao Tzu Sect), ordained by Master Yu Wen, and 26th generation of the Quan Zhen Long Men Pai (Complete Reality School, Dragon Gate Sect), ordained by Master Lu Xin-Xu. Mr. Yuen is recognized internationally to be a Master of Classical Chinese Medicine, Taoism, Tai Ji Chuan, and Qi Gong. Mr. Yuen trained under his adoptive grandfather, the late Daoist Master Yu Wen (1872-1981) of the Yu Qing Huang Lao Pai, a sect from the Shang Qing tradition of Daoism. Having a strong resonance with Daoist teachings, Mr. Yuen studied extensively under Master Yu Wen and was allowed to openly practice and serve the community when he was 16 years old. Mr. Yuen also studied Chinese herbal medicine with Master Gong Song-Liu, a eunuch for the last two emperors of the Qing Dynasty who apprenticed with the Imperial Medical Academy physicians. In the martial arts arena, Mr. Yuen trained under many eminent masters. Among these masters are Leung Shum (Northern Eagle Claw), Lo Ching-Sum (Vietnamese Jing Wu Association), Chan Hai-Fu (White Crane’s Eagle-In-Cotton), Chan Tai Shan (Tibetan Lama Style), Yao Mei-Hua (Yang Style Tai Chi Chuan), Wang Qing Shan (Yang Style Tai Chi Chuan), and Cui Yan (Chen Style Tai Chi Chuan). Mr. Yuen believes that he can contribute to the practice of Chinese medicine by spreading the traditions of Classical Chinese Medicine. In that regards, he continues to teach extensively throughout the United States and abroad. He has been a member of the faculty of Daoist Traditions since 2003. MAOM, DAHM

Weixing Zhao, Lic.Ac., Dipl.C.H.(NCCAOM), graduated in 1983 from Hubei College of Traditional Chinese Medicine in Wuhan City, China, after five years of study. He then became a teacher and Chinese Medical Doctor, working in the schools and teaching hospital for ten years. In 1991, he moved to Tel Aviv, Israel, where for the next six years he was a faculty member and clinic supervisor at the Israeli College of Complementary Medicine. In 2000, he moved to Minnesota where he opened his own private practice. Prior to his arrival at Daoist Traditions, he was a faculty member and Clinical Director at the Atlantic University of Chinese Medicine in Mars Hill, NC, for four years. He joined the faculty of Daoist Traditions in 2006 and maintains a private practice in Asheville. MAOM, CCHM, DAHM
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Course Descriptions

ACUPUNCTURE & CHINESE MEDICINE

CM501 Intro to Chinese Medicine & Qi Gong [1cr/15hrs] This course provides an introduction to history of the development of Chinese Medicine, basic concepts of Chinese Medicine, and the practice of Qi Gong. Topics include yin and yang, qi and blood and the six external, internal and miscellaneous pathogenic factors. Students are introduced to the practice of Qi Gong.

CM502 Medical Chinese [.5cr/7.5hrs] This course provides practical instruction in medical Chinese. The purpose of this course is to develop a deeper understanding of Chinese medicine and culture through language study. Included is the basic pronunciation and how to recognize basic Chinese characters used in Chinese Medicine.

CM503 Chinese Medicine Theory [3cr/45hrs] This course provides an introduction to the theoretical framework of Chinese Medicine. Topics include the Four Great Masters of Chinese Medicine, the history of the major schools of thought in Chinese Medicine, Yin/Yang Theory, Zang-Fu Theory, Five Element theory, Eight Principles, and the four diagnostic methods.

CM504 Meridian Overview [3cr/45hrs] This course provides an overview of the meridian systems. Topics include the pathways of the Primary Meridians, Extra Meridians, Sinew Meridians, Luo Meridians, and the Divergent Meridians. Students also learn the classical language of acupuncture and to differentiate between the five meridian systems.

CM505 Adjunct Techniques [2cr/30hrs] This course provides an introduction to knowledge and skills necessary to perform adjunct techniques of moxibustion, gua sha, and cupping. Emphasis is placed on Clean Needle Technique, safety issues in a clinical setting, rapport, and techniques.

CM506 Chinese Medicine Diagnosis [2cr/30hrs] This course is a study of the four diagnostic methods of Chinese Medicine. Emphasis is placed upon the development of the skills of observation including tongue observation, auscultation and olfaction, inquiry, and palpation. Prerequisite CM503.

CM507 Pulse Diagnosis [1cr/15hrs] This course provides the history of Chinese Medical system of pulse diagnosis and explores the basic pulse qualities and pulse diagnosis techniques. Students will learn how to differentiate pulses based on rate, locations, and depths. Students are also introduced to methods of feeling both static and dynamic pulses.

CM509/601 Point Location 1-2 [2cr/30hrs each] This two-part course provides a comprehensive study of acupuncture points using key anatomical landmarks and proportional body measurements. Topics include locating acupuncture points on the Primary Meridians, Eight Extra channels, and 37 extra acupuncture points. Students learn the location of acupuncture points, proper draping, needle angle, depth, and contraindications. Courses must be taken in order.

CM510/602 Point Energetics 1-2 [3cr/45hrs each] This two-part course provides a comprehensive study of meridians, points and channel progression theory. Emphasis is placed on point groupings, functions, indications, contraindications, and cautions. Courses must be taken in order.

CM511/617 Five Elements 1-2 [1cr/15hrs each] These courses provide a comprehensive study of Five Element theory. Topics include the classical foundations of the 5 transformations, 5 Phases and correspondences, Energetics of Elemental Points, Japanese Hara Diagnosis, and the laws and cycles of the 5 elements. In part 2, focus is on diagnostics and treatment methods related to Korean 4 Needle Technique, Mu-Shu Treatments, Akabane, and Entry-Exit Points. Concepts from the Worsley tradition are also introduced. Courses must be taken in order.

CM521 Introduction to Healing [.4cr/6hrs] In this class, Master Jeffrey Yuen will initiate students’ inquiry into the age old question “What is healing”? Since the answer to that question is inseparable from one’s world view and life experience, this class will examine how personal beliefs and culture inform our understanding of the terms health, sickness, and healing. This class will introduce students to the varied ways doctors, anthropologists, scientists, psychologists, environmentalists, and religious leaders from time immemorial have approached this question and the definition of these terms. This class will also address the definition of health, sickness, and healing from the prospective of Classical Chinese medicine. Students will be encouraged to continue to reflect on their personal
understanding of health, sickness, and healing, as they develop a professional understanding of these terms as health practitioners.

**CM522 Cultivation and Chinese Medicine 1-4 [.8cr/12hrs each]** This is a series of classes, which continue throughout the entire course of study. Students will learn a variety of techniques and methods for self-cultivation. These techniques will be taught from the Daoist perspective and will include practices that restore the balance of life by harmonizing emotions and physical body with the rhythms of nature. Included in these classes will be the history of particular techniques, demonstrations and practice. The techniques taught will include Tai Chi Chuan, Qi Gong, Daoist meditation, Dao Yin, 6 Healing Sounds, Eight Immortals, and Tai Yu Shen Gong.

**CM523/526/528/622/624/626/722/724/822/824/826 Special Topics 1-12 [.4cr/6hrs each]** This is a series of courses in which students will seek deeper understandings of Classical Chinese Medicine and how Daoist philosophy informs the practice of Chinese medicine. Senior faculty will focus on the assimilation of theories of Chinese medicine. Special topics will include areas of theory, treatment principles, techniques, communication and self-cultivation.

**CM524/623/723/823 Classics of Chinese Medicine 1-4 [.8cr/12hrs each]** These courses introduce the basic theories of the foundational texts of Chinese Medicine. Discussion includes the Ling Shu, Su Wen, and Nan Jing. Students learn the historical contexts, pathogenesis, diagnosis, treatment strategies, and needling based on the classical writings.

**CM527/625/725/825 Classical Approaches to Contemporary Problems 1-4 [.8cr/12hrs each]** These courses provide insight into the way that modern clinical practice utilizes the five classical channels systems of Chinese Medicine to work with individual health problems. Emphasis is on the examination of actual clinical cases demonstrating how each of the channels systems can address the same problem in a unique way.

**CM604 Tui Na [2cr/30hrs]** This course provides an introduction to the history and development of Tui Na. Students gain the knowledge and skills necessary to perform Tui Na treatment. Emphasis is placed on differential diagnosis, Tui Na techniques and protocols, and rehabilitative Qi Gong exercises to be used in the clinical setting.

**CM605 Needling Techniques [2cr/30hrs]** This course introduces the basic principles of needling techniques as they relate to treatment in a clinical setting. Emphasis is placed on patient position and draping, insertion depth and angle, insertion techniques, basic manipulation techniques and adjunct techniques related to needling. Safety issues and Clean Needle Technique are covered. Prerequisite CM505

**CM606/608 Treatment of Disease 1-2 [3cr/45hrs each]** This two-part course introduces the basic principles of the Chinese Medicine treatment of Western disease diagnoses. Topics include etiology, pathogenesis, acupuncture, and herbal treatment strategies for the most common clinical presentations of disease. Prerequisite CM503, 506. Courses must be taken in order.

**CM609 Microsystems & Techniques [2cr/30hrs]** This course provides an introduction to the knowledge and skills necessary to perform auricular, electro-acupuncture, and scalp acupuncture. Emphasis is placed on the development of therapeutic techniques and treatment strategies. Prerequisite CM601, 602, 605

**CM610 Clinical Preparation [2cr/30hrs]** This course is designed to prepare students to enter Clinical Internship. Students practice interviewing patients using the 10 questions, palpation, listening, observing, determining a diagnosis and developing a corresponding treatment plan. Students will be introduced to the requirements for working in the College Clinic, HIPAA and OSHA regulations, SOAP note-taking, clinical safety protocols, including CNT, and the ethics of the patient/practitioner relationship. Course includes CPR and First Aid training. Prerequisite CM503, 507, 606, 613

**CM612 Eight Extraordinary Meridians [2cr/30hrs]** This course introduces theory and clinical application of the eight extra channels. Meridian pathways and historical perspective are covered. Students learn how to diagnose Eight Extra channel issues and provide treatment. Prerequisite CM504, 601, 602

**CM613 Differentiation of Syndromes [2cr/30hrs]** This course introduces the major systems of syndrome differentiation in the clinical practice of Chinese Medicine. These include differentiation according to Zang Fu theory, Shang Han Lun (the six stages of cold), Wen Bing (4 levels of warm diseases), and San Jiao theory. Prerequisite CM503
CM618 Advanced Needling Techniques [2cr/30hrs] In this course, students deepen their needling skills. Emphasis is placed on techniques that promote the arrival and transmission of Qi, and various reinforcing and reducing techniques. Students hone needling skills in preparation for entering clinic. Prerequisite CM605.

CM703 Acupuncture Comprehensive Review [3cr/45hrs] This class is designed to prepare students for the NCCAOM certification exam. The class reviews information from the five previous semesters. The course will review the four diagnostic methods, point location, point energetics, and Chinese Medicine theories, and treatment of disease. Prerequisite CM601, 602, 608.

CM707 Sinew Meridians [2cr/30hrs] This course is an introduction to the Sinew Channels and the channel pathways according to the 6 Divisions, surface terrain, and their pathology. These secondary vessels will be considered in relation to the conduction of wei qi. Diagnostic methods, ashi (binding) points, and specific needling techniques will be utilized in the treatment various conditions. Prerequisite CM504, 601, 602.

CM711 Divergent Meridians [2cr/30hrs] This course introduces the clinical application of the divergent meridians for the treatment of chronic degenerative diseases. Students will learn how to determine appropriate application of this channel system to Western disease diagnoses. Prerequisite CM504, 601, 602.

CM802 Advanced Pulse Diagnosis [1cr/15hrs] This course is an extensive study of pulse diagnostics, drawing from Classical Chinese medicine. This course will expand upon dynamic moving pulses which were introduced in CM507 Pulse Diagnosis. Students will practice diagnosis based on the assessment of pulse qualities. Prerequisite CM507.

CM805 Gynecology [1.33cr/20hrs] This course provides an overview of the diagnosis and treatment of gynecological and obstetric disorders with acupuncture. Topics include women’s physiology and pathology from a Chinese Medicine perspective. Contraindications and conditions that require referral will be covered. Co-requisite HM806.

CM806 Pediatrics [.67cr/10hrs] This course provides an overview of the diagnosis and treatment of commonly seen pediatric disorders. Contraindications and conditions that require referral will be covered. Treatment strategies for working with children and patient/family communication will also be discussed. Co-requisite HM808.

CM811 Longitudinal Luo [2cr/30hrs] This course is an introduction to the secondary vessels of the Luo Vessels. The course will examine the relationship between Luo Vessels and other channel systems. Students learn treatment protocols and needling techniques used for these systems. Prerequisite CM504, 601, 602.

CULTIVATION PRACTICE

CP501/ 504/ 601/ 604/ 701/ 704/801/ 804 Qi Gong 1-8 [.4cr/12hrs each] These courses provide the knowledge and skills necessary to perform qi gong. Emphasis is placed on the practice and appreciation of Tai Yu Shen Gong.

HERBAL MEDICINE

HM501 Introduction to Herb Cultivation [1cr/15hrs] This course is designed to familiarize students with the basic principles of site analysis, soil preparation, and propagation, by seed and division, of medicinal plants. Students gain hands-on practice in the herbal gardens on campus. Maintenance of plants and information on special requirements for plant care are covered.

HM502/503/601/602 Herbal Medicine 1-4 [4cr/60hrs each] This series of courses provides a total of 240 hours of comprehensive study of Chinese Herbal Medicine. Topics include history, theory, and the classifications and medical properties of Chinese herbs. Students also learn the history, pattern discrimination, actions and indications of major classical formulas.

HM701 Patent Medicines [2cr/30hrs] This course is a study of patented Chinese herbal medicines. Students learn the actions, indications, dosage, and contraindications of patent medicines. Topics include proper dosage, manufacturers, and dispensary operations. Prerequisites HM601, 602.
HM703 Chinese Medicine Food Therapy [3cr/45hrs] This course introduces the basic principles of food therapy as they relate to Chinese Medicine practice. Topics include Materia Medica of foods and their categorization with regard to temperature, taste and function as well as the implementation of dietary advice for various diseases and pattern differentiations. Prerequisite CM503.

HM705 Botany [1cr/15hrs] This course provides an introduction to the botany and the study of western (non-Chinese) medicinal herbs. Topics include plant classification and identification, history of herbal medicine and important western herbs. Students learn to identify major medicinal plant families, understand the paradigms diverse cultures have used to account for the efficacy of plants and describe the properties of important western medicinal herbs.

HM706 Essential Oils [2cr/30hrs] This course provides an introduction to basic uses and properties of essential oils and their place in Chinese Medicine. Topics include essential oils Materia Medica, applications, dosage, storage, and safety of essential oils in the treatment of various conditions.

HM801 Herbal Preparations [3cr/45hrs] This course provides an introduction to the knowledge and skills necessary to create medicinal preparations from raw herbs. Topics include herb processing (pao zhi), tinctures, pills and other internal medicines, liniments, salves and other topical preparations. Students practice preparing the most commonly used medicinal formats from raw herbs.

HM802 Herbal Comprehensive Review [3cr/45hrs] This course provides a comprehensive study of the Chinese Materia Medica and classical prescriptions. Emphasis is placed on synthesizing knowledge of herbs and formulas. Prerequisites HM 602, 701.

HM805 Field Botany [1cr/15hrs] This course explores the local, vascular plants of Western North Carolina. Students will be provided an opportunity to get outside, walk and examine closely the plants commonly grown at various local locations. The basic principles and methods of plant taxonomy will be covered, including identification, classification and history of herbal medicine. Students will learn to identify major medicinal plant families.

HM806 Herbal Medicine for Gynecology [.67cr/10hrs] This course is an adjunct to the Gynecology course. It covers herbal strategies for the treatment of various gynecological and obstetric conditions. Proper dosaging and contraindications are included. Co-requisite CM805

HM808 Herbal Medicine for Pediatrics [.33cr/5hrs] This course is an adjunct to the Pediatrics course. It covers herbal strategies for commonly seen pediatric conditions. Proper administration, dosaging for infants and children, and contraindications are included. Co-requisite CM806

BIOMEDICINE

WM501 Anatomy [3cr/45hrs] This course introduces the basic principles of biological concepts as they relate to musculoskeletal anatomy. Topics include anatomical nomenclature, anatomical landmarks, skeletal and muscular physiology.

WM502 Physiology [4cr/60hrs] This course provides a continuation of Anatomy. Topics include anatomy and physiology of the nervous system, cardiovascular system, special senses, endocrine system, urinary system, immune system, fluid and electrolytes, reproductive and integumentary system.

WM503 Surface Anatomy [1cr/15hrs] This course covers the external landmarks of the human muscular-skeletal system that guide the location of acupuncture points. This course provides an important foundation for all subsequent acupuncture point location and needling courses. Students learn through hands-on practice.

WM601 Physical Examination Techniques [3cr/45hrs] This course provides the knowledge and skills necessary to perform a physical examination from a Western medical standpoint. Topics include approaching the patient, obtaining a biomedical history, differentiating normal from abnormal findings, and correctly using tools and exam techniques. Prerequisite WM501, 503

WM631 Metabolism of Pharmaceuticals [1cr/15hrs]
This course will provide an in-depth analysis of the biochemical and physiological effects of classes of commonly used pharmaceuticals on the body. It will explore how these classes of drugs are absorbed, distributed, metabolized, and eliminated from the body. There will also be a focus on the western use of these common classes of pharmaceuticals and their cautions and contraindications. This course also provides information on potential interaction effects between and among herbal medications, supplements, and common classes of pharmaceuticals. Prerequisite WM502

WM702/704/803 Pathology & Pharmacology 1-3 [3cr/45hrs each] This series of courses provides an introduction to the study of allopathic pathology, terminology, and pharmacology. Muscular/skeletal, neurological, respiratory, gastrointestinal and renal, and cardiovascular systems are discussed. Autoimmune illnesses, hematology, and oncology, EENT conditions, and mental and emotional disorders are also covered. Prerequisite WM501, 502

WM 807 Pathology & Pharmacology 4 [2cr/30hrs] This course provides an overview of mental and emotional disorders from a Western Medical standpoint. Emphasis is placed on recognition of psychiatric disease states and Western treatment modalities, including pharmacotherapy. Students also learn key factors indicating referral for Western medical care and psychiatric emergencies. Prerequisite WM702, 704, 803

WM703 Research and Statistics [2cr/30hrs] This course introduces the basic principles of the research model. Emphasis is placed on utilization of Western medical data bases and research pertaining to Western medical studies on acupuncture. Upon completion, students should be able to formulate research protocols and communicate effectively with Western medical practitioners regarding acupuncture.

WM705 Lab Evaluation [2cr/30hrs] This course provides an overview of laboratory tests and diagnostic procedures in Western medicine. Topics include commonly used tests related to the hematological, renal, endocrine, cardiovascular and gastrointestinal systems, as well as infectious diseases, hormones, and toxicology. Prerequisite WM501, 502

WM801 Bio Medical Comprehensive Review [3cr/45hrs] This course is a comprehensive review of information learned in previous Western Medicine courses. Emphasis is on integration by system of anatomy/physiology, physical examination, pathology, pharmacology, and diagnostic testing. Prerequisite WM501/502/503/601/631/702/704/803

WM804 Orthopedic Essentials [2cr/30hrs] This orthopedics course is an in-depth analysis of injuries and diseases from an allopathic perspective. Students learn how to communicate effectively with patients and Western physicians regarding orthopedic conditions. Conditions covered include carpal tunnel syndrome, fibromyalgia, gout, osteoarthritis, rheumatoid arthritis, tendinitis, bursitis, plantar fasciitis, and nerve entrapments. Students will be able to perform basic orthopedic evaluation techniques and discern conditions for referral. Prerequisite WM501, 503

WM805/806/808 Western Nutrition 1-3 [.67cr/10hrs] This three part course is a study of nutrition from a Western medicine perspective. Emphasis is placed on the digestive system, nutritional supplements, diet, and disorders associated with nutritional deficiencies. Students learn to recognize nutritional deficiencies and make appropriate recommendations regarding optimization of nutritional supplements and dietary regimens. Prerequisite WM502

COMPLEMENTARY STUDIES

CS501 Library & Research Skills [.5cr/7.5hrs] This course provides an overview of knowledge necessary to enhance student academic skills. Topics include library skills, research techniques, and APA standards for writing research papers. Students receive library orientation at the DT library and the University of NC Asheville Ramsey Library.

CS502 Professional Communication [.5cr/7.5hrs] This professional communication course is based on the principles of Nonviolent Communication (NVC) and focuses on its four components: observation, expressing feelings, determining needs, and making requests. Students will practice these four skills in situations representing the types of communication demands they are likely to face in the course of their program and in practice.

CS701 Practice Management 1 [2cr/30hrs] This course provides an overview of the basic knowledge and skills necessary to function in an Acupuncture and CM practice. Emphasis is placed on working in the group practice setting including marketing, record-keeping, ethics, and HIPPA and OSHA compliance.
CS601 Communication & Medical Ethics [2cr/30hrs] This course examines communication skills and medical ethics for the practitioner. Ethical issues concerning confidentiality, consent and disclosure are explored. Students will be introduced to accessing community resources for advice, guidance, and appropriate referral. Examination and discussion of health and illness, sensitive issues such as domestic violence, substance and sexual abuse are discussed, as well as maintaining professional boundaries, and communication with other healthcare providers.

CS802 Practice Management 2 [1cr/15hrs] This course provides an overview of the basic business knowledge and skills necessary to start a small business or join an existing practice in a Chinese Medicine or collaborative clinic. Topics include business and financial planning, insurance billing, legal responsibilities, and appropriate charting. Prerequisite CS701

CLINICAL TRAINING

OB501/OB503/603/604 Herbal Dispensary 1-4 [2cr/60hrs total] These courses provide an introduction to the Chinese herbal dispensary and emphasizes hands on experience mixing herbal formulas using raw herbs, essential oils, tinctures, and granules. Students will become familiar with the categories of bulk herbs and the most frequently used patent medicines.

OB502/504/601/602 Clinical Observation 1-4 [3cr/90hrs total] In this four-part course, students observe the treatment of patients. Students begin by observing a patient interview and the patient/practitioner relationship in a theatre setting. In Clinical Observation 2 & 3, students observe treatments in the clinic setting and practice skills of tongue observation and pulse palpation. In Clinical Observation 4, students observe patient treatments performed by senior faculty members in a theatre setting. Emphasis is on formulation of a diagnosis and treatment plan. Students begin to learn appropriate charting, record keeping, and Good Manufacturing Practices (GMP).

IN701/702/801/802 Clinical Internship 1-4 [26.7cr/800hrs total] Clinical Internship provides the student with an opportunity to integrate the theoretical and practical aspects of Chinese medicine in a clinical setting. The student is expected to develop and demonstrate proficiency in professional behavior and patient care using acupuncture, herbal medicine, and adjunct techniques. Identifying conditions that warrant patient referral and making recommendations for self-care must be demonstrated. Students must be able to re-evaluate diagnosis and treatment strategies, and modify formulas and treatment. Through their clinical progression, students will incorporate Zang-Fu, Primary Meridians, 8 Extraordinary Meridians, Divergent Meridians, Longitudinal Luo Vessels, and Sinew Channels into treatments. Prerequisite OB602/604, CM605/606/608/610, HM602/WM601. A minimum of 350 patients and minimum 800 total hours must be met in order to complete Internship 6. Students must complete one Clinical Case Review course with each semester of Clinical Internship.

IN701A/702A/801A/802A Clinical Case Review 1-4 [2cr/60hrs total] These courses are designed to address issues or concerns that arise during Clinical Internship and explore cases presented by students. Discussions focus on diagnoses and treatment plan options with regard to meridian systems, the patient-practitioner relationships, referrals, and general patient care issues. Students must complete one Clinical Case Review course each semester he/she is enrolled in Clinical Internship. If additional semesters of internship are completed, additional sections of this course are also required.

Course descriptions for the CCHM and DAHM programs can be found on our website.
New Student Orientation is mandatory for all new students. Each semester begins with an orientation for all new and returning students, the Friday prior to the first day of classes. Attendance at these all-school meetings is mandatory.

Schedules for summer classes and clinic are available in the spring semester. Students have a break before Comprehensive Exams in the spring semester.

Clinical Internship sessions run 42-46 weeks per year and interns have shorter breaks between semesters.

The college reserves the right to make changes to the academic calendar if necessary.
Year 4

Semester 7: Fall 2019

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM805</td>
<td>Gynecology</td>
<td>1.33</td>
<td>20.00</td>
<td>S</td>
</tr>
<tr>
<td>CM821</td>
<td>Cultivation and CM 4 (Sep S)</td>
<td>0.80</td>
<td>12.00</td>
<td>S,F</td>
</tr>
<tr>
<td>CM824</td>
<td>Special Topic in CM 11 (Sep F)</td>
<td>0.40</td>
<td>6.00</td>
<td>S,F</td>
</tr>
<tr>
<td>CM826</td>
<td>Special Topic in CM 12 (Oct F)</td>
<td>0.40</td>
<td>6.00</td>
<td>S,F</td>
</tr>
<tr>
<td>CM823</td>
<td>Classics of CM 4 (Oct S, S)</td>
<td>0.80</td>
<td>12.00</td>
<td>S,F</td>
</tr>
<tr>
<td>HM801</td>
<td>Herbal Preparations</td>
<td>3.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>HM806</td>
<td>Gynecology HM</td>
<td>0.67</td>
<td>10.00</td>
<td>S</td>
</tr>
<tr>
<td>HM805</td>
<td>Field Botany</td>
<td>1.00</td>
<td>15.00</td>
<td>S</td>
</tr>
<tr>
<td>WM803</td>
<td>Pathology &amp; Pharmacology 3</td>
<td>3.00</td>
<td>45.00</td>
<td></td>
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<tr>
<td>WM805</td>
<td>Nutrition 1</td>
<td>0.67</td>
<td>10.00</td>
<td>I</td>
</tr>
<tr>
<td>WM806</td>
<td>Nutrition 2</td>
<td>0.67</td>
<td>10.00</td>
<td>I</td>
</tr>
<tr>
<td>CS802</td>
<td>Practice Management 2</td>
<td>1.00</td>
<td>15.00</td>
<td>S</td>
</tr>
<tr>
<td>CP801</td>
<td>Qi Gong 7</td>
<td>0.40</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>IN801</td>
<td>Internship 3</td>
<td>10.00</td>
<td>150.00</td>
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</tr>
<tr>
<td>IN801A</td>
<td>Clinical Case Review 3</td>
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<td>7.50</td>
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</table>

Semester Total: 24.63 533.00
Cumulative Total: 161.21 2837.50

Semester 8: Spring 2020

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CM703</td>
<td>Acupuncture Comp Review</td>
<td>3.00</td>
<td>45.00</td>
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<tr>
<td>CM806</td>
<td>Pediatrics</td>
<td>0.67</td>
<td>10.00</td>
<td>I</td>
</tr>
<tr>
<td>CM827</td>
<td>Special Topic in CM 13 (Feb F)</td>
<td>0.40</td>
<td>6.00</td>
<td>S,F</td>
</tr>
<tr>
<td>CM825</td>
<td>Class App to Comp Prob 4 (Feb S, S)</td>
<td>0.80</td>
<td>12.00</td>
<td>S,F</td>
</tr>
<tr>
<td>HM802</td>
<td>Herbal Comprehensive Review</td>
<td>3.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>HM808</td>
<td>Pediatric HM</td>
<td>0.33</td>
<td>5.00</td>
<td>I</td>
</tr>
<tr>
<td>WM801</td>
<td>Bio-Medicine Comp Review</td>
<td>3.00</td>
<td>45.00</td>
<td></td>
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<tr>
<td>WM808</td>
<td>Nutrition 3</td>
<td>0.67</td>
<td>10.00</td>
<td>I</td>
</tr>
<tr>
<td>CP804</td>
<td>Qi Gong 8</td>
<td>0.40</td>
<td>12.00</td>
<td></td>
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<tr>
<td>IN802</td>
<td>Internship 4</td>
<td>8.00</td>
<td>120.00</td>
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<tr>
<td>IN802A</td>
<td>Clinical Case Review 4</td>
<td>0.50</td>
<td>15.00</td>
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Semester Total: 20.77 445.00
Cumulative Total: 181.98 3282.50

Total Program Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Credits</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>MAOM: Acupuncture &amp; Chinese Medicine</td>
<td>72.1</td>
<td>1081.5</td>
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<tr>
<td>MAOM: Herbal Medicine</td>
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<tr>
<td>MAOM: Western Medicine</td>
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<td>510.0</td>
</tr>
<tr>
<td>MAOM: Complementary Studies</td>
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<td>90.0</td>
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<tr>
<td>MAOM: Cultivation Practice</td>
<td>3.2</td>
<td>48.0</td>
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<tr>
<td>Total Didactic:</td>
<td>148.3</td>
<td>2272.5</td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Credits</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAOM: Clinical Observation</td>
<td>5.0</td>
<td>75.0</td>
</tr>
<tr>
<td>MAOM: Clinical Internship</td>
<td>28.7</td>
<td>426.0</td>
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<tr>
<td>Total Clinical:</td>
<td>33.7</td>
<td>501.0</td>
</tr>
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</table>

MAOM TOTAL PROGRAM 182.0 3282.5

Notes on Curriculum:
- Semester 1 = 16 weeks; Semesters 2-8 = 15 weeks
- Didactic courses 1cr = 15hrs / Clinical (OB, IN) & Cultivation (CP) courses 1cr = 30hrs
- Clinical Observation and Internship sessions occur additional days per week.
- Classes marked with "I" are courses taught as an Intensive course, usually in consecutive days. Details will be available when the semester is scheduled.
- Classes marked with "S" are Summer classes
- Classes marked with "SF" are classes taught by Senior Faculty
2016 Tuition and Fees - Master of Acupuncture and Oriental Medicine Program

Refer to the website for tuition/fees for other programs, Non-Degree/Certificate Seeking students, and public education classes.

Acceptance Fee (separate from tuition) $500.00
Full-time (at least 19 credits per semester) $8,875.00 per semester/annual charge of $17,750.00
Less than full-time (below 19 credits per semester) $465.00 per credit

Tuition payments are due July 15 for fall and January 10 for spring.

Students repeating courses or enrolling in courses in addition to the full-time semester curriculum for their cohort incur a charge of $465.00 per credit for the extra courses in addition to full-time tuition.

MAOM Program Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic Name Tags</td>
<td>$30.00</td>
<td>semester 1</td>
</tr>
<tr>
<td>Herb Samples</td>
<td>$140.00</td>
<td>semester 1</td>
</tr>
<tr>
<td>Student Government Association Fee</td>
<td>$10.00</td>
<td>per year</td>
</tr>
<tr>
<td>Malpractice Insurance Fee(^1)</td>
<td>$200.00</td>
<td>per year</td>
</tr>
<tr>
<td>Learning Resource and Technology Fee(^2)</td>
<td>$30.00</td>
<td>per year</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$250.00</td>
<td>final semester</td>
</tr>
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</table>

Course Fees

<table>
<thead>
<tr>
<th>Year One</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM505 Adjunct Techniques</td>
<td>$75.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM605 Needling Techniques</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>CM618 Advanced Needling</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>CM609 Microsystems</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>CM610 Clinical Preparation</td>
<td>$150.00</td>
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</table>

<table>
<thead>
<tr>
<th>Year Three</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM703 Food Therapy</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>IN701/702 Clinical Internship</td>
<td>$1000.00</td>
<td>per semester of Clinical Internship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Four</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM801 Herbal Preparations</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>IN801/802 Clinical Internship</td>
<td>$1000.00</td>
<td>per semester of Clinical Internship</td>
</tr>
</tbody>
</table>

Books & Supplies

| Estimated Textbooks & Class Materials | $3300.00 | estimated total for 4 years |
| Additional Acupuncture/Medical Supplies | $1000.00 | estimated total for 4 years |

Additional supplies may be required for individual courses. A complete list of required supplies is provided on course syllabi.

Other Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make-up Fee - Courses(^3)</td>
<td>$35.00 per required hour, in addition to tuition charge</td>
</tr>
<tr>
<td>Make Up Fee - Final Exam</td>
<td>$250.00 per exam</td>
</tr>
<tr>
<td>Make Up Fee - Other Assessment</td>
<td>$100.00 per exam, if Administrative involvement is necessary</td>
</tr>
<tr>
<td>Make Up Fee - Orientation/Required Meeting</td>
<td>$100.00 per hour</td>
</tr>
<tr>
<td>Retake of Comprehensive Exams</td>
<td>$50.00 per exam section</td>
</tr>
<tr>
<td>Repeat of Clinical Internship courses(^4)</td>
<td>$225.00 per credit</td>
</tr>
<tr>
<td>Additional Clinic Shift + additional staffing (^5)</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>Additional Clinic Shift Fee – no additional staffing (^6)</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Course Audit for Transfer Students(^7)</td>
<td>$100.00 per credit</td>
</tr>
<tr>
<td>Private Tutoring</td>
<td>$60.00 per hour</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$100.00 per occurrence</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35.00 per occurrence</td>
</tr>
<tr>
<td>Copies/Prints</td>
<td>$.10 per page</td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>first copy free, additional copies $20.00 each</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

The tuition and fees listed apply to the 2016-2017 academic year. Tuition rates are set annually and are subject to change. All fees are subject to change with 90 days notice. Fees, books, and supplies are non-refundable. [Supplies are considered 100% expended upon purchase. Books are special ordered for students in select courses.]

\(^1\) All students are required to be insured under the college’s malpractice insurance policy for the duration of the program. Insurance coverage is for all skills courses and clinic.

\(^2\) Refers to courses with unique course content, such as practical courses and courses with visiting faculty. Fee is in addition to the tuition charge for the course(s).

\(^3\) Repeating Clinical Internship courses due to course failure. Fee is in addition to the tuition charge for the course(s).

\(^4\) Additional clinic shifts outside of the internship curriculum for students needing additional hours to complete patient/hour requirements or for those wanting further clinic opportunities which require additional clinical staffing.

\(^5\) Additional clinic shifts to cover vacation times or for further clinic opportunities within internship which do not require additional clinical staffing.

\(^6\) Transfer students who have received a tuition reduction for a given semester may audit courses in that semester’s curriculum for the reduced per credit fee.

Student accounts must be current in order to register for the following semester. The college reserves the right to dismiss, with prior notice, any student who does not meet the stated financial requirements. Upon completing or withdrawing from the college, any unpaid balance on a student’s account will accrue 1.5% interest monthly. Unpaid balances may be referred to collections.

National and State Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT Course/Exam/Verification Fees</td>
<td>visit <a href="http://www.ccaom.org">www.ccaom.org</a></td>
</tr>
<tr>
<td>NCCAOM Exam &amp; Certification Fees</td>
<td>visit <a href="http://www.nccaom.org">www.nccaom.org</a></td>
</tr>
<tr>
<td>North Carolina Acupuncture Licensing Fees</td>
<td>visit <a href="http://www.ncalb.com">www.ncalb.com</a></td>
</tr>
<tr>
<td>Licensing Fees by State</td>
<td>visit <a href="http://www.nccaom.org/regulatory-affairs">www.nccaom.org/regulatory-affairs</a></td>
</tr>
</tbody>
</table>
Applicant Name (last, first, middle)____________________________________

Date of Birth: ________________________________ Social Security #: ________________________

Address: (For school correspondence. If PO Box is used for mail, please also provide a physical address.)
Street:___________________________________________________
City:____________________________________________________
State:__________________ Zip:______________________________
Phone:______________________Cell:_________________________
Email: _________________________________________________

Education
College/University: ________________________________________________________________
Degree(s):_______________________________ Dates Attended:___________________________
If no degree was awarded, please indicate the approximate number of credits earned: __________

College/University: ________________________________________________________________
Degree(s): _______________________________ Dates Attended: __________________________
If no degree was awarded, please indicate the approximate number of credits earned: __________

Do you have any previous training in:
□ Acupuncture □ Massage/Bodywork □ Chinese Herbal Medicine □ Tai Chi/ Qi Gong

Do you wish to transfer any of your previous education into this program? □ Yes □ No
If yes, see catalog for policies and procedures.

Work Experience
Present Occupation From: To: __________________________________________________________
Previous Occupation From: To: ________________________________________________________

Relevant Community Service Experience or Extracurricular Activities
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

How do you plan to pay for tuition?
□ Savings □ Employment □ Family Member □ Financial Aid
□ Vocational Rehab □ VA Benefits □ Other

Ethnic information (for statistical purposes)
□ White/Non-Hispanic □ African-American/Black □ Hispanic/Latino □ Asian
□ Native American/Alaskan Native □ Hawaiian/Pacific Islander □ Two or more races □ Unknown
Have you ever had a license, certificate, or credential revoked or suspended?  □ Yes  □ No
If yes, please attach written information describing the circumstances.

Have you ever been convicted of a felony?  □ Yes  □ No
If yes, please attach written information describing the circumstances.

In case of emergency, notify:
Name: ________________________________________  Relationship: _______________________
Phone: __________________________ Address: _________________________________________

How did you hear about Daoist Traditions?
□ DT Student    □ DT Clinic    □ Acupuncturist/Health Professional  □ Jeffrey Yuen Classes
□ Print Ad    □ Local Awareness    □ General OM/Healthcare Research    □ Open House Event
□ Specific Website(s): _______________________________    □ Other: ___________________________

Applicants must submit:
1. Completed application form
2. Two current, full face, color passport photos
3. Copy of valid photo identification (driver’s license preferred)
4. Letter of reference from a professional contact, ie: employer/teacher, sent directly to Daoist Traditions.
   □ I waive my right to access/view this letter of reference.
5. Official college transcripts sent directly to Daoist Traditions from the institution
6. Admissions Essay addressing the following:
   • Tell us about yourself and how you became interested in Oriental Medicine.
   • Why did you choose to apply to our program?
   • How will this program help you achieve your career goals?
   • What do you feel are the most important qualities in being a good practitioner?
   Please limit to essay to 2 pages. Essays are evaluated based on standard writing conventions.
7. Résumé (optional)
8. $100.00 non-refundable processing fee

I hereby certify that all information provided is accurate and complete. I understand my misrepresentation may be grounds for dismissal.

Applicant Signature:______________________________________  Date:________________________

Our Admissions Coordinator will contact you to schedule interviews with members of the Admissions Committee once your completed application materials have been received. Thank you for your interest in Daoist Traditions.