

## Certificate in Chinese Herbal Medicine Program Policies

The following policies apply to students of the Certificate in Chinese Herbal Medicine Program. In addition to these policies, students are expected to adhere to the general policies published in the Student Handbook. The 2016 Student Handbook can be found on Google Drive along with annual notices regarding the Family Educational Rights and Privacy Act (FERPA), Drug and Alcohol Policy, and Copyright Policy. [To access Google Drive, log in to your DT email. Click on the checkerboard icon in the upper right hand corner. Choose 'Drive' then 'Shared with me'.]

### **Communications, Questions, Concerns:**

*Faculty Communications:* Students and faculty are expected to check their Daoist Traditions email daily. Students and faculty communicate within the Google Classroom, unless otherwise specified by the instructor. When a student emails an instructor, they can expect a response within 24 hours.

*General Questions:* Our offices are open Monday through Friday 9am to 4pm. Hours may change as necessary. Do not wait until the end of the day to contact us if you need same-day assistance. Contact [mainoffice@daoisttraditions.edu](mailto:mainoffice@daoisttraditions.edu) for general questions.

*Academic Concerns:* The best time to get academic help is the before you desperately need it. Our Academic Dean, Megan Burns, has office hours on Monday, Wednesday, and Friday. She can be reached at [academicdean@daoisttraditions.edu](mailto:academicdean@daoisttraditions.edu).

*Technical Support:* Technical support is provided during regular business hours Monday through Friday. You can email Matt Nannis, [mnannis@daoisttraditions.edu](mailto:mnannis@daoisttraditions.edu) at any time for assistance and can expect a reply by the end of the next business day. Please include your phone number and the best time to reach you in case a phone call is necessary to resolve the issue. Online chat is also available through the College email system.

*Grades or Transcripts:* For any questions about final grades or transcript requests, contact our Registrar, Chris Giglio, at [registrar@daoisttraditions.edu](mailto:registrar@daoisttraditions.edu).

*Program Completion or Certification/Licensure Questions:* Questions regarding the program schedule, program completion requirements, or certification/licensure can be directed to the College Vice President, Rachel Nowakowski at [Rnowakowski@daoisttraditions.edu](mailto:Rnowakowski@daoisttraditions.edu).

### **Program Requirements**

- 1. Orientation:** All CCHM students are required to attend a New Student Orientation at the start of the program including instruction on how to use Google Classroom. Clinic Orientation is also held prior to beginning Clinical Internship.
- 2. Immunization:** North Carolina State law (G.S. 130A-152) requires proof of immunizations for college students to protect you and others while you are in attendance. Students must submit documentation within 30 days of their first registration. Please note: a physical is not required for admission, only documentation of required immunizations. Immunization Record form is available on the College website or from the Registrar.
- 3. Herbal Dispensary:** Students must complete a total of 15 hours of work in Herbal Dispensary prior to beginning Clinical Internship in Term 3. Dispensary hours can be completed at the Daoist Traditions College Clinic (222 S. French Broad Ave), the Chinese Acupuncture Clinic (382 Montford Ave), or an herbal dispensary approved by the Clinic Observation Director. Approval forms, details and schedule are distributed at Orientation.
- 4. Malpractice Insurance:** Coverage on the College's malpractice insurance policy is required for the duration of the program. Insurance includes coverage for the recommendation, formulation, and distribution of herbs during Herbal Dispensary and Clinical Internship. Students who choose to complete Herbal

Dispensary hours at an approved off-site clinic must also be insured for that location. Refer to the Off-Site Herbal Dispensary Approval Form.

5. **Mentorship:** Students are required to have a brief (approximately 15 minute) meeting via phone/video with a faculty mentor twice per term. A faculty member will contact each CCHM student to discuss student progress and any areas of concern.

### **Other Policies and Program Information**

**Tuition Refund Policy:** Refund is the return of funds to the same source from which it came. Fees and expenses such as lab fees or malpractice insurance are non-refundable. *Also refer to Program Withdrawal below.*

1. A 100% tuition refund will be made if the student withdraws prior to the first day of classes of the academic term. Also, students are eligible for a 100% tuition refund if the class fails to "make" due to insufficient enrollment.
2. A 75% tuition refund will be made if the student withdraws from all classes after the term begins but before the end of business on Monday following the first scheduled class session of the term.
3. No tuition refunds are made after the Monday following the first scheduled class session of the term.

**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 Clinical Training.

The course schedule of the Certificate of Chinese Herbal Medicine is based on the attendance of an intensive 3-4 day course session or online class each month, for twelve months per year. **Only one absence per term is allowed for in-person class sessions and will result in additional online coursework.** We expect each student to contribute to the learning environment by attending and participating in all educational activities. This includes attending the full length of all scheduled classes and completing all online coursework.

Missing more than one in-person session will result in dismissal from the program, except in emergency situations. It is recognized that absences are sometimes necessary in the event of severe illness, family emergency, or inclement weather. Students are responsible for the content of any missed classes, and should review the syllabus and any additional material released, to be clear about such content. The student should use mature judgment and consult with the instructor concerning unavoidable absences from class.

**Make-Up Exams and Sessions:** Students are expected to take all exams/quizzes and submit all online assignments 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.

**Transfer Credits and Exemptions:** There are no course exemptions or transfer credits available for the Certificate in Chinese Herbal Medicine program.

**Inclement Weather:** Daoist Traditions rarely cancels classes or clinical rotations due to weather conditions. For students who travel from a distance, we understand that it may be hazardous to travel to class due to bad weather. We ask each student to carefully evaluate his/her situation to determine if traveling to and from school is safe. Students who miss in-person classes will be marked absent and will be responsible for missed class work. In the event that in-person class sessions are cancelled due to inclement weather, classes will be made up through online coursework. During Term 3, makeup days are listed on the Academic Calendar for makeup of clinical shifts due to inclement weather cancellations.

**Text Messaging Service:** The College uses a text messaging service to alert the campus community in the event of campus safety/security issues. All enrolled students are signed up to receive DT text messages.

**Library Resources:** The Daoist Traditions 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 a variety of topics related to Daoist Traditions' programs and the practice of Oriental Medicine. The library provides computers, wireless internet, copy and print services, and assistance with research. CCHM students who would like an orientation to the library can speak with the librarian.

**Borrowing Policies:** CCHM students may check out a maximum of three books for a maximum two month period. If the return date is after the end of a term, please be aware of the return date. Books may be renewed by contacting the Librarian. Returned library books should be returned to the librarian or in the return slot after hours. Overdue notices are emailed weekly. Borrowers are responsible for the full replacement cost of lost or damaged items. Items overdue for more than 30 days are assumed to be lost and are charged to the student's account.

**Self-Cultivation:** All DT students are encouraged to participate in self-cultivation activities to enhance their development as a practitioner. If you want to join in on cultivation activities on campus, you can:

- Participate in the care of the DT Herbal Gardens during a scheduled garden work day
- Attend a cultivation techniques class with Jeffrey Yuen (offered at a discount to CCHM students) or join our free weekly community Qi Gong classes on campus.
- Take advantage of the selection of Jeffrey Yuen recordings in the DT Library

**Continuing Education Courses:** Students enrolled in the CCHM program are offered a discount for CEU events offered at Daoist Traditions. Students are encouraged to attend courses offered with Jeffrey Yuen, Dean of Classical Studies, offered 4 times per year. When Master Yuen presents courses pertaining specifically to Herbal Medicine, CCHM students are invited to attend at no additional charge. The schedule of courses changes annually and students are notified of upcoming classes and course fees.

**Program Completion:** A Certificate in Chinese Herbal Medicine is awarded to each student who successfully completes all program requirements as stated in the Certificate in Chinese Herbal Medicine policies and Daoist Traditions Student Handbook.

**NCCAOM Certification and State Licensure:** Graduates of the Certificate in Chinese Herbal Medicine program are eligible to sit for the Chinese Herbology examination offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) by conversion to the Oriental Medicine certification. To sit for the NCCAOM Chinese Herbology exam, graduates must be a Diplomate of Acupuncture in active status. To receive NCCAOM Certification in Chinese Herbology, graduates must also pass the Biomedicine exam (if not previously taken). *\*Eligibility for the Biomedicine exam is determined by students' previous Master's level Chinese Medicine education. See the NCCAOM Certification and/or Recertification Handbook for details.*

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. Refer to the NCCAOM Certification Handbook for details.

A certificate from the College is not a license to practice. 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 applications for other states but cannot guarantee eligibility or results on state licensing examinations. Individual state acupuncture licensing or medical boards should be contacted for information about licensure requirements. Visit [www.nccaom.org/regulatory-affairs](http://www.nccaom.org/regulatory-affairs).

**Program Withdrawal:**

**Official Withdrawal:** CCHM students begin the process of an official withdrawal by contacting the Academic Dean. The official withdrawal date is the date that a Program Withdrawal form is completed and received in the Administrative Office.

*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 informs a member of the administrative staff of intent to withdraw but does not complete the Program Withdrawal form as instructed, and/or discontinues attendance of all classes for two or more consecutive sessions.

In the event of an unofficial withdrawal, 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 paperwork, noting as much of the student’s 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.