

## Certificate in Chinese Herbal Medicine Program

### Term 3 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 2017 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'.]*

**Grading and Attendance:** Students must achieve a 75% or better grade average 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.

We expect each student to contribute to the learning environment by attending and participating in all educational activities. Therefore, attendance and participation are expected in all classes and online sessions. This includes attending all scheduled classes, arriving on time, staying until the end of class, and completing all online coursework.

It is recognized that additional 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. Excessive absences will result in a failing course grade. Attendance policies for individual courses are as follows:

*Clinical Internship:* There are no extra hours built into the clinical internship schedule. A clinical make-up session is scheduled for January 24-27, 2019. Students who miss internship hours will delay graduation until after the make-up session. The fee for the make-up session will be up to \$60 per hour.

*Clinical Case Review:* Clinical Case Review will be completed during synchronous online Google Chat sessions. Sessions will be scheduled in the evening for approximately 2 hours per week. The exact dates, times, and login directions will be announced in May. Students who miss case review sessions will complete make-up sessions with the instructor, at the instructor's convenience. The course make-up fee for this course is \$60 per hour.

*Herbal Comprehensive Review:* Herbal Comprehensive Review only meets in person 3 times (June, August, October), which means attendance of 90% is required for the in-person sessions. Students who miss one in-person class session of this course will have to make up the class time as additional online work and synchronous work with the instructor. The course make-up fee for this course is \$60 per hour.

**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. Make-up of missed class sessions may be allowed in extenuating circumstances and fees will apply.

**Inclement Weather:** Daoist Traditions rarely cancels classes or clinical rotations due to weather conditions. The College will close when weather conditions create hazardous travel conditions or other conditions that would severely disrupt College operations or pose a threat to employees, students, patients, and/or visitors.

We expect students to make every effort to come to classes and clinic sessions unless doing so would be dangerous. Students (particularly those from outlying or remote areas) should exercise personal judgment concerning road or other conditions, regardless of College announcements. The College values the safety of our

students, faculty and staff and does not expect anyone to take unnecessary risk while attempting to report to work, class or clinic.

Changes to the school schedule will be announced through the college's text messaging service and email by 7:00 a.m. Students who do not come to class are marked absent and are responsible for missed class work.

**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 class session 1.
3. No tuition refunds will be made after the Monday following class session 1.

**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.

**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. 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).

Questions about NCCAOM certification can be directed to Rachel Nowakowski at [Rnowakowski@daoisttraditions.edu](mailto:Rnowakowski@daoisttraditions.edu).