



Daoist Traditions
College of Chinese Medical Arts

Student Handbook

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Dear Students,

It is with great pleasure that I welcome you to the exciting program in Chinese Medicine at Daoist Traditions. Rooted from a classical perspective, the curriculum will offer you the richness of the various traditions, styles, and systems of Chinese Medicine. Our mission is to prepare you to enter the profession as skilled health-care clinicians properly trained in Daoist-based Chinese medical care.

Given the brevity of the program, your studies will parallel with its intensity, clarity, and depth. The coursework will demand your own refinement – at times, giving you much pleasure and understanding and at other times, challenging you to surrender your fixations to previous mindsets and to relish new truths. Like a jewel, the classes will be faceted for you by your instructors, your classmates, and yourself. More importantly, you will be the wearers of its glimmer and beauty.

One of the highlights of Daoist Traditions is the ongoing focus on cultivation for all those involved in this institution – the administration, faculty, staff, and students. As cultivation is uniquely based on our own conscious efforts, it is the predominant goal of Daoist Traditions to incite and provoke this process whenever possible. As such, I ask you to maintain a journal of your own evolution during your studies at the college (and perhaps even beyond). Like alchemy, it can record and reflect on the profundity and subtleties of your transformation.

The guiding principles of Daoist Traditions are excellence, integrity, diversity, and transformation. Intended to serve as pillars and aspirations, these principles will continue to guide us in the legacy of the college. It is said that the acts of this life are the destiny of the next. May our acts together offer an intricate and rich tapestry for all those who will follow in later generations.

Among the greatest pleasures that I believe you will encounter is the mystery of the process of healing and the role we play in such endeavors as healers. May you keep your mind in your heart and your heart at peace with your spirit so that your spirit will always soar to greater heights of endless possibilities.

Blessings,



Jeffrey C. Yuen
88th Generation Daoist Priest
Jade Purity Tradition

Policies in this Student Handbook pertain to all students enrolled in all programs at Daoist Traditions. Specific policies for the Certificate in Chinese Herbal Medicine and Professional Doctorate programs are distributed to enrolled students and can be found on the College website.

Information and Updates

This Student Handbook provides you with the basic information you will need to make the most of your time here. Please keep it in a safe place and refer to it as needed. Updates and additional information will be provided as necessary. *Information presented here is effective immediately and supersedes previously published student handbooks. Students are responsible for the information and policies presented in the College publications and for any information distributed by the Administrative staff.*

Reserved Rights of Daoist Traditions

Daoist Traditions reserves the right to make changes to the policies, procedures, fees, courses, schedules, syllabi, or any other provisions in its catalog, handbooks and other publications, or website, subject to program needs, accreditation requirements and state and federal laws and regulations. Changes are made 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 handbook does not constitute a contract between the student and the College. Students must meet the requirements in the handbook current at the time of their initial enrollment, along with any revisions to the handbook made by the College.

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. Students can consent to receive notifications from related entities regarding licensure and certification changes, updates about the Chinese medicine profession, continuing education courses, and other events. For further information, refer to Section 5.

Technical Skills and Accommodations

The programs at Daoist Traditions require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. These competencies are needed for admission, clinical practice, and program completion. Daoist Traditions will make reasonable accommodations for qualified individuals unless doing so would result in an undue hardship, safety, and/or health risk. All applicants are considered on the basis of individual merit. Refer to Section 5 for further details about accommodations.

Non-Discrimination and Harassment

Daoist Traditions is committed to maintaining a community rich in equality and free from all forms of discrimination and harassment. Discrimination, harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, religion, sex, gender, sexual orientation, age, national origin, disability, veteran's status, political affiliation, or any other legally protected status not listed here is strictly forbidden and will not be tolerated. The scope of this policy also extends to any visitor, vendor, or contractor while on campus property.

Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment to the attention of the administration so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted. Refer to Section 7 for further details.

TABLE OF CONTENTS

Section 1: Daoist Traditions Philosophy

Our Vision	4
Our Mission	4
Core Values	5
Guiding Principles	4

Section 2: Program Learning Outcomes

MAOM Outcomes	5
DACM Outcomes	5
CCHM Outcomes	5

Section 3: Campus Environment

Facilities	6
Library Resources	6
Classrooms	6
Student Lounge Areas	6
Kitchen Space	7
Medicinal Herb Gardens	7
Parking	7
Visitors	7
Cancellations	7
Campus Security	7
Fire and Emergencies	8

Section 4: Communications

Student Mailboxes	9
Email	9
Canvas LMS	9
Internet Use	9
Social Media	9
School Meetings	10
Postings	10
Student Government	10
Student Organizations	10

Section 5: Support Services

Office Hours	11
Transcripts	11
Student ID Cards	11
Computers/Printers	11
Copies	11
Tutoring	11
Clinic Treatments	11
Books and Supplies	11
Accommodations	11
Privacy of Records	12

Section 6: Academics

Academic Expectations	14
Academic Integrity	15
Grading and Attendance	15
Make Up Exams	16
Bereavement Policy	16
Satisfactory Academic Progress	16
Incompletes	18
Course Withdrawal	18
Audited Courses	18
Repeated Courses	18
Comprehensive Exams	18
Course Grade Appeals	19
Copyright	19

Section 7: Professional Conduct

Student Pledge	22
Conduct Expectations	22
Classroom Conduct	23
Treatment Policy	23
Student-Faculty Relationship	23
Non-Discrimination & Harassment	23
Alcohol and Drug Policy	24
Student Discipline	24
Rights of Due Process	25
Student Complaints & Grievances	25

Section 8: Financial Matters

Tuition Payments	27
Tuition Refunds	27
Federal Financial Aid	27
Return of Federal Funds	28
Scholarships	28
Veteran's Benefits	28
Vocational Rehabilitation	28

Section 9: Program Completion

Leave of Absence	29
Change in Class	29
Program Withdrawal	29
Graduation	29
Certification and Licensing	30

Section 1: Daoist Traditions 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.

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. At the heart of all we do is our commitment to approach each student and each decision with a healing presence. We value:

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.

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

Core Values

Study at Daoist Traditions requires respecting differing points of view and different heritages of Chinese Medicine. We are committed to an academically rigorous program, which challenges students to transform emotionally, spiritually, and intellectually. Because of this, we seek students who are committed to personal cultivation and growth as well as to their learning. It is essential that all members of the Daoist Traditions community share a commitment to:

- ground all actions in honesty, integrity, and compassion;
- embrace the philosophy and spirit of Chinese Medicine;
- respect the wisdom of our teachers and embrace the spirit of cooperation;
- listen receptively and effectively respond to feedback;
- respect each member of our community and hold one another in the highest regard;
- honor freedom of inquiry by fellow students;
- cultivate the ability to observe oneself and take responsibility for one's learning, actions, and well-being;
- express oneself respectfully, using appropriate words and actions to express one's moods and emotions;
- exhibit professionalism in all our actions;
- cultivate the ability to observe oneself and develop the ability to recover the "observant self";
- engage in self-reflection and cultivation practices as keys to healing and healing presence;
- allow our healing presence to be the guiding principle for all actions.

Cultivating a Healing Presence

Healing is often a gradual awakening of a deeper sense of self (and of self in relation to others) which can encourage profound personal change. We believe that healing can only come from within, in the present moment. We recognize that all of life's journeys and experiences provide opportunity for growth and change.

Healing presence is being mindful and compassionate in the present moment. We can cultivate a healing presence through our daily activities and interactions with others. Students must demonstrate the maturity, emotional stability and good judgment that will allow him or her to become an effective and independent practitioner.

Section 2: Program Learning Outcomes

Master of Acupuncture and Oriental Medicine (MAOM) Program Learning Outcomes

We are committed to providing MAOM program learning outcomes that will graduate practitioners who are able to:

1. Apply 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.
5. Incorporate Daoist principles into the application of Chinese medicine.
6. Apply principles of effective practice management in a variety of settings.
7. Demonstrate professionalism in all aspects of the program.

Doctor of Acupuncture and Chinese Medicine (DACM) Program Learning Outcomes

We are committed to providing DACM outcomes that will graduate practitioners who are able to:

1. Apply 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.
5. Incorporate Daoist principles into the application of Chinese medicine.
6. Apply principles of effective practice management in a variety of settings.
7. Demonstrate professionalism in all aspects of the program.
8. Integrate Chinese medicine and biomedical research, theory, and evidence-informed practice into patient care.
9. Function effectively as part of an interdisciplinary team of practitioners.
10. Communicate skillfully with a wide variety of professional colleagues.
11. Develop a plan for long term professional growth.

Certificate of Chinese Herbal Medicine (CCHM) Program Learning Outcomes

We are committed to providing CCHM outcomes that will graduate practitioners who are able to:

1. Prepare herbal formulas in various forms.
2. Modify herbal prescriptions to meet the needs of each individual patient.
3. Manage patient cases and know when to make appropriate referrals.
4. Explain common drug-herb interactions.
5. Pass the NCCAOM Chinese Herbology certification exam.

Sections 3: Campus Environment

It is the policy of Daoist Traditions to maintain a safe and healthy environment conducive to learning and working together. For the health of students, faculty, and staff, the campus is drug and alcohol free, smoke free (including vaping and e-cigarettes), and as chemically free as possible. Pets are not permitted on college property, except in cases of an approved service animal as part of an ADA accommodation. Violations of these policies may result in disciplinary action.

Campus Facilities

Our campus is located in the Montford Historic District of Asheville. The campus facilities include four classrooms, a computer lounge, student kitchen and dining room, study areas, library, administrative and faculty offices. The medicinal herb gardens and outdoor seating areas provide space for relaxing and studying. The campus is equipped with wireless internet access. Our College Acupuncture Clinic is located in the downtown area, a short drive from the main campus, and includes eleven treatment rooms, meeting spaces, and an herbal dispensary. Both locations are accessible by public transportation. Classes and workshops are also held at our conference space, Heaven's Cloud Event Center, located a 15-minute drive from campus. Students complete a portion of their Herbal Dispensary and Clinical Observation hours at the Chinese Acupuncture & Herbology Clinic located at 369 Montford Avenue. This clinic houses eleven treatment rooms and an extensive herbal dispensary.

Library Resources

The Daoist Traditions library is available to faculty and enrolled students, faculty, and alumni. New MAOM and DACM students receive an introduction to the available library resources.

The library holdings are chosen to enhance student learning in support of the College mission and program goals. The collection includes books, journals in print and electronic formats, and audio/visual items to enhance learning. Students and faculty have access to full-text articles from hundreds of publications through EBSCOhost databases. A reference library is available at the College Acupuncture Clinic for your convenience.

Library hours are posted at the beginning of each semester. Requests for texts and library materials can be made submitting a Library Acquisition Request Form to the librarian.

Borrowing Policies: A maximum of five books may be checked out per student for a maximum two-week period. If the return date is after the end of a semester, please be aware of the return date. Books may be renewed with the Librarian for another two-week period.

Returned library books should be returned to the librarian or in the return slot after hours. Oversized books should be returned during library hours. Do not leave books outside of the library door. The librarian will check for overdue items weekly and emails overdue notices. Borrowers are responsible for the full replacement costs and related processing fees for lost or damaged items.

Local Library Resources: 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 and DACM programs receive a membership to Ramsey Library which provides access to additional print and electronic resources.

The Buncombe County Library System has branches throughout Asheville. Access to NC LIVE is available to anyone who holds an active library card issued by the Buncombe County Public Library System. NC LIVE is a cooperative effort with the State Library, public, academic and community college libraries, to provide free electronic access to eBooks, audio books, videos, online magazines, and journals.

Classrooms

The classrooms have flexible seating and can be arranged to suit the day's curriculum. Treatment tables are available to make practical exercises more comfortable. Room assignments for each course are posted at the beginning of each semester. Each class is responsible for leaving the classroom clean and orderly at the end of each class period. Remove all personal items at the end of class. Unattended items will be placed in the Lost & Found and discarded regularly. Report any spills, breakage, or safety problems to the Main Office.

Student Lounge Areas

Spaces are provided for you to study and relax during your breaks and meal times. Please remember that when you are on break, others may still be working, so be mindful of your noise level.

Student lounge areas include the dining room, computer lounge, and the study space on the lower level of 406 Montford. In the administrative building, 382 Montford, the sitting area by the back door may be used for quiet studying. The main lobby of the administrative building is reserved for visitors. When waiting in the lobby for staff members, please conduct yourself professionally as prospective students or clinic patients may be present.

Kitchen Space

A kitchen space is provided for student use in 406 Montford. Please use the kitchen to reheat food, rather than cooking meals, to ensure that each student has time to use the kitchen during breaks. Please be courteous of others and clean up after yourself. The following guidelines apply to use of the kitchen:

- Consider that strong food odors from the kitchen filter through the building and may be disturbing to others.
- Wash, dry and put away any dishes used immediately. Do not leave dishes in the sink or dish rack.
- Remove all food items at the end of each class day.
- Rinse all recyclables and place in appropriate bins.
- If you choose to compost, place food scraps directly in outside compost bin.
- Report any issues to the Main Office.

Medicinal Herb Gardens

Daoist Traditions is one of a growing number of Chinese Medicine schools with medicinal herb gardens on campus. Students gain additional herbal medicine knowledge through hands-on contact with the medicinal plants and observation of the herbs throughout the seasons. Students participate in cultivating the gardens and contribute to creating a relaxing space for the college community to enjoy.

Parking

Our parking lots cannot accommodate all students. First year students are required to park along Montford Avenue on class days. All other students may park in the parking lots on a first come first serve basis. Spaces are reserved for staff and faculty. A valid state-issued sticker, plate or hang-tag must be displayed to park in spaces designated for disabled parking. Bike racks are provided on campus.

Visitors

All visitors must check in at the main office. Students and faculty should not invite visitors to campus without prior approval. Prospective students must arrange to observe classes by contacting the Admissions Director. Visitors may be asked to leave if their presence is disruptive. Children must be actively supervised while on college properties. Children under the age of 12 must be accompanied by an adult at all times. Children are not permitted in classes.

Cancellations

Daoist Traditions rarely cancels classes or clinical rotations due to weather conditions. Scheduled make-up days are listed on the academic calendar. Students are advised to leave these dates open for potential class make-up sessions. The College uses text messaging to send alerts about school closings and emergencies. All students, faculty, and staff are registered to receive text messages.

For students who travel from a distance, it may be hazardous to travel to or from class during inclement weather. We ask each student to carefully evaluate the situation to determine if traveling is safe. Students who do not come to class are marked absent and are responsible for missed class work.

In the case of school closing or delay: Decisions about the school schedule will be made by 6am. In the case of a school delay, classes will begin at 10am and follow an Inclement Weather Schedule.

In the event that a faculty member cannot get to school due to illness or inclement weather: The class may be held with a substitute instructor or cancelled. Students are notified by email. A scheduled make-up day will be used if a make-up session is needed.

Campus Safety

Daoist Traditions is committed to the maintenance of a safe and secure facility. Since crime awareness and campus security depend largely on personal responsibility and concern for others, crime prevention efforts must be assumed by the entire college community. We ask that you safeguard your valuables as the school cannot accept responsibility for any property left unattended. Please familiarize yourself with the emergency exits. Report any accidents to an administrator or assistant.

The Administrative Team shares the responsibility for crime prevention education, reporting of criminal activity, response to criminal activity, and the safety and welfare of the campus community. The College has designated Campus Security Authorities (CSA) to assist in the event of a crime or emergency. The Annual Security and Safety Report is distributed to all current students, faculty, and employees in the fall semester and is available on the college website.

Reporting Criminal Actions: All crimes and public safety related incidents should be reported to a CSA in a timely manner to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For non-emergencies on campus, contact (828) 225-3993 or at the College Clinic, contact the Clinic Administrator or Supervisor on duty at (828) 253-8669. For emergencies dial 911 or the Asheville police department at (828) 252-1110 and then notify the college so that appropriate action can be taken.

Upon receiving the caller's request, the Administrative Assistant will obtain as much information as possible concerning the incident or offense and notify appropriate police/fire/rescue/medical authorities. All incidents are forwarded to a College administrator for review and further action by the College.

Timely Warnings: Should a situation arise that in the judgment of the Administration or designee constitutes a continuing threat, a campus wide "warning" will be issued. Critical incidents are classified by four levels of response; Low Level Warning, Evacuation, Secure in Place and Resumption of Normal Operations. College officials will assess each incident, determine which alert level is appropriate and implement mass notification as necessary.

1. Low Level Warning – Alert 1

Given when an incident or situation is occurring on or near campus requiring personnel to be alert to suspicious persons and/or surroundings. *Notified by email and posted notices on campus.*

2. Evacuate – Alert 2

Given when an incident or situation calls for the campus, or a specific area of campus, to be evacuated or secured. *Notified by text messaging and bullhorn for areas of campus. Notified by text messaging and air horn (3 short blasts) for full campus evacuation.*

3. Secure in Place – Alert 3

Given when an incident or situation is occurring on campus and evacuation would pose a greater threat. *Notified by text messaging and bullhorn announcement.*

4. Resume Normal Operations (All Clear)

Given when an incident or situation has been resolved. College personnel may resume normal operations. *Notified by text messaging, email, and announcements.*

Fire and Medical Emergencies

Evacuation plans are posted and fire extinguishers are located throughout all buildings. Fire drills are conducted each semester. First aid kits are located in all buildings. In the event of a medical emergency, contact the classroom instructor or an Administrative Assistant for assistance. Dial 911 for major medical or other emergencies. A Daoist Traditions representative will remain at the scene until assistance arrives.

Section 4: Communications

Student Mailboxes

Student mailboxes are located outside the library and are arranged by class. Returned assignments, notices and memos from the school as well as personal mail and messages are distributed to the mailboxes as they arrive. We ask that you check for mail each day. Please do not use the space on top of the mailboxes for personal storage.

Email

All students, faculty, and staff are provided with a Daoist Traditions email address which is used for all email communications. *Please do not change the name/nickname associated with your assigned Daoist Traditions email account.* You are responsible for all information sent via email from the College and are expected to check your email daily. The Registrar and Administrative Assistants manage the college email accounts.

Learning Management System

Daoist Traditions uses Canvas LMS (learning management system) to manage courses, collect course assignments, share files and deliver online portions of courses offered in a hybrid format. All students are expected to have:

- *Regular access to a computer.* You may be limited if you expect to complete all your work on a smart phone or tablet - it may not be possible to submit files required for certain assignments.
- *Access to a fast, reliable internet connection.* This will be necessary to access email and the online classroom, as well as to download resources, upload assignment files, and watch videos.
- *A working camera and microphone on your computer.* These are needed to participate in online discussion groups.
- *An up-to-date internet browser and related plugins.* We recommend the latest version of Google Chrome, Firefox, Safari, or Internet Explorer.

Internet Use

Daoist Traditions College provides computer facilities and internet access for faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College. The College will not be liable for the actions of anyone connecting to the internet through college facilities. All users shall assume full liability (legal, financial, or otherwise) for their actions. Failure to exercise responsible use and comply with the following guidelines will result in disciplinary action.

- Do not download or install programs on College computers.
- Do not creation, display, or transmit illegal, malicious, or obscene material.
- Comply with laws protecting software or other accessed information.
- Clearly identify yourself when sending or forwarding e-mail over the campus network or the internet.

Social Media

Daoist Traditions College welcomes the responsible use of social media to reach out effectively to the broader community. The key to social media is to be a valued community member. Always be honest and transparent about your identity (use your real name, disclose your relationship with the College and state your purpose on the site) and be respectful of other community members (be civil, even when expressing disagreement, and refrain from vulgar, discriminatory or otherwise inappropriate language).

The Vice President approves all new College-managed social media pages. In addition to sanctions that may apply through application of college policies and through applicable federal or state laws, the College reserves the right to remove any postings, comments or other content from DT sponsored social media pages. Other applicable rules for social media:

Respect Copyright & Intellectual Property. If you share images, video, audio, newspaper or journal articles created or written by others, you are subject to copyright law. Do not use the Daoist Traditions name, logos or photographs or other intellectual properties without authorization.

Abide by FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws. Do not post confidential or proprietary information about DT students, employees, alumni, or patients. Faculty may not require students to post to or interact with public social networking/social media sites for academic assignments. Students should be aware that by posting to a social-networking site, they may be waiving their rights under FERPA.

Understand how your role may impact how others interpret what you say. Use of the “@daoisttraditions.edu” address may indicate to others that you are acting on the College’s behalf, so be clear when that is not the case. When posting to personal accounts, be clear that you are sharing your personal views and are not a formal representative of DT.

Be aware of potential consequences. Violation of law or college policy can have serious ramifications. Some potential consequences include: defamation lawsuit; copyright, patent or trademark infringement claims; privacy or human rights complaint; workplace grievance; criminal charges, especially with respect to obscene or hate materials; damage to the College’s reputation and business interests; campus discipline, up to and including expulsion (students); work-related discipline, up to and including termination (employees).

School Meetings

All entering students must attend New Student Orientation prior to the Introductory Week. In addition, orientation is scheduled for all new and returning students on the Friday before the start of each semester. Attendance for orientations is mandatory. These all-school meetings are an opportunity to make announcements and communicate any updates to the larger community. Students are responsible for all information distributed. If you must miss an orientation session, prior notice must be given to the Academic Dean. A makeup session will be scheduled, and fees will apply.

Postings

Bulletin boards are located throughout the campus buildings. Please use the appropriate boards to post ads (i.e.: classes, items for sale, spaces for rent). All posted notices must be dated and will remain for a period of 30 days. Anything undated will be removed with outdated material. Do not post or hang anything on any wall surface without prior approval.

Student Government Association (SGA)

The 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. Each cohort elects a class representative. Elections are held annually. Contact the SGA President for more information.

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 Academic Dean. All organizations must follow the guidelines set by the college.

Section 5: Support Services

We are committed to promoting student success and to fostering an inclusive Daoist Traditions community. Information is provided to students through our publications and other print materials, website, orientations, meetings and postings around campus. Be sure to keep the Main Office updated with changes to your address, phone number, and other pertinent personal information.

Office Hours

Administrative office hours are Monday through Friday 9:00am to 4:00pm. If you would like to make an appointment with an administrator, please contact them directly via email.

Transcripts

The Registrar and Administrative Assistants are responsible for maintaining the student information system and processing transcripts. The Registrar's Office is guided by the Family Educational Rights and Privacy Act (FERPA) in managing student information.

Official transcripts cannot be released to other colleges until all financial obligations are met. Transcript requests must be made using the Transcript Request form available from the Registrar. Transcript requests are processed within two weeks, but processing time may be longer during registration and at the end of each semester.

The first copy of an official transcript is provided for free. See fee list for current fee for additional copies. The cost for final transcripts sent to the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) is included in the graduation fee.

Student ID Cards

Each student is issued an identification card. The cards can be used for a variety of discounts in the Asheville area. Should you need a replacement card, please see an Administrative Assistant.

Computers, Printers, and Copies

Computers with internet access are available in the computer lounge. Printing, copying, and scanning is available at the copy machine adjacent to the library. Each student is assigned a code for the copier and charges are added to student accounts twice per semester. The cost for prints and copies is 10 cents per page. For larger copy jobs, local copy centers include Staples located at 65 Merrimon Avenue (828) 232-2886 or Kinkos at 17 Bryson Street (828) 254-0021. The computers and copiers in the administrative and faculty offices are for staff use only. Please do not ask office staff to make copies for you.

Tutoring

Peer 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. To receive help, please complete the Request for Tutor form located by the student mailboxes. The Academic Dean will make every effort to match you with a tutor. If you would like to become a tutor, contact the Academic Dean.

Private Tutoring: Private tutoring with faculty members is available upon request by completing the Request for Tutor form. The Academic Dean will recommend instructors for the specific needs of the student. For requested tutoring, two students may share the private tutoring fee, at the faculty member's discretion. Students who fail to make satisfactory academic progress (SAP) may be required to have private tutoring for SAP remediation. Private tutoring required for SAP remediation will be charged per student. All tutoring must be held on-campus. All tutoring fees must be paid in advance of tutoring sessions. See fee schedule for current fees.

Clinic Treatments

Students are encouraged to receive Chinese medical care to stay healthy and to help ease the stress of studying. Students receive a discount for treatments at the Daoist Traditions College Acupuncture Clinic.

Books and Supplies

Booklists are distributed prior to each semester and posted on Google Drive. Students are responsible for having all required textbooks for courses and bringing them to class and clinic sessions. Textbooks can be purchased online through amazon.com and various book distributors including redwingbooks.com, singingdragon.com, bluepoppy.com, eastlandpress.com, and paradigm-pubs.com.

Accommodations

Daoist Traditions will make reasonable accommodations for qualified individuals under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2008, and for members' sincerely held religious beliefs or practices, unless doing so would result in an undue hardship, safety, and/or health risk.

ADA Accommodations: Individuals who believe that they qualify for accommodations must complete the Accommodation Request for Disability form and submit the appropriate supporting documentation. Once all documents have been received, the Administration will schedule an appointment with the student to discuss their request. 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.

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. Requests are considered on a case-by-case basis and may involve consultation with outside parties, such as medical professionals or vocational rehabilitation counselors.

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 elements of the program or lower technical or academic standards, 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 adjustments to a 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 holiday does not constitute an excused absence.

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, i.e.: 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; or
- 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. Students can consent to receive notifications from related entities regarding licensure and certification changes, updates about the Chinese medicine profession, continuing education courses, and other events.

FERPA 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, housing verification etc. A student may also file an Authorization for Release of Information form if they wish 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. Information about filing a complaint can be found at <http://familypolicy.ed.gov>. 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 20202-8520.

Section 6: Academics

Academic Expectations

Students are expected to engage fully in didactic studies and the practical application of those studies in academic and clinical settings. Students are required to explore a variety of ideas, philosophies, and cultural frameworks and may be asked to engage in activities that demonstrate or include elements of diverse cultural traditions. A student with religious or other beliefs that may conflict with these requirements should consult with his or her religious/spiritual advisor to assist the student in deciding whether this study will be possible for him or her. Each student is required to:

- receive 12 acupuncture treatments per year at the practice of their choice during the first two years of study;
- participate in the cultivation of the herb garden for 3 hours per semester during the first two years of study;
- maintain a journal of self-cultivation;
- taste herbs as a part of herbal medicine courses;
- palpate and needle all required acupuncture points on all classmates;
- receive palpation and needling on all required acupuncture points by all classmates; and
- treat all scheduled patients without bias in the College Clinic and off-site clinic activities.

Students are expected to maintain the study habits and professionalism required to progress through the curriculum. Students must:

- participate fully in class discussions and activities;
- maintain academic honesty and integrity;
- demonstrate a healing presence in all interactions at Daoist Traditions;
- successfully complete all courses and required Comprehensive Exams; and
- meet all course prerequisites prior to enrolling in subsequent courses requiring the prerequisite.

The programs at Daoist Traditions require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. These functions are needed for admission, clinical practice, and program completion. In addition to the standards of behavior and academic expectations, students must meet the following competencies:

Intellectual (intelligence, knowledge) / Cognitive (thinking, reasoning, remembering) Competency – Students must be able to concentrate, evaluate, apply information, engage in critical thinking and problem solving in the classroom and clinical setting, and maintain accurate clinical records. They must be able to quickly read, comprehend, and memorize extensive written material.

Motor Skills / Physical Qualifications – Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. Students must be able to palpate the body, pulse, and acupoints effectively and efficiently; practice/demonstrate the use of all CM practical and clinical skills, including, qigong/taichi. For the safety of the patients, they must be able to perform CPR and first aid, and function in an emergency. They must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a treatment table or from a wheelchair to another location. They must be able to attend a full day of scheduled classes and a full clinic shift. ** Daoist Traditions has a focused education that emphasizes but is not limited to insertion of acupuncture needles. OM styles that have accommodations that are appropriate for the visual impaired to learn and practice acupuncture, such as abdominal diagnosis or Japanese Tehari, are not taught or a major focus at Daoist Traditions.*

Sensory/Observation Capabilities – Students must be able to acquire the information presented through demonstrations and experiences. They must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when assessing and treating patients. They must be capable of perceiving the signs of disharmony and manifestations through physical examination. They must be able to observe patient's body, demeanor, and tongue; discern muscles and bones; obtain auditory information from voice, breathing, sighing; tolerate unusual smells, such as moxa smoke or liniments; and tolerate the use of Wi-Fi on campus.

Communication Proficiency – Students must communicate effectively and sensitively with other students, faculty, staff, patients and their family members, and other professionals. They must express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. Students must approach each patient free from bias and with social and cultural sensitivity; interview a patient effectively and efficiently, ask and interpret questions in a meaningful way, and obtain thorough information using critical thinking while establishing rapport with the patient.

Behavioral/Emotional /Social Faculties – Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the diagnosis and differentiation and care of patients. In addition, they must be able to maintain mature, sensitive, and effective relationships with patients, other students, faculty, administration and staff, and other professionals in diverse academic and working environments. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change in unpredictable ways. They must be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.

Professionalism – Students must possess the ability to reason morally and practice healthcare in an ethical manner. They must be willing to learn and abide by professional standards of practice. They must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Students must be able to engage in patient care delivery in all settings and to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Academic Integrity and Confidentiality

Daoist Traditions 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 moral integrity. You are expected to adhere to ethical principles in all academic endeavors in class and clinic, and in research, class assignments, tests, and all written work. Failure to comply with the academic integrity and confidentiality policies will result in course failure and/or dismissal from the college. The following are examples of academic dishonesty:

- knowingly using ideas or words of another as one's own without providing proper documentation;
- submitting work that was previously submitted for another class or assignment (self-plagiarism);
- intentionally using or attempting to use unauthorized materials, study aids, in an assignment, quiz or exam;
- sharing, giving or receiving, unauthorized information about the contents of quizzes, exams or NCCAOM exams;
- intentionally misrepresenting, falsifying or inventing information or data in an academic exercise;
- collaborating without permission on reports, papers, or case studies;
- forging the signature of another person;
- violating patient/client confidentiality;
- participating in academically dishonest activities;
- intentionally helping to violate any provisions of this policy.

Because of the clinical nature of much of the work at the College, confidentiality of patient information is vital and is a matter of academic integrity. Students must control the distribution of written and spoken patient/client information with utmost care. Students should use only the information that is necessary for presentation or discussion purposes, without any use of the patient's name. Any member of the Daoist Traditions community who witnesses an act of dishonesty or issue with confidentiality should report it to the Academic Dean.

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.

Daoist Traditions' students have entered a profession in which full participation in the learning environment is an essential component of life-long learning. 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. Attendance and participation are expected in all classes. A student, whether present or absent from class, is responsible for knowing all 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, the school administration will work with the student to address the issue. See bereavement policy.

Didactic Courses: Students are allowed two absences for classes that meet 12 or more times per semester. Students are allowed 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 180 minutes of a 30-hour class, 90 minutes of a 15 hour class, 72 minutes of a 12 hour class, 60 minutes of a 10 hour class, 45 minutes of a 7.5 hour class, or 36 minutes of a 6 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. For select intensive courses with unique content, designated group make-up dates are set each semester. If a student attends the group make-up, the cost for the make-up of the is the regular tuition of the class. If a student does not attend the group make-up session, the cost for the make-up of the class is the regular tuition plus a course make-up fee. Refer to the tuition/fees list.

Clinical Skills Courses: Students are allowed two absences for classes that meet 12 or more times per semester. Students are allowed 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. Students are required to meet all course competencies and demonstrate all required skills. All

missed skills must be made up. Students who miss one or more class sessions may be required to schedule a make-up session, at the discretion of the instructor. Fees apply for additional make-up sessions.

Hybrid Courses: The attendance policy for hybrid courses follows the standards of the College's general attendance policy but is tailored to the method of hybrid delivery and structure of each individual hybrid course. Specific grading and attendance policies can be found on course syllabi.

Make-Up Exams

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 following the original test time and fees will apply.

Bereavement Policy

If a student experiences the death of a loved one, they should contact the Academic Dean prior to their absence and provide appropriate documentation. As a general rule, the student may be excused for funeral leave and bereavement for 3 to 5 consecutive class days. The Academic Dean will work with faculty members to create a plan giving the student an opportunity to complete missed quizzes, exams, and assignments. The make-up policies for clinical skills courses and clinical shifts are found on the course syllabi. Fees may apply for make-up of clinical skills courses, clinical shifts, final exams, or courses with unique content.

Satisfactory Academic Progress

Continued enrollment 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. In addition, Daoist Traditions has specific academic requirements beyond the federal regulations that are outlined in this handbook and the current catalog.

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 to pass a course. The GPA is calculated from the numeric grade as follows:

100-89.5	4.0
89.4-79.5	3.0
79.4-74.5	2.0
74.4 or below	0

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 to meet SAP and progress in the program. See *Comprehensive Exams*.

Pace Requirement [Quantitative Component]: Students must complete their educational objectives 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 to maintain SAP. Students transferring coursework from other colleges receive equivalent placement for pace calculations.

Pace calculations for each cohort are determined by the individual course of study and can be found in the shared files of the learning management system. The pace calculation for the 2018 entering cohort is as follows:

MAOM 2018 Entering Cohort

Semesters	1	2	3	4	5	6	7	8	9	10	11	12
Credits	8.5	22.6	36.7	50.9	65.0	79.1	93.2	107.4	121.5	140	135.6	163.9

Dual MAOM/DACM 2018 Entering Cohort

Semesters	1	2	3	4	5	6	7	8	9	10	11	12
Credits	8.5	24.2	39.8	55.5	71.1	86.8	102.4	118.1	133.7	149.4	165.1	180.7

Monitoring Academic Progress: Daoist Traditions faculty makes it a priority to discuss as early as possible and to offer support to students who are experiencing academic difficulty. Instructors report to the Academic Dean if students are not meeting academic expectations. Students having academic difficulties can also contact the Academic Dean so that steps may be taken prior to receiving failing grades. Repeating failed 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;
- failing to meet the Pace Requirement

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 may need to meet with the Academic Dean to examine academic issues. See *Academic Plan below.*

Students placed on Academic Warning or Academic Probation who receive financial aid are also notified by the FFA Director regarding their aid eligibility. Students on Academic Probation must file and be approved for an Academic Progress Appeal to remain eligible for financial aid. See *Academic Progress Appeal below.*

Students who do not meet SAP: Any student who does not meet SAP may have to meet with the Academic Dean to discuss ways to improve academic performance which could include remedial work, study groups, or tutoring. The Academic Dean will create an academic plan which defines a timetable for repeating failed courses or Comprehensive Exams. The student must follow the academic plan and must make a request to change the plan. Students must meet SAP the following semester to be removed from Probation.

3. Academic Dismissal. Students failing to regain SAP during a Probationary period are may be dismissed from the college. Students are notified in writing by the Academic Dean. Academic Dismissal may be appealed using the procedure below. *Students who are dismissed for academic reasons are eligible to reapply in the future but are not eligible for federal financial aid until SAP has been re-established.*

Academic Progress Appeal

A student placed on Academic Probation must file an Academic Progress Appeal to remain eligible financial aid. The Academic Progress Appeal is reserved for students who believe they have extenuating circumstances preventing them from achieving SAP. 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.*

An ad hoc Academic Progress Appeals Committee reviews the appeal and the student may be required to meet to discuss the appeal request. The decision of the Appeals Committee is final and cannot be appealed further. 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* to have an opportunity to regain SAP. 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 re-established.

If a student does not meet SAP at the end of the Academic 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.* If a second appeal is not approved, the student will be dismissed from the college.

Re-establishing Satisfactory Academic Progress

Students may re-establish Satisfactory Academic Progress during an Academic Warning or Probation period by meeting the GPA and Pace, and academic progress standards including successfully completing all classes, passing all Comprehensive Exams (if applicable) and regaining a cumulative GPA of 2.0.

Incompletes

A grade of Incomplete (I) is given only when mitigating circumstances have affected the student's ability to complete the coursework on time. It is the student's responsibility to contact the instructor to make arrangements to complete the course work necessary to receive a final grade. An incomplete course grade must be resolved within three weeks after the end of the semester or it will be converted into a failing grade. Academic credit is not awarded until a permanent grade for the course has been recorded. Where extenuating circumstances exist, an individual student may request additional time to complete the course work. SAP is calculated after the timeframe for resolving incomplete grades.

Course Withdrawal Policy

As the program is designed for full time study, half-time study is not permitted except in extenuating circumstances. Withdrawing from a course will prolong the course of study. Students must have prior written approval from the Academic Dean before withdrawing from a course. A Course Withdrawal form must be completed before *the end of the 10th week* of the semester. If a student withdraws from the College, the following grading policies also apply.

If a student withdraws from a course on or before the 10% point of the semester, it will count as a 'dropped course'. Dropped courses will not appear on grade or transcript reports. After the 10% point, the student receives a grade of Withdrawal Pass (WP), if passing the course at the time of withdrawal and the withdrawal is before the end week ten of the semester. A Withdrawal Pass (WP) is not included in GPA calculations. Withdrawing with a failing grade or withdrawing from a course after week ten of the semester will result in a grade of Withdrawal Fail (WF). A Withdrawal Fail (WF) is counted as an F in GPA calculations. For SAP purposes, a Withdrawal Pass (WP) counts as a class that was attempted but not successfully completed.

The effective date of the withdrawal is the date the completed form is returned to the Registrar. The last date of class attendance will be used in calculations for the return of federal funds. Tuition refunds for withdrawn courses are given within the parameters of the College refund and federal financial aid refund policies.

Audited Courses

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. 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 practical skills courses are expected to follow the attendance policy in order to participate in hands-on group activities and classroom assignments.

All MAOM course audits are based on availability of class space and must be approved by the Registrar. MAOM courses with clinical content may not be available for course audit. Most didactic courses cannot be audited if they will need to be taken for credit later. Courses exclusive to the DACM program cannot be audited.

All course prerequisites must be met. 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.

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.

Repeated Courses

Courses that are repeated due to course failure or as remediation are not counted in the pace Satisfactory Academic Progress standards. If a student is required to repeat courses as part of remediation, these courses appear on the transcript as Required Review (R). Fees apply for all repeated courses. Students may receive financial aid for repeated courses provided they are required for completion of the program.

Comprehensive Exams

In order to monitor progression through the program, MAOM students are required to pass comprehensive examinations at the end of each academic year (years 1 through 3). Exam questions include material that has been covered in classes and information that is in the

course reading assignments, even if information was not covered directly by the instructor. The exams are separated into different sections/areas of study: Acupuncture, Point Location, Chinese Medicine Theory, Herbal Medicine, and Western Medicine. In addition, the second year exam includes a Point Location Practical Exam and Clinical Skills Exam. Passing score is 70 for written and practical exams. Students have 2 opportunities to pass each exam section. Details about Comprehensive Exams are distributed in the spring semester.

Students who fail an exam section *and its retake* will not meet SAP for that semester. Failing a retake may delay the student's graduation date. The Academic Dean will review the student's exams and academic record to determine appropriate remediation. First year students who fail an exam section and its retake, are required to repeat courses as remediation. Summer intensives may be offered as remediation for failed exam sections and their retakes during the 2nd and 3rd years.

The student will pay a fee for each re-take exam. See fee list for current fee. If a student fails more than one exam section, this fee applies for each section. Retake exams are scheduled for 3 weeks after exams are completed. Students may request faculty or peer tutoring if they feel they need help with areas of study.

In order to begin needling patients in Clinic Internship I, second year students must pass all skills exams and written exams in Acupuncture with Point Location and Chinese Medicine Theory. Until exams are successfully completed students will work in clinic with a partner, participate in all aspects of treatment, except needling, and receive credit for patients and hours.

Students without a distinct cohort: Each year (years 1 through 3), students take a comprehensive exam for each section of the curriculum. Students with no distinct cohort may be required to take a comprehensive exam section previously taken. The Academic Dean will determine the section level to be taken based on the student's completion of academic courses. Previously passed exams will be completed as a self-review only and do not need to be passed again. However, second year students preparing to enter Clinical Internship 1 are required to pass all sections, including previously passed sections.

Comprehensive Exam Review: Students are given the opportunity to review their completed exams in the weeks following comprehensive exam testing. Reviews are designed to allow students to assess areas of strengths and weaknesses. Students who wish to challenge an exam question must present the question and correct answer along with a reference citation to support their challenge. Reference books will be available during review sessions.

Grade Appeals Policy

The determination of grades is the responsibility of the course instructor. Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses. Students are entitled to a fair and impartial evaluation of their work and grading consistent with the stated policies on the course syllabus. Students are provided with a standardized course syllabus for each course with clearly stated course competencies, grading policies, and grading criteria. Students should understand their grades on each assignment and how they connect to the overall course grade. Students should speak with the instructor about grades on individual class assignments as concerns arise. If the issue concerns an unfair or unjustified grade on an assignment, students should contact the Academic Dean.

A final course grade appeal is a request to change a course grade based on arithmetic or clerical error, arbitrariness, or bias. The grade appeal considers whether a grade was determined in a fair and appropriate manner. It is incumbent on the student to substantiate the claim that his or her grade represents unfair treatment, compared to the standard applied to other students.

If a student feels that they have been awarded an unfair or unjustified final grade in a course, they may appeal the course grade. The first step in appealing a grade is to approach the instructor directly in an attempt to clarify the perceived error. If it is not possible to resolve the matter at this level, then it must be brought to the attention of the Academic Dean within two weeks of the end of the semester. The student must explain the discrepancy between the stated grading criteria and the issued grade. The Academic Dean will review the course syllabus and may discuss the issue with the instructor to determine a resolution within 3 weeks of the date the form is submitted. The decision of the Academic Dean will be final.

Instructors issue grades according to the attendance policy stated on the course syllabus. If a student receives a failing grade due to excessive absences and wishes to appeal the grade because of a personal or medical emergency, they must submit a course grade appeal after the final grade has been received. The written explanation must provide the reason for *each* absence in the course along with documentation of any personal or medical emergency, if applicable.

Copyright Policy

Daoist Traditions expects all members of the College community to adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). The following 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 these provisions will result in disciplinary action as provided for under the disciplinary policies and procedures.

Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol of the encircled "c". Section 106 of the Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. Reproduce copies of the work.
2. Prepare derivative works based on the copyrighted work.
3. Distribute copies of the work by sale, rental, lease, or lending.
4. Publicly perform the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture or audiovisual work).
5. Publicly display the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work -- including the individual images of a film -- or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject to both "Fair Use" limitations, which apply to all media, and medium-specific limitations.

Printed Materials

Works that May be Used Freely

Occasionally, scholarly publications such as journal articles include a note offering the right to copy for educational purposes. Some categories of publications are in the public domain; that is, their use is not protected by copyright law:

- Publications dated 1922 or earlier.
- Works that do not include a copyright notice and were first published before January 1, 1978.
- Most United States government documents.

Fair Use: The doctrine of fair use, embedded in section 107 of the Copyright Act of 1976, addresses the needs of scholars and students by mitigating the rights of copyright ownership. However, what constitutes fair use is expressed in the form of guidelines rather than explicit rules. To determine fair use, consider the following four factors [from *What Educators Should Know About Copyright*, by Virginia M. Helm; Bloomington, IN, Phi Delta Kappa Educational Foundation, 1986]:

1. *The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use.* This factor at first seems reassuring; but unfortunately for educators, several courts have held that absence of financial gain is insufficient for a finding of fair use.
2. *The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work.* For example, photocopies made of a newspaper or magazine column are more likely to be considered a fair use than copies made of a musical score or a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher who photocopies a workbook page or a textbook chapter is depriving the copyright owner of profits more directly than if copying one page from the daily paper.
3. *The amount, substantiality, or portion used in relation to the copyrighted work as a whole.* This factor requires consideration of 1) the proportion of the larger work that is copied and used, and 2) the significance of the copied portion.
4. *The effect of the use on the potential market of the copyrighted work.* This factor is regarded as the most critical one in determining fair use; and it serves as the basic principle from which the other three factors are derived and to which they are related. *If the reproduction of a copyrighted work reduces the potential market and sales and, therefore, the potential profits of the copyright owner, that use is unlikely to be found a fair use.*

Photocopying

The following parameters define the limits within which we can be sure of complying with copyright law. Somewhat more extensive copying *may* be sanctioned by the fair use guidelines.

Single Copies for Scholarly Needs or Library Reserve

1. One chapter from a book.
2. One article from a journal issue or newspaper.
3. Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
4. A short story, short essay, or short poem.
5. A chart, diagram, drawing, graph, cartoon, or picture.

Multiple Copies for Classroom Use: Copies for classroom use must meet the following tests of *brevity, spontaneity, and cumulative effect*. Each copy must also include prominent notice that it is copyrighted material - e.g., "Copyright 1990 by Elsevier Books, Inc."

Brevity:

1. *Prose:* Either (1) a complete article, story or essay of less than 2,500 words, or (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event an excerpt of up to 500 words.
2. *Poetry:* (1) A complete poem if less than 250 words and if printed on not more than two pages, or (2) an excerpt of not more than 250 words.
(Each of the numerical limits above may be expanded to permit the completion of an unfinished prose paragraph or line of a poem.)
3. *Illustration:* One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.
4. *Special Works:* Certain works in poetry or prose or in "poetic prose", which may combine language with illustrations and which fall short of 2,500 words, may not be reproduced in their entirety. However, an excerpt comprising not more than two of the published pages of such a work, and containing not more than 10% of the words found in the text, may be reproduced.

Spontaneity: The copying is at the instance and inspiration of the individual instructor. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect: The copying of the material is for only one course, with no more than one copy per student in the course. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during a term.

Sound Recordings

Non-Music Recordings: Cassettes or disks may not be copied unless replacement recordings from a commercial source cannot be obtained at a fair price. Recording brief excerpts is considered fair use, however.

Music Recordings: A single copy may be made for the purpose of constructing aural exercises or examinations. Otherwise, the restrictions on copying non-music recordings apply.

For more information on the use of music and video recording, refer to the Digital Millennium Copyright Act of 1998 at <http://www.copyright.gov/legislation/dmca.pdf>.

Section 7: Professional Conduct

Every student and patient of Daoist Traditions has the right to expect that a professional, respectful, and safe atmosphere will be maintained. It is the responsibility of all members of the college community to contribute to the quality of the learning environment.

Student Pledge

The following pledge provides guidance for study and practice in the profession of Chinese medicine:

I solemnly promise, as a student, to practice my profession to the best of my ability. I will use my knowledge and skills to aid in the prevention, diagnosis, and treatment of disease. I will try to help my patients understand the Chinese Medicine principles of promoting and maintaining health, the pattern of disease, treatment, and prognosis relevant to their condition. I will encourage my patients to participate in decisions relating to their healthcare and their lives.

I will endeavor to alleviate my patients' fears. Through helping the patient understand the nature of his/her condition, I offer hope and a new path by providing Chinese Medicine treatments and recommendations for change. I recognize that the most meaningful treatment may be to be fully present and listen with compassion.

I will treat my patients with dignity. I understand that a patient's sense of self-esteem is essential to good health. I will respect the patient and his/her privacy. I will be trustworthy and preserve confidentiality.

I will respect the wisdom of my teachers. I acknowledge and value the lineage through which the information of Chinese Medicine has come. I will share my knowledge with others. I will strive to further my education and develop habits that promote further growth and awareness.

I will embrace the Core Values of Daoist Traditions in order that I can develop my healing presence.

Student Conduct Expectations

Students at Daoist Traditions are expected to have respect for themselves, other students, faculty, administrative personnel, and College property and the property of 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 behave in a professional and responsible manner at all times while on campus or when representing Daoist Traditions. All students, employees, faculty, and administrative personnel are expected to behave in a manner that does not infringe on the rights of others. Infringement upon the rights of others will be subject to disciplinary action, including permanent dismissal.

The following list describes the standards of behavior that Daoist Traditions expects of each student. Behaviors which adversely affect the College or any individual in the campus environment are subject to review and disciplinary action even if not specifically enumerated here. Each student is expected and required to:

1. develop and nurture a healing presence;
2. respect the core values for all Daoist Traditions community members;
3. furnish correct, truthful, and complete information;
4. observe all policies and procedures;
5. attend all mandatory school meetings and orientations;
6. protect and maintain the health, safety, and rights of students, visitors, and personnel involved with the Daoist Traditions community and understand that threats, intimidation, physical abuse or harassment (sexual, religious, and racial) violates these standards;
7. refrain from discrimination on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, disability, veteran status, political affiliation or any classification protected by local, state or federal law;
8. observe the policy that Daoist Traditions is a drug, smoke (including e-cigarettes/vaping), and alcohol-free facility;
9. observe the policy that dangerous materials or weapons of any type are not allowed on the campus;
10. uphold the policy of respect for the property of the campus and the individuals on the campus;
11. observe the policy that any work required from a student is expected to be the original work of the student;
12. uphold the confidentiality of patients;
13. understand that performing unsupervised acupuncture treatment is not allowed;
14. understand that the unsupervised recommendation of any herbal formula is not allowed;
15. use appropriate, lawful, professional, and ethical behavior;
16. abide by copyright laws.

Classroom Conduct

Primary responsibility for managing the classroom environment rests with the faculty. Each student must help cultivate an environment of caring, thoughtfulness, and empathy that allows each person to grow and learn. Students are expected to honor freedom of inquiry by fellow students and express themselves respectfully at all times. Each student is entitled to his/her right to devote school time to studies and learning without distraction. When a situation occurs that is disruptive to the learning environment, please speak to the instructor or the appropriate Administrative Team member. Students who conduct themselves unprofessionally or disrupt class may be directed by the faculty member to leave the class for the remainder of the session. Continued patterns of unprofessional behavior will result in further disciplinary action.

Electronic Devices: Students are welcome to use a computer/tablet for note taking during class. Devices can be used for researching class related information as permitted by faculty. Use of devices for personal/non-academic reasons is prohibited during class time. Students engaging in such activity may be asked to leave the classroom for the remainder of the class and will have to make up any missed work. Cell phones must be turned off or put on silent (not vibration mode) during class. Cell phones and other electronic devices are not permitted during testing periods. Students may not use recording devices without the instructor's permission.

Attire & Hygiene: Keep in mind that your dress and behavior make a statement about you, our profession, and the College. Please be aware that there may be patients and other guests entering and leaving the school while you are here. Students must follow the dress code outlined in the Clinic Manual anytime patients are present in classes as well as during Herbal Dispensary, Clinical Observation, and Clinical Internship shifts. For the classroom, the overall appearance should be neat, clean, and free of strong smelling perfumes, colognes, shampoos, or other scents.

Food and Drink: Students are not permitted to eat meals during class. Snacks may be permitted provided that they are quiet to chew, do not require utensils, and do not have offensive odors. Drinks are allowed as long as they are in spill-proof containers. Individual instructors may have policies regarding food in their classes; refer to course syllabi.

Treatment Policy

Students must only prescribe herbal medicine and practice needling techniques under the direct supervision of a Licensed Acupuncturist on the Daoist Traditions faculty during class and clinical sessions. Performing needling techniques, prescribing herbal medicines, or offering Chinese medicine diagnosis outside of a supervised clinical or didactic setting is considered practicing without a license and is cause for dismissal.

Student - Faculty Relationship

Daoist Traditions encourages a friendly and supportive relationship between faculty, staff, and students. Faculty members and administrative staff are not permitted to date or have romantic/sexual relationships with currently enrolled students

To allow for a student-faculty relationship that does not overlap that of a patient-practitioner, students should not receive treatment from practitioners they have as didactic or clinical faculty in a given semester. While some students may be currently receiving treatment by faculty members, we appreciate observation of this policy in the interest of maintaining the highest possible academic standards.

In order to maintain appropriate personal and educational boundaries, faculty should not employ currently enrolled students in their professional practice, or discuss any opportunities for post-graduation employment with current students. Employment that predates the student's admission to the College may be allowed to continue. Daoist Traditions has no work-study or externship programs with faculty available.

Non-Discrimination and Harassment

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, gender, sexual orientation, age, national origin, disability, veteran's status, 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 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. If you are not comfortable bringing the complaint to the immediate supervisor or instructor, you can contact the College Vice President who serves as the Title IX Coordinator.

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.

Sexual harassment may consist of gender harassment, peer harassment, or harassment by an individual with authority over the individual. Sexual harassment may include, but is not limited to:

1. Unwelcome sexual advances; physical touching may or may not be involved;
2. Sexual jokes, references to sexual conduct, whether written or spoken, comments regarding one's sex life, remarks about an individual's body, or remarks about an individual's sexual prowess or activities;
3. Material containing sexually suggestive pictures or suggestive objects;
4. Discussing one's sexual activities;
5. Questioning an individual concerning their sexual experiences;
6. Leering, whistling, and making body contact, sexual gestures, insulting or suggestive comments; or
7. A request, direct or implied, by an administrator, supervisor, faculty member, or student for sexual favors in exchange for benefit or favors.

All sexual harassment complaints will be addressed promptly and thoroughly. Daoist Traditions recognizes that the question of whether a particular action or incident arose in the context of a purely personal relationship without an adverse academic or employment effect requires a determination based upon all the facts alleged. Given the nature of this type of offense, we recognize that false accusations of sexual harassment may have a serious effect upon innocent individuals. If it is determined that an individual has knowingly and willfully made a false accusation of sexual harassment, the College will take disciplinary action against that individual. *Detailed policies procedures can be found in the Annual Campus Safety and Security Report.*

Alcohol and Illegal Drugs

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, Daoist Traditions 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. Alcoholic beverages are permitted on campus only for special events, such as graduations and other social events, and must have administrative approval and must adhere to specific conditions.

Illegal or abusive use of drugs and alcohol affects the educational environment and interferes with the personal, social, and educational goals of an individual. 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". 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. Violating the law may also result in criminal prosecution. The Daoist Traditions Drug Abuse Prevention program provides students and employees with a list of drug and alcohol counseling programs available in the Asheville area.

Student Discipline

Failure to follow policies and procedures outlined on the website or in the Catalog, Student Handbook, or Clinic Manual may result in disciplinary action or dismissal from the College. A student is subject to disciplinary action or dismissal for unprofessional conduct which disrupts the teaching or administration of the College or which interferes with the rights of other school members. Examples of conduct which would be considered unprofessional under these standards include: disrespectful or unethical behavior; dishonesty; failure to comply with Daoist Traditions College and Clinic requirements, policies, or procedures; failure to comply with the directions of school officials acting in performance of their duties; or teaching/practicing Chinese Medicine during the course of training. Failure to adhere to local, state, or federal laws; substantiated physical or verbal abuse; sexual harassment; theft or damage to school property or to any personal property on campus are also grounds for disciplinary action.

Disciplinary Procedures: The Academic Dean upon learning of any alleged incident that might warrant a disciplinary action on the part of Daoist Traditions will meet with the student to review the incident and determine an appropriate course of action. The following actions may be taken based on this review:

1. The matter may be dismissed.
2. The Academic Dean may meet with the student and all involved parties to discuss the incident and determine resolution in lieu of calling a Disciplinary Committee. A written copy of the discussion and outcome will be given to all parties and kept on file.
3. The Academic Dean may call a Disciplinary Committee meeting to consider the matter and take appropriate action.
4. The student may be immediately dismissed prior to a formal meeting by the Disciplinary Committee. This may be used in extreme situations that threaten the safety or well-being of students, faculty, patients, or staff. Examples include but are not limited to

on-campus behaviors involving illegal drug or alcohol use, sexual harassment or misconduct, physical violence, or weapons possession. This action may be taken by the College President, Vice President, or Academic Dean.

The Daoist Traditions Disciplinary Committee will consist of the College President, one administrator, one faculty member, and one graduate representative. Any of these members may be granted permission not to sit on the committee if the action being taken involves them personally. The Disciplinary Committee will follow these procedures when they convene to consider a disciplinary matter:

1. The Disciplinary Committee meeting will be scheduled within 14 days after it is determined that a hearing is necessary. The student whose actions are being discussed will receive written notice that the issue is to be considered by the Disciplinary Committee and that the student is required to appear at the meeting. Other individuals that the Disciplinary Committee deem necessary will be notified in writing and requested to appear.
2. Upon completion of the meeting, the Disciplinary Committee will make a decision as to what action is to be taken. The student will be notified of the decision in writing within 7 days of the meeting. A written record of all committee meetings and decisions will be placed in the student's file.

Disciplinary Actions: The Disciplinary Committee may take the following actions and may choose to attach conditions to any action.

1. **Complaint Dismissed.** No basis is found for the charges made against the student. The incident is not noted in the student file.
2. **Disciplinary Warning.** The Disciplinary Committee issues a warning to the student. Consequences of continuing the behavior involved could lead to dismissal. This warning will be issued in writing and appropriate conditions may be attached and noted in the student file.
3. **Dismissal.** Under the terms of dismissal, a student may not re-enter Daoist Traditions. Any student who was previously given a disciplinary warning may be dismissed if they violate the conditions of the warning or fails to act in a professional manner in the college community.

Student Rights of Due Process

If the Academic Dean has chosen to make a decision in lieu of calling a Disciplinary Committee, a student has the right to request a Disciplinary Committee. If a Disciplinary Committee is called, Daoist Traditions guarantees you these rights as the matter is resolved:

1. You have the right to written notice and a summary of the relevant facts.
2. You have the right to appeal any action taken by the Disciplinary Committee to the Board of Directors. Any appeal must be in writing and be submitted within 7 days of the decision of the committee. The decision of the Board of Directors is final.

Student Complaints and Grievances

Daoist Traditions encourages open and honest communication when disagreements arise. We believe that most matters can be resolved through informed discussion with healing presence. The college provides a process for handling complaints. If a student has reason to believe that a condition, situation, or action affecting them is unjust, inequitable, and/or a hindrance to effective performance, they may file a grievance after following the complaint procedures. Specific procedures for complaints related to Title IX or sexual harassment can be found in the Annual Campus Security and Safety Report.

1. **Informal Complaint:** A student with a complaint regarding any member of the College is encouraged to first discuss the concern with the involved party directly. If the student is not comfortable talking about the concern directly with the other person, or if the issue is not resolved through informal discussion, the student should contact the Academic Dean within 14 days of the incident. The Dean will attempt to resolve the complaint through discussion with the parties involved.
2. **Formal Complaint:** If the student is not satisfied with the response from the Dean, the student may file a formal complaint with the Vice President using the Student Complaint Form. The Vice President will log the complaint and schedule a formal meeting with both parties to attempt to reach an agreement. The student will receive a written response from the Vice President within 7 days of the meeting.
3. **Grievance:** If the complaint is not resolved to the satisfaction of the student, the student can file a grievance with the college President. A Grievance Form must describe the details of the complaint and steps that have been taken to address the issue.
 - a. *Grievance Committee* - The President will determine whether there is an appropriate basis for an appeal to a Grievance Committee (GC). Situations that may warrant a GC include actions that are in violation of written campus policies or procedures or constitute arbitrary, capricious, or unequal application of written campus policies or procedures. A GC will not hear cases on issues for which the college has previously received legal counsel. If the President determines that the issue does not warrant a GC, the student will be notified in writing within 7 days and instructed on how to proceed with the grievance procedure. The decision whether to grant an appeal to a GC is final.

If an appeal is granted, the President will convene a GC and present the student's documented grievance promptly to the committee. The committee will consist of members of the administration and faculty. The committee may solicit additional information or statements from the principals in the grievance and/or from other observers who can provide pertinent

information. The principals may bring a support person to the committee hearing. The support person is there solely to support the principal and may not address the committee. The student will provide the committee chair the name of the support person prior to the scheduled meeting. If the grievant fails to attend the meeting, the grievance procedure ends, and the student forfeits their right to further appeal.

Neither the student, nor his/her representatives (counsel, family, friends, etc.), shall contact a committee member, witnesses, the President, members of the Board of Directors, or other community constituents prior to the grievance proceedings. Such contact constitutes a breach in the grievance process and will adversely affect the meeting.

The committee will convene without the principals in attendance to discuss the case and render a decision. The recommendation of the Committee will be presented in writing to the President. The student will receive a written response within 14 days of the committee decision.

- b. *Appeal to Board of Directors* - If the issue is still not resolved to the satisfaction of the student, a written appeal can be made to the Board of Directors. The written grievance will be reviewed, and the student will receive a response within 14 days. The Board decision is final. This constitutes the final step in the resolution of the grievance within the institution.
- c. *Grievance outside of Daoist Traditions* - If a student has exhausted the institution's grievance procedure and is not satisfied with the handling of the grievance, they may submit a complaint to the Accreditation Commission for Acupuncture and Oriental Medicine (acaom.org) or the North Carolina Acupuncture Licensing Board (ncalb.com) or the University of North Carolina General Administration: Post-Secondary Education Complaints, c/o Assistant Director of Licensure and Workforce Studies, 910 Raleigh Road, Chapel Hill, NC 27514, (919) 962-4558, studentcomplaint@northcarolina.edu.

Section 8: Financial Matters

Tuition Payments

Tuition rates for Daoist Traditions are set annually by the Board of Directors. Statements are sent to each student as a courtesy, but it is each student's responsibility to make tuition payments on time.

Tuition Refunds

"Refund" is the return of aid to the same source from which it came. Special fees and expenses such as course fees, supplies, malpractice insurance fees, and enrollment acceptance fees are non-refundable. Students receiving funds from Federal Financial Aid, Veterans Benefits, or Vocational Rehabilitation are also subject to return of funds policies for those programs. The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe a balance to the College for the courses attended. Refer to the website for refund policies pertaining to public education classes.

For dually enrolled students who withdraw from the Master of Acupuncture and Oriental Medicine and/or Professional Doctorate program, the NC state refund policy will apply as follows:

1. A 100% refund will be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the academic 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 will be made if the student officially withdraws from all classes on or before the 10% point of the semester. *
3. No refunds will be made after the 10% point of the semester.

** Returning alumni/degree completers in the DACM program who officially withdraw prior to attending the first DACM class session/activity will receive a 100% refund. A 75% refund will be made for alumni who notify the College of their withdrawal after attending the first day of DACM class activities. No refunds will be made after the first day of DACM classes.*

** For students enrolled in the Certificate in Chinese Herbal Medicine program 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 class session/activity. No tuition refunds will be made after the Monday following the first class session/activity.*

Federal Financial Aid

Our Federal Financial Aid Director is available to assist you. We strive to provide you with the best customer service, timely notification, and personal assistance while still meeting necessary federal regulatory requirements. It is important for you to keep a record of your financial aid award and be aware of when the next application is due. The financial aid office will do its best to notify you when it is time to apply, but do not depend on us alone.

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. The Professional Doctorate program is not eligible for federal student aid. Applying for a loan does not guarantee either that a loan will be granted or that the maximum amount will be awarded. 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.

The cost of attendance (COA) for MAOM program related costs at Daoist Traditions and other information provided on the Free Application for Federal Student Aid (FAFSA) are used to calculate eligibility. [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 considered for financial aid, students must complete the appropriate applications and 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, as outlined in this handbook.

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. The US Department of Education requires students convicted of a drug offense after receiving federal aid, to immediately notify the Financial Aid Office.

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.

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. Students with concerns about the financial repercussions of changing enrollment status or withdrawing should speak to the Federal Financial Aid Director about their situation.

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 (officially or unofficially), is dismissed, or takes a leave of absence prior to completing more than 60% of a semester, or prior to completing one course, Daoist Traditions will return any federal funds disbursed and not earned by the student to the lender. The calculation for return of federal funds can be found on our website.

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 Department of Veteran's Affairs (VA) to participate in the training of 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. 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. Visit www.va.ed for details.

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 needing rehabilitation training with the cost of education, supplies, and equipment to complete the MAOM program. To determine your eligibility, you must first contact the NCDVRS directly. Visit www.ncdhhs.gov/dvrs. Contact the Financial Aid Office for more information.

Section 9: Program Completion

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 thoughtful consideration and is only granted in extreme circumstances. The request must be submitted in writing to the Academic Dean. A student's financial account must be clear before a leave of absence will be approved.

A student who is granted a leave of absence must meet all requirements that are in effect at the time of re-entry regardless of original enrollment agreements. 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. Students who take a leave while on Academic Warning or Academic Probation will re-enter the program in the same SAP status. A student who has been on leave for longer than one year must re-apply to the program.

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. If 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 federal funds must be returned. 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

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. MAOM students must enroll in a Qi Gong course each semester, regardless of the number of previously completed sections. Interns must remain enrolled in Clinical Internship and Clinical Case Review each semester.

Program Withdrawal

Students considering withdrawing from the program should contact the Academic Dean. The Program Withdrawal form must be completed to officially withdraw from the program. The official withdrawal date is the date the completed form is received in the office. For financial aid purposes, the date of withdrawal is the last date of class attendance. Students who leave the program without going through the proper withdrawal procedures will be denied any refund and may not be eligible for future enrollment. Students who withdraw from the program must reapply should they decide to return in the future.

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 the student:

1. Informs a member of the administrative staff of intent to withdrawal 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 without explanation.

In the event of an unofficial withdrawal, the Registrar 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.

Graduation

To qualify for graduation, students must successfully complete all courses and other academic requirements for the program within six years. Diplomas and transcripts are held until students fulfill all responsibilities to the College, including payment of all tuition, fees, and balances at the College Clinic. All graduating students are charged a graduation fee in their final semester, whether they plan to attend the graduation ceremony. MAOM students in their final semester are permitted to participate at the annual graduation ceremony with their cohort if they have completed all didactic work and are on track 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.

Daoist Traditions' diplomas include the following:

- the Daoist Traditions school seal
- the program from which you are graduating
- the name you have chosen to appear on your diploma
- the signatures of the College President and Vice President

The name on the diploma must be identical to the name currently on the student’s official academic record. Students who wish to include a variation of their name for their printed degree are required to put this request in writing to the Registrar’s Office. Any requests to change a student’s name must be accompanied by acceptable documentation such as a court document reflecting the name change, a marriage certificate indicating a name change or a copy of our Social Security card with the new name. Documentation is not required for name changes such as:

Change	Example
Truncation of names	Alexander to A.
Diminutives of names	James to Jim
Variation in the order of names	Surname/Given name
Use of religious names	Addition of Mohammad
Removal of middle names	Jane Ann Smith to Jane Smith

Replacements: Graduates may request a replacement diploma if the original has been lost or destroyed. Replacements will carry all information contained on the original except that all signatories will be current College representatives and the document will be marked “duplicate copy”. Replacement diplomas are subject to the current fee.

Certification and Licensing

National Certification: Graduates of the MAOM program are eligible for the certification examinations given by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Transcripts are released after completing all program requirements.

Graduates of the Certificate in Chinese Herbal Medicine program are eligible to sit for the Chinese Herbology examination 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. You must complete the NCCAOM certification exams to qualify for acupuncture licensure in the state of North Carolina. We highly recommend maintaining this credential as it is a requirement for receiving and maintaining licensure in many other states.

State Licensure: Graduates of the MAOM program are eligible for licensure to practice Chinese medicine in North Carolina. A degree from the College is not a license to practice. For information about North Carolina licensing requirements, contact the NC Acupuncture Licensing Board at PO Box 10686, Raleigh, NC 27605, (919) 821-3008 or www.ncalb.com. 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 in other states. Visit nccaom.org/state-licensure.