



Daoist Traditions
College of Chinese Medical Arts

Academic Catalog

2019 - 2020

Dual Degree Master's and Doctoral Program (MAOM/DACM)

Master's Degree Program (MAOM)

Doctoral Degree Program for Degree Completers (DACM)

Certificate in Chinese Herbal Medicine Program (CCHM)

Policies in the Academic Catalog, Student Handbook, and Clinical Manual pertain to all students enrolled in all programs at Daoist Traditions.

Career Opportunities and Gainful Employment: Acupuncture is one of the most requested forms of treatment in the fast-growing field of complementary and alternative medicine. Chinese medicine holds promise as one of the key modalities to be used in current and future integrative medical settings. The success of Chinese medicine today is attributable to its treatment efficacy, remarkable safety record, cost-effectiveness, and significant public demand. With the increasing public interest in safe and effective alternative health care, acupuncture offers an outstanding career option. The settings in which you can work include individual and group acupuncture practices; shared practices with physicians, chiropractors, or other health professionals; affiliations with drug detoxification programs, hospitals, or integrated health clinics. Other career options include teaching, translating, publishing, research, or working with herb or acupuncture supply companies. Most of our graduates establish private practices or join existing acupuncture or multi-modality clinics. The College is often contacted by practitioners looking to hire new graduates or by offices with space for rent. Visit our website for more on Gainful Employment.

Non-Discrimination and Anti-Harassment: Daoist Traditions prohibits discrimination and harassment against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, gender, pregnancy status, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law. All applicants are considered on the basis of individual merit.

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

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

Board Communications: Daoist Traditions College is owned by Daoist Traditions, Ltd. Interested parties may contact any member (or all members) of the Board by mail at Daoist Traditions Ltd., c/o Corporate Secretary, 382 Montford Avenue, Asheville, NC 28801; phone 828.225.3993; email board@daoisttraditions.edu. Please indicate whether your letter is for the Board or an individual director. All communications received will be opened by the Corporate Secretary and distributed to the Board or individual as appropriate.

Tuition Guaranty: Daoist Traditions maintains a tuition guaranty bond (for prepaid tuition held). Documentation is available in the Financial Office for review during normal office hours.

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Dear Prospective Student,

I am honored to introduce to you a college devoted to the teachings of Classical Chinese Medicine, whose roots are deeply entwined with classical Chinese philosophy.

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

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

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

With its strong administration, distinguished faculty, extraordinary students and alumni, and a vast array of educational resources, I'm confident that you'll find the education at Daoist Traditions to be exemplary and its environment to be nurturing.

Blessings,



Jeffrey C. Yuen
88th Generation, Jade Purity School of Daoism
25th Generation, Complete Reality School of Daoism

Welcome

Daoist Traditions College of Chinese Medical Arts is dedicated to advancing knowledge in the field of Chinese medicine with an emphasis on the medical teachings and techniques which are rooted in the Classics. Inspired by Master Jeffrey Yuen, we wish to help continue his work in restoring the ancient traditions by sharing our clinical experience and passion for Chinese medicine.

Our name, Daoist Traditions, comes from the close relationship between the Dao and Chinese medicine that has existed since the ancient beginnings of Chinese culture. The principles of Daoism had a strong influence on ancient Chinese medicine, namely the idea that health depends on remaining in harmony with nature. Early Daoism promoted the art of detailed observation - a key component of Chinese medicine practice. Herbal medicine was greatly influenced by early Daoists and their experimentation with plant, animal, and mineral products in their search for immortality. Daoists such as Ge Hong, Sun Simiao, and Tao Hongjing made major contributions to the development of the medicine.

Throughout its long history, Chinese medicine has been a dynamic and evolving medical art and science. As it is quickly becoming mainstream medicine, it is also one of the fastest growing healthcare professions in the United States.

Whether you are interested in pursuing a new career or want to continue your Chinese medicine education, you are sure to find an academically challenging and supportive classroom environment. Our comprehensive programs generate graduates with a well-rounded understanding of the traditions and philosophies of Chinese medicine, strong clinical skills, and the confidence to begin successful practices.

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

About Us

Institutional 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 Chinese medicine. The College is known for its academically rigorous and transformative curriculum, its service to the community, and its exemplary leadership in Chinese medicine education.

Institutional 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 staff and faculty of Daoist Traditions support a set of principles which guide how we do our work, how we interact with each other, and how we fulfill our mission as a college. We value:

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

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

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

Transformation. We facilitate personal cultivation and growth by imparting the wisdom of Chinese medicine.

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;
- 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.

Our Programs

Dual Degree

Master of Acupuncture and Oriental Medicine/Doctor of Acupuncture and Chinese Medicine (MAOM/DACM)

The purpose of the DACM program is to graduate professionals who advance the discipline of Classical Chinese Medicine by providing independent and collaborative healthcare in diverse settings. The MAOM/DACM program is a single four-year graduate degree program. Students earn both the doctoral degree and the master's degree upon completion. In addition to the extensive master's level education Daoist Traditions has offered since 2003, the doctoral program adds didactic and clinical work in the areas of collaborative care, system-based medicine, and evidence-informed practice - important skills and knowledge for acupuncturists in today's team-based medical model. **The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) has granted permission to begin enrolling students in the doctoral program. The UNC Board of Governors has issued a license for Daoist Traditions to offer the Doctor of Acupuncture and Chinese Medicine degree program.*

Master of Acupuncture and Oriental Medicine (MAOM)

The purpose of the MAOM program is to graduate independent practitioners who advance the discipline of Classical Chinese Medicine by providing healthcare in diverse settings. The four-year MAOM degree program includes in-depth training in the ancient traditions of Classical Chinese Medicine (CCM) and Traditional Chinese Medicine (TCM). The curriculum provides students with a well-rounded understanding of the principles of acupuncture, herbal medicine, and relevant biomedical theory and practice. The MAOM program is designed to lead students to the level of knowledge and clinical proficiency necessary to become a successful independent healthcare provider.

Doctor of Acupuncture and Chinese Medicine (DACM) for Degree Completers

The purpose of the DACM program is to graduate professionals who advance the discipline of Classical Chinese Medicine by providing independent and collaborative healthcare in diverse settings. The DACM completion track is open to graduates of Daoist Traditions' MAOM program who wish to further their education and earn a doctorate. The program builds on the MAOM program with advanced skills in collaborative care, system-based medicine, and evidence-informed practice, and advanced clinical practice. The modular format allows students to continue their professional practice while earning the doctoral degree. **The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) has granted permission to begin enrolling students in the doctoral program. The UNC Board of Governors has issued a license for Daoist Traditions to offer the Doctor of Acupuncture and Chinese Medicine degree program.*

Certificate in Chinese Herbal Medicine (CCHM)

The purpose of the CCHM program is to graduate professionals who advance the discipline of Chinese medicine by incorporating herbology into their healthcare offerings. The CCHM program is a post-graduate course for acupuncture practitioners who are seeking in-depth training in Chinese Herbal Medicine. The 24-month program builds on previous Chinese medicine theory and acupuncture training and teaches practitioners to safely and effectively incorporate the use of Chinese herbs into their clinical practice. Hybrid classes are scheduled in a convenient, weekend intensive format, allowing students to maintain their current practices while attending school.

Program Goals and Outcomes

Master of Acupuncture and Oriental Medicine (MAOM) program goals are to:

1. Graduate knowledgeable, skilled practitioners who effectively diagnose and treat a broad range of health conditions.
2. Develop caring, compassionate practitioners by fostering a healing presence in personal and professional interactions.
3. Prepare graduates to pass the NCCAOM national certification examinations.

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 goals are to:

1. Graduate knowledgeable, skilled practitioners who effectively diagnose and treat a broad range of health conditions.
2. Develop caring, compassionate practitioners by fostering a healing presence in personal and professional interactions.
3. Prepare practitioners who function effectively in collaborative and interdisciplinary settings.
4. Develop practitioners who integrate evidence-based medicine into clinical practice.
5. Prepare graduates to pass the NCCAOM national certification examinations.

We are committed to providing DACM 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.
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 in Chinese Herbal Medicine (CCHM) program goals are to:

1. Graduate knowledgeable, skilled Chinese herbal medicine practitioners who effectively diagnose and treat a broad range of health conditions.
2. Develop caring, compassionate herbal medicine practitioners by fostering a healing presence in personal and professional interactions.
3. Prepare graduates to pass the NCCAOM national certification examination in herbology

Building on previous Chinese medicine theory and acupuncture training, graduates of the CCHM program will be able to:

1. Articulate the basic theories of Chinese herbal medicine and the foundational knowledge of Chinese herbs, herbal formulations, and associated natural products.
2. Formulate skilled diagnoses and treatment plans using the theories of Chinese medicine.
3. Provide safe and effective patient care using various forms of Chinese herbal medicine.
4. Integrate relevant biomedical information into the practice of Chinese herbal medicine.
5. Demonstrate professionalism in all aspects of the program.

Accreditation and Approvals

Accreditation

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

The Master of Acupuncture and Oriental Medicine (MAOM) program is accredited by the ACAOM. The Doctor of Acupuncture and Chinese Medicine (DACM) program is not accredited or pre-accredited by ACAOM. Graduates of this program are not considered to have graduated from an ACAOM accredited or pre-accredited program and may not rely on ACAOM accreditation or pre-accreditation for professional licensure or other purposes. This program is eligible for ACAOM accreditation and the College is in the process of seeking ACAOM pre-accreditation/accreditation for the program. However, Daoist Traditions can provide no assurance that pre-accreditation or accreditation will be granted by ACAOM. Students enrolled in this program are not eligible to participate in federal grant and loan programs based on ACAOM's approval.

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

Transfer of credits earned at Daoist Traditions to other colleges/universities, including those with regional accreditation, is at the discretion of individual institutions.

Licensure

The Board of Governors of the University of North Carolina is the policy-making body legally charged with the general governance of all affairs of the constituent institutions. Daoist Traditions is licensed by the UNC Board of Governors to offer the Master of Acupuncture and Oriental Medicine (MAOM) and Doctor of Acupuncture and Chinese Medicine (DACM) degrees. The Board of Governors can be contacted at UNC General Administration, 910 Raleigh Road, P.O. Box 2688, Chapel Hill NC 27514; (919) 962-1000; www.northcarolina.edu.

Approvals

- Authorized to operate a professional program in Oriental Medicine by the NC Acupuncture Licensing Board (NCALB).
- Approved by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).
- Approved by the United States Department of Education to offer Title IV funds to qualified MAOM students.
- Approved by the Student and Exchange Visitor Program (SEVP). International students may apply for F-1 visas to attend the MAOM program.
- Approved by the Veteran's Administration to apply VA benefits toward tuition for qualified MAOM students.
- Approved by the Department of Vocational Rehabilitation (DVR) to have tuition and fees subsidized by DVR for approved MAOM students.

Memberships

- Member of the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM)
- Member of the North Carolina Society of Acupuncture and Asian Medicine (NCSAAM)
- Member of the American Association of Acupuncture and Oriental Medicine (AAAOM)
- Member of the Asheville Chamber of Commerce

Faculty, Staff, and Directors

Our faculty is comprised of experienced practitioners who share the desire to help each student excel. All the licensed acupuncturists and physicians on our faculty are clinicians who bring their professional experience into the classroom and clinic. *Faculty biographies can be found on our website.*

Faculty Member	Credentials	Programs
Leanne Apfelbeck	DC, MS	MAOM/DACM
Simon Becker	M.Ac.	MAOM/DACM
Patricia Bernarding	M.Ed., CMT	MAOM/DACM
Bonnie Benetato	PhD, MSN, BSN	MAOM/DACM
Anthony Borzotta	MD, FACS	MAOM/DACM
Julie Burke	MAOM, L. Ac., Dipl. OM (NCCAOM), LMBT	MAOM/DACM, CLINIC
Mary Burke-Pitts	MAOM, L. Ac., Dipl. Ac. (NCCAOM)	MAOM/DACM, , CCHM, CLINIC
Frank Butler	DACM	MAOM/DACM
Gregory M Casey	MAOM, L. Ac., Dipl. OM (NCCAOM)	CLINIC
Michael Coladonato	MD	CLINIC
Mona Dinari	L. Ac., Dipl. OM (NCCAOM)	MAOM/DACM
Lori Fendell	M. Ac., L. Ac., PA, MPH	MAOM/DACM
Josh Fox	MAOM, L. Ac.	MAOM/DACM, CCHM, CLINIC
Mindy Gates	RN, L. Ac.	MAOM/DACM, CLINIC
Kara Haines	L. Ac., DACM, MSTOM	CLINIC
Lorraine Harris	L. Ac., Dipl. OM (NCCAOM)	CLINIC
Joe Hollis	BA	MAOM/DACM
Frank Iborra	L.Ac., Dipl. Ac. (NCCAOM)	CLINIC
Lissa Juedemann	MAOM, L. Ac., Dipl. OM (NCCAOM)	MAOM/DACM, CCHM, CLINIC
Christopher Kazepis	MAOM, L. Ac.	CLINIC
Donna L. Keefe	MAOM, L. Ac.	MAOM/DACM
Kristen Lambertin	MAOM, L. Ac.	MAOM/DACM
Ta-Ya Lee	DNP, CRNP, MPH, MBA, M.Ac., L. Ac., Dipl.OM (NCCAOM)	MAOM/DACM
Randine Lewis	PhD, L. Ac., FABORM	MAOM/DACM, CLINIC
Karen Litton	MAOM, L. Ac., Dipl. OM (NCCAOM)	MAOM/DACM
Mary Cissy Majebe	O.M.D., L. Ac., DOM (NM)	MAOM/DACM
Jeremy Noble	L. Ac., Dipl. OM (NCCAOM), RN	CLINIC
Junie Norfleet	M.Ed., L. Ac.	MAOM/DACM
Charles Pannell	MAOM, L. Ac.	MAOM/DACM, CCHM, CLINIC
Michael Parker	MAOM, L. Ac.	CLINIC
Tracy Peck	M. Ac., L. Ac.	MAOM/DACM
Bruce Pichler	DPM, MD	MAOM/DACM
Evan Rabinowitz	D. Ac., M. Ac., Dipl. Ac. (NCCAOM)	MAOM/DACM
Kathy Robinson	MD	MAOM/DACM, CCHM
Connie Ross	MD	MAOM/DACM
Peter Shea	MS, L.Ac.	MAOM/DACM, CCHM, CLINIC
Dov Shoneman	MTCM, L. Ac., Dipl. Ac. (NCCAOM)	MAOM/DACM, CLINIC
Robert Vanderwall	MAOM, DAOM Candidate	MAOM/DACM
Callan Welder	MAOM, L. Ac., Dipl.OM (NCCAOM)	MAOM/DACM, CLINIC
Tyler White	MAOM, L. Ac.	MAOM/DACM
Jennifer M. Williams	PhD, L.Ac., BCIM, ADS	MAOM/DACM, CLINIC
Ann Wolman	L. Ac., Dipl. CH (NCCAOM)	MAOM/DACM, CCHM, CLINIC
Jeffrey Yuen	PhD (hc), 88th generation Daoist Priest (Jade Purity)	MAOM/DACM
Weixing Zhao	L. Ac., Dipl. CH (NCCAOM)	MAOM/DACM
Kate Zurich	PA-C	CLINIC

Administrative Staff

Mary C. Majebé, O.M.D., L.Ac., President/Financial Director
Rachel Nowakowski, L.Ac., Dipl. Ac./Dipl. CH (NCCAOM), Vice President/Title IX Coordinator
Chris Giglio, B.S., Administrative Director/Registrar
Dia Wong, DACM, L. Ac., Dipl. CH (NCCAOM), Academic Dean
Barbara Brownsmith Campbell, Director of Academic Effectiveness
Donald Ray, Ph.D., Director of Institutional Effectiveness
Peter Shea, M.S., L.Ac, Clinical Internship Director
Junie Norfleet, M.Ed., L.Ac., Clinical Observation Director
Kathy Robinson, MD, Biomedicine Department Chair
Randine Lewis, PhD, L. Ac, FABORM, Chinese Medicine Department Chair
Charles Pannell, MAOM, L. Ac., Herbal Medicine Department Chair
Vanessa Detwiler, Clinic Administrator
Juliet Daniel, M.Ac., Admissions Director/Financial Aid Administrator
Cameron Mullins, Federal Financial Aid Director
Patricia Bernarding, M.Ed., A.A.S. Business Admin., Specials Projects Coordinator
Jennifer Moore, B.A., Assistant to the President/Vice President
Devon Corley, Registrar Assistant
Michael Ludlam, M.S., Administrative Assistant/Technology Support
Ethan Gibbs, Clinic Receptionist
Emily Gargiulo, MLIS, Librarian
Teresa Imfeld, MLIS, Librarian
Debi Choi, Staff Accountant

Board of Directors

Daoist Traditions is governed by a Board of Directors who guide the College in its vision as a center of educational excellence, cultivating the next generation of teachers and leaders in the field of Chinese medicine.

Ann Flynn, Chair
Bill Byrne, Vice Chair
Patricia Bernarding
John N. Davis
Mary Cissy Majebé
Junie Norfleet
Rachel Nowakowski
Susan Taylor Rash

Location and Community

Asheville Community

Asheville is a colorful city nestled in the Blue Ridge Mountains of Western North Carolina with a population of approximately 90,000 people. The area is rich in history and culture and boasts a thriving arts and entertainment scene. Our eclectic city has attracted a lively mix of professionals, students, and artists. Our community is the perfect location for studying acupuncture and Chinese herbal medicine. You will find a substantial community of people interested in natural approaches to wellness and healing.

Campus Facilities

Our campus is located in the Montford Historic District, a residential neighborhood adjacent to downtown Asheville. The main campus houses our fully-equipped classrooms, library and computer lounge, student kitchen/dining area, and administrative offices. Our teaching clinic is located a short drive from campus in the downtown area and includes eleven treatment rooms, meeting spaces, and an herbal dispensary. The campus and clinic are accessible by public transportation.

Classes and workshops are also held at our conference space, Heaven's Cloud Event Center, in West Asheville, a 15-minute drive from campus. All facilities are smoke, drug and alcohol free, and as chemically free as possible. The College does not provide residential accommodations for students.

Medicinal Herb Gardens

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

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

Library Resources

Our library supports the research and educational needs of students, faculty and staff by providing access to library collections and services consistent with our programs. The library is open to students, alumni, and faculty. The collection includes books, print journals, periodicals, journal databases, and audio-visual materials. In addition to Chinese medicine, the collection covers topics such as cultivation techniques, philosophy, bio-medicine, herbal medicine, complementary healing modalities, and business and study skills. The holdings are predominately in English with some selections in Chinese. The library provides computers, wireless internet, copy and print services, and staff to assist with research. Items may be used or borrowed in accordance with the guidelines set by the College.

Daoist Traditions has a cooperative agreement with the University of North Carolina at Asheville (UNCA) Ramsey Library, located just a few minutes from campus. Students enrolled in all programs receive a membership to Ramsey Library which provides access to additional print and electronic resources. In addition, the Buncombe County Library System has branches throughout Asheville.

Dual Degree Master of Acupuncture and Oriental Medicine/ Doctor of Acupuncture and Chinese Medicine (MAOM/DACM)

The MAOM/DACM program is a single, four-year graduate professional degree program, designed as entry-level training. Currently, the master's degree leads to state licensure and national certification. Students earn both the master's and doctoral degrees upon completion.

The doctorate is the new terminal degree in the field of East Asian medicine and is anticipated to become the industry standard. The doctorate will be significant for practice growth and insurance reimbursements and will be especially important for those interested in working in hospitals and other integrated settings, teaching, or research. We believe the doctorate will eventually replace the master's degree as entry-level education, likely becoming required for state licensure and national certification in the future.

Students who do not meet the admission requirements for the DACM program or who choose not to enroll in the DACM program should refer to the section on the Master of Acupuncture and Oriental Medicine (MAOM) program.

The dual degree MAOM/DACM program contains extensive training in the ancient traditions of Classical Chinese Medicine (CCM) and Traditional Chinese Medicine (TCM) including Chinese herbal medicine.

The dual-degree program also includes didactic and clinical work in the areas of collaborative care, system-based medicine, and evidence-informed practice. The dual degree MAOM/DACM program consists of 3244.5 hours/179.1 credits and has been designed to be compliant with state and national requirements.

MAOM/DACM Time Commitment

The MAOM/DACM curriculum is designed for full-time study. All applicants must be committed to full-time study for the duration of the program. Students are expected to devote considerable time to completing reading assignments, class assignments, and projects outside of class. Our most successful students are engaged learners who self-direct to learn beyond what can be covered in classes. Students should expect to spend approximately two hours outside of class studying for every hour spent in a class.

The MAOM/DACM program is designed as a track system and students follow the sequence of courses for the duration of the program. The College operates on a semester system with a fall semester (August – December) and spring semester (January-May). The fall semester of the first year of the consists of seventeen (17) instructional weeks with a mid-semester break. All subsequent semesters consist of sixteen (16) instructional weeks with mid-semester breaks. Some summer classes are required. During the last two years, students complete internship sessions for 42 to 46 weeks per year, dedicating 5 to 6 days per week to classes and clinic.

Dually enrolled students have the unique experience of attending five exclusive class days with Jeffrey Yuen as part of their curriculum. Other events with Mr. Yuen are available four times per year. Mr. Yuen's classes enhance the MAOM/DACM curriculum by offering a deeper exploration of Classical Chinese medicine.

Sample Dual Enrollment MAOM/DACM Program - Semester Class Hours

Introductory Week Classes	45	
	Semester 1	Semester 2
MAOM/DACM Weekly Classes	18	18
MAOM/DACM Intensive Classes	6	15
MAOM/DACM Clinical Observation	20	20
MAOM/DACM Herbal Dispensary	15	15
MAOM/DACM Garden Care	3	3
	Semester 3	Semester 4
MAOM/DACM Weekly Classes	19	17
MAOM/DACM Intensive Classes	15	15
MAOM/DACM Clinical Observation	20	30

MAOM/DACM Herbal Dispensary	15	15
MAOM/DACM Garden Care	3	3
	Semester 5	Semester 6
MAOM/DACM Weekly Classes	13	15
MAOM/DACM Intensive Classes	0	15
MAOM/DACM Clinical Internship	160 (two shifts/week)	100 (two shifts/week)
MAOM/DACM Summer Classes	75	0
DACM ONLY - Didactic Classes	45	45
DACM ONLY - Clinical Hours	16	22
	Semester 7	Semester 8
MAOM/DACM Weekly Classes	9	11
MAOM/DACM Intensive Classes	40	10
MAOM/DACM Clinical Internship	270 (3 shifts/week)	210 (4 shifts/week)
MAOM/DACM Summer Classes	25	0
DACM ONLY - Didactic Classes	52.5	45
DACM ONLY - Clinical Hours	47	45

MAOM/DACM Admissions

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

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

The Daoist Traditions community strives to cultivate a healing presence and convey that healing presence in all we do. Accordingly, we seek students who recognize that all life experiences provide opportunities for growth and change. Applicants must demonstrate the maturity, emotional stability, and good judgment essential to becoming effective practitioners. The College attracts a student population who share a deep commitment to the study and practice of Chinese medicine and an interest in their personal growth. Our most successful students have strong study and time management skills, the support of their family and friends, and a solid financial plan to support their studies.

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

MAOM/DACM Admissions Requirements

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

Students accepted into the dual degree program must also fulfill a pre-requisite of college-level courses in Chemistry, Biology, and Psychology (2 credits each) from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity. College Level Examination Placement (CLEP) exams and ACE (American Council on Education) credits with minimum credit-granting scores will be accepted in lieu of these pre-requisite courses. Courses taken at Daoist Traditions do not count toward this requirement.

In addition to the admissions criteria, students must have daily access to a computer with video capabilities, printer, scanner and internet access, separate from the equipment and wi-fi provided on campus.

Our curriculum requires students to engage in diverse and specific experiences essential to the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. These competencies/functions are needed for successful admission and program completion. Refer to the section of Medical Accommodations for details.

MAOM/DACM Admissions Policy and Procedure

A limited number of students are accepted into each entering class, which allows for more personalized attention and rich classroom dialogue. Applications are considered on an ongoing basis until the class has reached its maximum capacity. Once the class is full, additional applications may be considered and a list of alternates will be selected. New students are enrolled in August each academic year.

Interviews with the Admissions Team will be scheduled once your completed application materials are received. The interviews are an important part of our admissions procedure because we want to know our students on a more personal level than documentation will provide. On-site interviews are required but Skype interviews may be allowed in cases where distance is a factor.

Submitting an application does not guarantee admission. Daoist Traditions reserves the right to deny entrance to any applicant. Some applicants may be placed on a waitlist and receive an admissions decision later in the admissions cycle.

MAOM/DACM Program Acceptance

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

If a student is accepted into the program and chooses not to enroll for that semester, the application materials will be held for a one-year period. However, the original acceptance is not guaranteed for future semesters. To reactivate an application, applicants must submit an Application for Re-Admission with application fee. The admissions team will conduct an interview and make their decision.

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

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

International (Non-Immigrant) Applicants

Daoist Traditions is authorized under Federal law to enroll nonimmigrant alien F-1 students into the Master of Acupuncture and Oriental Medicine (MAOM) program. The Student and Exchange Visitor Program (SEVP) requires that all international students enroll in a full-time course of study, attend classes regularly, and make satisfactory progress towards completion of the degree objective. Special application and admission procedures are required of all international students.

English Language Competency

Academic success is dependent upon the student's ability to understand, speak, read, and write in English. The level of proficiency needed for a graduate level academic program is greater than that required for daily living. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

1. Applicants must have completed a two -year (60 semester credits or 90 quarter credits) baccalaureate or graduate-level, English-based education in an institution a) accredited by an agency recognized by the U.S. Secretary of Education,

or b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. *In all cases, English must have been both the language of instruction and the language of the curriculum used.*

OR

2. If an applicant has not completed a two -year English-based education as defined above, they may demonstrate English language competency by completion of TOEFL or IELTS exams.

MAOM Applicants: Applicants must achieve a TOEFL score of at least 72 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. An overall band score 6 (Academic Format) or better on the International English Language Testing System (IELTS) exam is also acceptable.

DACM Applicants: Applicants must achieve a TOEFL score of at least 80 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. An IELTS overall band score 6.5 (Academic Format) and IELTS spoken band score of 8.0 are also acceptable.

Transcripts from other countries must be translated into English and evaluated by a credential-evaluation service, such as World Education Services, www.wes.org or Educational Credential Evaluations, www.ece.org.

Transfer Credit

All transferred coursework must be completed at a college/university accredited by an agency recognized by the U.S. Secretary of Education, or equivalent international entity, and be equivalent to Daoist Traditions' requirements for graduation. The College may accept up to one year of transfer credits from an acupuncture/Chinese medicine program which is accredited or pre-accredited with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Transfer credit is not accepted for courses exclusive to the DACM program. *Refer to MAOM Admissions for further details on transfer credits.*

Master of Acupuncture and Oriental Medicine (MAOM)

The four-year Master of Acupuncture and Oriental Medicine degree program includes extensive training in the ancient traditions of Classical Chinese Medicine (CCM) and Traditional Chinese Medicine (TCM). The program includes the study of all the meridian and collateral systems, a survey of the history of ideas and their influence in the development of styles of practice, and an in-depth study of Chinese herbal medicine. The MAOM program consists of 2927 hours/162.3 credits and has been designed to be compliant with state and national requirements.

In addition to a solid foundation in the philosophies of Chinese medicine, students gain practical knowledge through training by dedicated faculty, who are successfully practicing in the field. While the program at Daoist Traditions is challenging, our supportive academic environment is structured to assure the success of our students. A limited number of students are accepted into each entering class, which allows for more personalized attention and rich classroom dialogue.

Time Commitment

The curriculum is designed for full-time study. All applicants must be committed to full-time study for the duration of the program. Students are expected to devote considerable time to completing reading assignments, class assignments, and projects outside of class. Our most successful students are engaged learners who self-direct to learn beyond what can be covered in classes. Students should expect to spend approximately two hours outside of class studying for every hour spent in a class.

The MAOM program is designed as a track system and students follow the sequence of courses for the duration of the program. The College operates on a semester system with a fall semester (August-December) and spring semester (January-May). The fall semester of the first year of the consists of sixteen (16) instructional weeks, which includes an introductory week held in early August. All subsequent semesters consist of fifteen (15) instructional weeks. Some summer classes are required. During the last two years, students complete internship sessions for 42-46 weeks per year, dedicating 5 to 6 days per week to classes and clinic.

MAOM students have the unique experience of attending one exclusive class day with Jeffrey Yuen during their first semester. Other events with Mr. Yuen are available four times per year. Mr. Yuen's classes enhance the MAOM curriculum by offering a deeper exploration of Classical Chinese medicine.

Sample Dual Enrollment MAOM Program - Semester Class Hours		
Introductory Week Classes	45	
MAOM Introductory Week		
Intro Week Classes	45	
Semester 1		Semester 2
MAOM Weekly Classes	18	18
MAOM Intensive Classes	6	15
MAOM Clinical Observation	20	20
MAOM Herbal Dispensary	15	15
Garden Care	3	3
Semester 3		Semester 4
MAOM Weekly Classes	19	17
MAOM Intensive Classes	15	15
MAOM Clinical Observation	20	30
MAOM Herbal Dispensary	15	15
Garden Care	3	3
Semester 5		Semester 6
MAOM Weekly Classes	12	15
MAOM Intensive Classes	15	15
MAOM Clinical Internship	160 (two shifts per week)	100 (two shifts per week)
Summer Classes	75	0

	Semester 7	Semester 8
MAOM Weekly Classes	9	11
MAOM Intensive Classes	40	10
MAOM Clinical Internship	270 (3 shifts per week)	210 (4 shifts per week)
Summer Classes	25	0

MAOM Admissions

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

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

The Daoist Traditions community strives to cultivate a healing presence and convey that healing presence in all we do. Accordingly, we seek students who recognize that all life experiences provide opportunities for growth and change. Applicants must demonstrate the maturity, emotional stability, and good judgment essential to becoming effective practitioners. We take into consideration your previous academic record and professional experience as well as your desire to help others through a healing profession. Applicants are considered on the basis of individual merit without regard to gender, sexual orientation, age, pregnancy status, disability, religion, race, veteran status, national or ethnic origin.

MAOM Admissions Requirements

Prior to acceptance, all applicants must have fulfilled a minimum of two years and 60 semester credits or 90 quarter units of general education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education. All official transcripts must be sent directly from the college or university to Daoist Traditions. Refer to the Application for Admission for a complete list of admissions materials to be submitted.

In addition to the admissions criteria, students must have daily access to a computer with video capabilities, printer, scanner and internet access, separate from the equipment and wi-fi provided on campus.

Our curriculum requires students to engage in diverse and specific experiences essential to the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. These competencies/functions are needed for successful admission and program completion. Refer to the section of Medical Accommodations for details.

MAOM Admissions Policy and Procedure

Applications are considered on an ongoing basis until the class has reached its maximum capacity. Once the class is full, additional applications may be considered and a list of alternates will be selected. New students are enrolled in August each academic year.

Interviews with the Admissions Team will be scheduled once your completed application materials are received. The interviews are an important part of our admissions procedure because we want to know our students on a more personal level than documentation will provide. On-site interviews are required but Skype interviews may be allowed in cases where distance is a factor.

Submitting an application does not guarantee admission. Daoist Traditions reserves the right to deny entrance to any applicant. Some applicants may be placed on a waitlist and receive an admissions decision later in the admissions cycle.

MAOM Program Acceptance

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

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

If a student is accepted into the program and chooses not to enroll for that semester, the application materials will be held for a one-year period. However, the original acceptance is not guaranteed for future semesters. To reactivate an application, applicants must submit an Application for Re-Admission with application fee. The admissions team will conduct an interview and make their decision.

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

International (Non-Immigrant) Applicants

Daoist Traditions is authorized under Federal law to enroll nonimmigrant alien F-1 students into the Master of Acupuncture and Oriental Medicine (MAOM) program. The Student and Exchange Visitor Program (SEVP) requires that all international students enroll in a full-time course of study, attend classes regularly, and make satisfactory progress towards completion of the degree objective. Special application and admission procedures are required of all international students.

English Language Competency

Academic success is dependent upon the student's ability to understand, speak, read, and write in English. The level of proficiency needed for a graduate level academic program is greater than that required for daily living. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

2. Applicants must have completed a two -year (60 semester credits or 90 quarter credits) baccalaureate or graduate-level, English-based education in an institution a) accredited by an agency recognized by the U.S. Secretary of Education, or b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. *In all cases, English must have been both the language of instruction and the language of the curriculum used.*

OR

3. If an applicant has not completed a two -year English-based education as defined above, they may demonstrate English language competency by completion of TOEFL or IELTS exams.

MAOM Applicants: Applicants must achieve a TOEFL score of at least 72 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. An overall band score 6 (Academic Format) or better on the International English Language Testing System (IELTS) exam is also acceptable.

DACM Applicants: Applicants must achieve a TOEFL score of at least 80 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. An IELTS overall band score 6.5 (Academic Format) and IELTS spoken band score of 8.0 are also acceptable.

Transcripts from other countries must be translated into English and evaluated by a credential-evaluation service, such as World Education Services, www.wes.org or Educational Credential Evaluations, www.ece.org.

Transfer Credit

All transferred coursework must be completed at a college/university accredited by an agency recognized by the U.S. Secretary of Education and be equivalent to Daoist Traditions' requirements for graduation. The College may accept up to

one year of transfer credits from an acupuncture/Chinese medicine program which is accredited or pre-accredited with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Any student considering transferring to Daoist Traditions is asked to visit the college to meet with our Admissions Director, observe class sessions, and meet our students. Transferring students must be open to learning a different perspective than the one at their former school. Students must honor the diversity of all healing traditions to allow us to build upon the common foundation that joins them.

Although the national guidelines for all acupuncture schools are the same, experience dictates that each program is different academically and clinically. Transfer credit is granted on a case-by-case basis. Our Admissions Team tries to award as many transfer credits as possible while being careful to only accept credits for courses that clearly have prepared the student for our program. Due to the differences between programs, transfer students should expect that some credits will not be accepted or that it may require additional time to complete our program. Transfer students are required to repeat course work related to clinical skills, such as pulse diagnosis and needling techniques.

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

For transfer of Acupuncture and Chinese medicine courses:

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

For transfer of Biomedical Science courses:

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

Transfer Procedures

All transfer credit must be requested and awarded in the first semester of enrollment. Transfer credits will be evaluated once official transcripts have been received and the applicant has:

1. Submitted an application for admission with the application fee; and
2. Provided a catalog or URL for online catalog and course syllabus outlining the content for each course being evaluated.

Non-Degree Seeking Applicants

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

1. completed Non-Degree Seeking Student Application,
2. official college transcripts mailed directly to Daoist Traditions from the institution showing 60 semester credits or 90 quarter units of general education,
3. copy of valid photo identification,
4. \$75.00 non-refundable processing fee, and
5. copy of acupuncture school diploma/degree or acupuncture license (if applicable)

Doctor of Acupuncture and Chinese Medicine for Degree Completers (DACM)

The Doctor of Acupuncture and Chinese Medicine program for degree completers offers our master's program graduates advanced competencies to provide the best quality care for patients. Students gain additional clinical skills and deeper knowledge in the areas of research and communication to effectively work with other healthcare professionals. The program builds on the master's program with additional coursework in orthopedics, neurology, endocrinology, collaborative care, and advanced clinical practice.

Time Commitment

The modular format and hybrid courses offer students the flexibility to continue their clinical practice while earning their degree. Students attend week-long class and clinic sessions twice per year and complete online coursework throughout the semester. Online coursework is delivered in both asynchronous and synchronous formats. Schedules for synchronous online sessions are listed on course syllabi.

The program for Degree Completers consists of 317.5 hours/16.8 credits. Please refer to the website for the curriculum outline and course descriptions.

Sample DACM Program for Degree Completers - Semester Class Hours		
	Semester 1	Semester 2
DACM ONLY - Didactic Classes	45	45
DACM ONLY - Clinical Hours	16	22
	Semester 3	Semester 4
DACM ONLY - Didactic Classes	52.5	45
DACM ONLY - Clinical Hours	47	45

DACM Admissions Requirements for Degree Completers

Daoist Traditions' master's program graduates are eligible to apply to the DACM program. Prior to acceptance, all applicants must have fulfilled a minimum of three years (90 semester credits, or 135 quarter credits) of baccalaureate level education from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity. Students must have daily access to a computer with video capabilities, printer, scanner and internet access, separate from the equipment and wi-fi provided on campus.

Students accepted into the degree completer program must also fulfill a pre-requisite of college-level courses in Chemistry, Biology, and Psychology (2 credits each) from an institution accredited by an agency recognized by the U.S. Secretary of Education, or an equivalent international entity. College Level Examination Placement (CLEP) exams and ACE (American Council on Education) credits with minimum credit-granting scores will be accepted in lieu of these pre-requisite courses. Courses taken at Daoist Traditions do not count toward this requirement.

The admissions process includes a comprehensive transcript analysis to ensure that all applicable MAOM coursework completed is equivalent to DACM program degree requirements in terms of content, rigor, and credit hour requirements.

Certificate in Chinese Herbal Medicine (CCHM)

The Certificate in Chinese Herbal Medicine (CCHM) is a postgraduate program for acupuncture practitioners who are seeking comprehensive training in Chinese Herbal medicine. The 24-month program teaches practitioners to safely and effectively incorporate the use of Chinese herbs into their clinical practice. The program consists of 710 hours/40.7 credits. Please refer to the website for the curriculum outline and course descriptions.

Students explore the unique properties of over 300 individual Chinese herbs and the composition and therapeutic functions of over 150 traditional prescriptions. The curriculum also includes the study of prepared medicines, essential oils, food therapy and drug-herb interactions. Relevant biomedical training is included to review important skills and stay up to date on information and procedures that can change over time. Clinical training consists of 200 hours of supervised clinical practice creating and modifying formulas for patients. Clinical training includes case review where students evaluate the effectiveness of herbal prescriptions based on patient progress and discuss how to refine treatment plans based on patient feedback.

Time Commitment

The convenient, modular format reduces travel time and offers more dynamic class assignments. During the first two terms, in-person classes meet for four consecutive days 4 to 5 times each term. During the final term, students attend monthly sessions to complete clinical internship training and a comprehensive review of program material.

The program is offered in a hybrid format, combining the best aspects of face-to-face and online learning. Online coursework is required each week and is delivered in both asynchronous and synchronous formats. Schedules for synchronous online sessions are listed on course syllabi. In-person class and clinic sessions meet for 8 hours per day.

CCHM Admissions

Applicants must be graduates of master's level Acupuncture or Oriental Medicine programs which are accredited or in candidacy for accreditation with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). There are no course exemptions or transfer credits available for the CCHM program.

After your application and application fee are received, our Admissions Director will contact you to arrange an interview. Interviews may be conducted by phone or video call. You will be notified of the admission decision within two weeks of your interview.

English Language Competency

Academic success is dependent upon the student's ability to understand, speak, read, and write in English. The level of proficiency needed for a graduate level academic program is greater than that required for daily living. English language competency is required of all students seeking admission to the program. This must be demonstrated by one of the following means:

1. Applicants must have completed a two -year (60 semester credits or 90 quarter credits) baccalaureate or graduate-level, English-based education in an institution a) accredited by an agency recognized by the U.S. Secretary of Education, or b) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. *In all cases, English must have been both the language of instruction and the language of the curriculum used.*

OR

2. If an applicant has not completed a two -year English-based education as defined above, they may demonstrate English language competency by completion of TOEFL or IELTS exams.

CCHM applicants must achieve a TOEFL score of at least 80 on the internet-based exam (iBT) with a minimum speaking exam score of at least 26 and a minimum listening exam score of 22. An IELTS overall band score 6.5 (Academic Format) and IELTS spoken band score of 8.0 are also acceptable.

Program Requirements

All CCHM students are required to attend a New Student Orientation at the start of the program including instruction on how to use CANVAS, Learning Management System. Clinic Orientation is also held prior to beginning Clinical Internship.

In accordance with North Carolina State law (G.S. 130A-152) all students must submit proof of required immunizations for college students within 30 days of their first registration. Please note: a physical is not required for admission, only documentation of required immunizations. Immunization Record form is available on the College website or from the Registrar.

Coverage on the College's malpractice insurance policy is required for the duration of the program. Insurance includes coverage for the recommendation, formulation, and distribution of herbs during Herbal Dispensary and Clinical Internship.

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

NCCAOM Certification and State Licensure

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

Daoist Traditions cannot guarantee results on certification exams. The NCCAOM may not certify individuals who have been convicted of a felony or certain misdemeanors related to the practice of a health-related profession. Refer to the NCCAOM Certification Handbook for details.

A certificate from the College is not a license to practice. Individual states in the U.S. regulate licensure to practice acupuncture and herbal medicine. Individual state acupuncture licensing or medical boards should be contacted for information about licensure requirements. Visit www.nccaom.org/regulatory-affairs.

Financial Assistance

Federal Financial Aid

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

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 eligible for Federal Financial Aid, students must:

- be a U.S. citizen or eligible non-citizen;
- be enrolled at least half-time (10 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 owe a repayment on a Federal Pell Grant or Federal SEOG Grant; or have borrowed in excess of the loan limits, under Title IV Programs, at any institution;
- meet federal requirements regarding convictions for possessing/distributing illegal drugs;
- meet any and all other federally mandated requirements;
- submit all forms required by the Financial Aid Office to confirm eligibility; and
- maintain Satisfactory Academic Progress, once enrolled.

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

Federal Stafford Loan

The undergraduate Stafford Loan can be subsidized and/or unsubsidized. All graduate level Stafford Loans are unsubsidized. If a student qualifies for a subsidized loan, the federal government pays the interest on that portion until repayment begins and during authorized periods of deferment thereafter. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest while in school or choose to have the interest added to the principal of the loan. Repayment of the Stafford Loan begins six months after the last date of attendance or when 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 when enrollment drops below halftime. Students can apply for Graduate PLUS Loans online at www.studentloans.gov and should contact the Federal Financial Aid Director when they have completed the application.

Scholarships

Scholarship information is posted on our website. If you are receiving federal financial aid and you receive any additional funds through scholarships, grants, or any other agency you must notify the financial aid office.

Veteran's Benefits

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

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

Vocational Rehabilitation

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

Student Support Services

We provide student services to make your experience at Daoist Traditions both rewarding and successful. Enrolled students receive a Student Handbook detailing college policies and procedures. In addition, we provide students with a directory of who to see for your specific needs, requests, and concerns.

Office communication with students is primarily via email. Students are required to check for college emails daily to ensure timely receipt of important messages. Other notifications are delivered by U.S. mail, delivered to student mailboxes, or posted on campus.

Orientations and Meetings

New MAOM/DACM and MAOM students must attend a New Student Orientation session. Orientation packets provide students with a Student ID card, handbooks, and current policy information. Each semester, orientation is scheduled for the Friday prior to the start of classes. These all-school meetings are an opportunity to communicate college updates to the larger community. Make-up sessions will be scheduled for students who are absent from orientations/mandatory meetings and fees will apply.

President's Receptions foster open lines of communication between the student body and the administration. Students are encouraged to attend to voice suggestions, concerns, and insights that could benefit the whole of the student body. Class representatives are also invited to participate in annual curriculum review meetings to provide feedback from students on courses and curriculum.

Health Services

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

Tutoring

Peer Tutoring: 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, students should submit the Request for Tutor form. The Academic Dean will make every effort to match students with a tutor. If you would like to become a tutor, please 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 faculty tutoring must be held on-campus. All tutoring fees must be paid in advance of tutoring sessions. See fee schedule.

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.

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

Other Activities and Services

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

Medical Accommodations

Daoist Traditions will make reasonable accommodations for qualified individuals under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973 and for members' sincerely held religious beliefs or practices, unless doing so would result in an undue hardship, safety, and/or health risk. Pregnant students are entitled to accommodations under Title IX and/or the American with Disabilities Act (ADA).

Individuals who believe that they qualify for accommodations must make the request in writing to the Vice President by using the *Accommodation Request for Disability* form. If a student knows of an accommodation need in advance, the request should be made at least 3 weeks before the start of the semester to allow time for the approval process and any adjustments. Approvals may be delayed if required documentation is incomplete or if consultation with outside parties is needed, e.g.: physician, vocational rehabilitation. Keep in mind, accommodations cannot be given retroactively. In some cases, it may be helpful for a student to attend the first week of classes to evaluate the classroom environment and determine the possible adjustments before making a specific request. Other requests for accommodations should be made as soon as the issue is identified. Requests are considered on a case-by-case basis. 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.

While Daoist Traditions will make every effort to work with students to accommodate their disability-related needs, it is important to note the College is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program, nor that would entail an undue administrative or financial burden to the College. If there are two or more possible accommodations, and one costs more or is more burdensome than the other, the College may choose the less expensive or burdensome accommodation as long as it is effective.

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. Our curriculum requires students to engage in diverse and specific experiences essential to the acquisition and practice of essential skills and functions. In addition to the standards set forth in the Daoist Traditions publications, these essential competencies/functions include but are not limited to the following abilities:

Intellectual (intelligence, knowledge) / Cognitive (thinking, reasoning, or remembering) Competency – Candidates 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 read, comprehend, and memorize extensive written material.

Motor Skills / Physical Qualifications – Candidates must 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. They must be able to palpate the body, pulse, and acupoints effectively and efficiently; practice/demonstrate the use of all CM practical clinical skills, including, qigong/taichi. For the safety of the patients, candidates must be able to perform basic life support, including CPR, and function in an emergency. They must be able to attend a full day of scheduled classes and a full clinic shift.

Sensory / Observation Capabilities – Candidates 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; tolerate unusual smells, such as moxa smoke or liniments; and tolerate the use of Wi-Fi on campus. **Daoist Traditions has a focused education that emphasizes but is not limited to insertion of Chinese needles. OM styles that have accommodations appropriate for the visual impaired to learn and practice acupuncture, such as abdominal diagnosis or Japanese Toyohari, are not taught or a major focus at Daoist Traditions.*

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

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

Professionalism – Candidates 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. They 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.

Religious Accommodations

Daoist Traditions will make reasonable accommodations for students' sincerely held religious beliefs or practices, unless doing so would result in an undue hardship, safety, and/or health risk. Students are encouraged to review the academic calendar and course syllabi at the start of each semester to determine if there are dates that conflict with religious observances. Students requesting absence from class, excuse from an exam day, or accommodations with an academic deadline, should submit the *Request for Religious Accommodation* form before the end of Week 2 of the semester. Late requests for unanticipated conflicts requiring religious observance, such as a death in the family, will be considered. Requests for religious accommodation may take up to 3 weeks for approval. Requests made after missing a class or assignment will not be considered for religious accommodation. It should be noted that missing a class, exam, or deadline due to travel associated with a particular holiday does not constitute an excused absence.

Academic Policies

Professionalism Expectations

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

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

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

Academic Integrity

The College is committed to academic excellence. Faculty and students share the responsibility to preserve the integrity of the academic experience at Daoist Traditions and are expected to adhere to ethical principles in all academic endeavors in classes, assignments, tests, clinic, and research.

Confidentiality of patient information is also 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.

All members of the College community are expected to adhere to the provisions of the United States Copyright Law and the Digital Millennium Copyright Act. The College's policy statements and guidelines apply to anyone who wishes to reproduce, alter, or perform works that are protected by copyright. Members of the College community who willfully disregard the copyright policy do so at their own risk and assume all liability. The full copyright policy can be found in the Student Handbook.

Faculty are required to report all incidences of plagiarism or cheating to the Academic Dean. Anyone who witnesses an act of academic dishonesty or issue with confidentiality should also report it to the Academic Dean. Plagiarism or cheating will result in an F for the assignment and may result in course failure as determined by the instructor and the Academic Dean. Repeated plagiarism or cheating, failure to comply with the academic integrity, confidentiality, or copyright policies will result in disciplinary action which may include dismissal from the College.

Plagiarism

Plagiarism is representing the words, data, work, ideas, or artistry of another as your own. Examples include but are not limited to presenting someone else's opinions or theories as one's own or using another person's work or words (including unpublished material) without appropriate source documentation or citation.

Cheating

At Daoist Traditions, all the following are considered acts of cheating:

1. Unauthorized assistance, or access to or use of unauthorized materials, information, tools, or study aids, and unapproved use of internet, cell phones, or other electronic devices during an in-class quiz, test, exam, or during a take-home/online exam or assignment;
2. Unauthorized submission of a paper or assignment used for another class or using parts of a previously submitted paper or assignment without citation (self-plagiarism);
3. Unauthorized collaboration with others on assignments and take-home/online tests without the specific permission of the instructor; or
4. Facilitating academic dishonesty by helping someone else cheat or plagiarize.

Other examples of academic dishonesty include:

- giving or receiving, unauthorized information about the contents of quizzes, exams or NCCAOM exams;
- falsifying or inventing information or data in an academic exercise;
- violating patient/client confidentiality; or
- forging the signature of another person.

Grading

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.

Final exams offer a comprehensive review of the course material in didactic courses. They are designed to be a final review of the topics covered and to promote lasting retention of the course content. Students are required to complete course final exams, regardless of the average course grade that could be earned without a final exam score. Missing a final exam will result in an Incomplete (I) course grade. Academic credit is not awarded until a permanent grade for the course has been recorded. *Refer to final exam makeup policy on course syllabi.*

Attendance

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.

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.

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.

Make-Up Exams

Students are expected to take all exams and quizzes at the designated time. Make-up of assessments in didactic courses is at the discretion of the instructor and indicated on course syllabi. Make-up of final exams must be completed within 48 hours following the original test time and fees will apply.

Quizzes, texts, and exams are not administered earlier than the scheduled date and time. Students are expected to plan according to the assessment dates listed on course syllabi and the final exam schedule published at the start of each semester. If a quiz, test, or exam must be missed due to illness or other extenuating circumstances, please refer to course syllabi for the policy on make-up of assessments.

Required Review

If a student fails retakes of Comprehensive Exams and/or is placed on Academic Warning, the student may be required to review a course as part of his/her remediation. For such courses, the student is required to complete all required course work and will then be given credit for the course. A grade of RR (Required Review) will appear on grade reports and transcripts. Required Review courses are counted for Satisfactory Academic Progress purposes.

Course Withdrawal

Due to the cyclical nature of course offerings, certain courses that are dropped may not be available for another year and could extend the length of the program. Because of this, students must receive written approval from the Academic Dean prior to withdrawing from or dropping any course. Students may withdraw from a course by completing a 'Course Drop/Withdrawal' form. The effective date of the withdrawal is the date the completed form is returned to the Registrar.

A course drop period is in effect until the official 10% point of the fall and spring semesters. Courses dropped prior to the 10% point do 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. For SAP purposes, a Withdrawal Pass (WP) counts as a class that was attempted but not successfully completed.

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.

Comprehensive Exams

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). Exams consist of material that has been covered in classes and information that is in the course reading assignments. The exams are separated into different sections/areas of study: Acupuncture, Point Location, Chinese Medicine Theory, Herbal Medicine, and Western Medicine. 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. Students who fail an exam section *and its retake* will not meet Satisfactory Academic Progress (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. Further details about comprehensive exams can be found in the Student Handbook.

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 MAOM 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 in order 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

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 MAOM and dual MAOM/DACM 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. Degree completers are expected to complete the DACM program in 2 years (4 semesters) but may take up to 3 years (6 semesters). 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 programs 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 entering cohort are determined by the individual course of study and can be found in the shared files of the Canvas learning management system. The pace calculation for the 2019 entering cohort is as follows:

MAOM

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

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

DACM for Degree Completers

Semesters	1	2	3	4	5	6
Credits	2.8	5.6	8.4	11.2	14.0	16.8

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 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.

Course Audit

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

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

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

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.

Privacy of Student Records

Daoist Traditions complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of students. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Pursuant to College policy, student files are purged within 30 days of the student leaving the program, ie: graduation, withdrawal, or dismissal.
2. The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask for an amendment to a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and will be advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - school officials with legitimate educational interest;
 - other schools to which a student is transferring;
 - specified officials for audit or evaluation purposes;
 - appropriate parties in connection with financial aid to a student;
 - organizations conducting certain studies for or on behalf of the school;

- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Daoist Traditions to comply with the requirements of FERPA. The name and the address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-8520.

Non-Discrimination and Anti-Harassment

Daoist Traditions is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex discrimination in education. The Title IX Coordinator has been designated to carry out the College's efforts to comply with this policy. Pregnant students are entitled to accommodations under Title IX and/or the American with Disabilities Act (ADA). Pregnant students needing assistance can seek accommodations by following the medical accommodation procedures for temporary disability.

Discrimination, harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, religion, sex, gender, pregnancy status, 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 discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct 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 Vice President, who serves as the Title IX Coordinator. 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.

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 and procedures can be found in the Annual Campus Safety and Security Report.*

Campus Security

The College is committed to the maintenance of a safe and secure facility. The Administrative Team shares the responsibility for crime prevention education, reporting of and response to criminal activity. The College has designated Campus Security Authorities to assist in the event of a crime or emergency. All students, faculty and staff are signed up for the emergency text message service upon enrollment or the start of employment. The Annual Security and Safety Report is distributed to all current students, faculty, and employees in the fall semester. Copies are available upon request. The complete campus security policy including timely warnings and alerts is available in the Student Handbook.

Alcohol and Other Drug (AOD) Abuse Prevention

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, the College is committed to maintaining a safe and healthy school and workplace, free from the influence of alcohol and illegal drugs. Accordingly, the College will not tolerate any drug or alcohol use that endangers the health and well-being of its students, faculty, and staff or threatens its patients or visitors. 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. The College conducts biennial reviews of the AOD Abuse Prevention Program.

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 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 committee meetings and decisions will be placed in the student's file.

Disciplinary Actions: The College 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. The Disciplinary Committee dismisses the student. 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 these rights as the matter is resolved:

1. The student has the right to written notice and a summary of the relevant facts.
2. The student has 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 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 a request 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 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.

Leaving the College

Leave of Absence

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

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

For Financial Aid Students: For financial aid purposes, you may request leave of absence in accordance with federal regulations for no more than 180 days within a 12-month period. Daoist Traditions may allow a leave of absence up to a full academic year. However, it will not count as an Approved Leave of Absence for financial aid purposes. If you take a leave of absence, loan exit counseling must be completed, and any upcoming disbursements will be cancelled. As long as you return within 180 days, repayment will not be required. If you do not return prior to the end of the 180 days your 6-month grace period will have elapsed and repayment of the loans will begin. *The grace period begins at the point you stop attending.* In addition, if financial aid is received in the term that the leave of absence begins, regulations require the College to determine if repayment is needed for part or all of the financial aid received. At the point that you return to Daoist Traditions, you must contact the Financial Aid Office to reactivate financial aid and repeat Loan Entrance Counseling.

Half-time Status

The Daoist Traditions programs are designed for full-time study. However, we understand that occasionally circumstances occur that are beyond a student's control which make it difficult to continue full-time study. Half-time status or leave of absence are available in some situations.

Half-time status is: 1) not available to first year students; 2) approved on an individual basis; 3) dependent on satisfactory academic standing. Half-time status is only available for *one academic year beginning in the fall semester through the spring semester*. Should a student have an issue arise that would affect their full-time enrollment for the spring semester, a Leave of Absence may be requested.

Dropping to half-time status will prolong the overall length of time in the program due to the cyclical nature of course offerings. Certain courses may not be available in the semester of a student's return to full-time study, impacting on their ability to complete the program within the expected time frame. Students must maintain a minimum of 10 credits to be eligible for federal financial aid.

Some examples of reasons for such a change in status request would include:

1. Serious illness (physical or mental) for which the student needs to reduce their workload to recover.
2. Serious illness or injury to an immediate family member where the student is the sole or primary caretaker.
3. Death of an immediate family member (spouse, parent, child, sibling).
4. An injury to the student which prevents the student from attending classes and completing academic requirements.
5. Other unexpected circumstances, such as natural disaster or violent crime directly affecting the student.

A Change in Status Request form and documentation that supports their circumstances for requesting half-time study. Refer to the Change in Status Request form for deadlines.

The half-time study schedule is determined by the Academic Dean. MAOM and MAOM/DACM students must enroll in a Qi Gong course each semester, regardless of the number of previously completed sections. Interns must be enrolled in Clinical Internship and Clinical Case Review during each semester.

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 cohort regardless of original enrollment agreements.

Program Withdrawal

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

Official Withdrawal: Students begin the process of an official withdrawal by contacting the Academic Dean. The official withdrawal date is the date that a Program Withdrawal form is completed and received in the Administrative Office. The last date of class attendance will be used in calculations for the return of federal funds. See Course Withdrawal for grading policies related to withdrawal.

Unofficial Withdrawal: An "unofficial" withdrawal occurs when a student ceases attending all classes without completing the official withdrawal process. The College can reasonably determine that a student has unofficially withdrawn when he/she:

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

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

Tuition Refunds

"Refund" is the return of aid to the same source from which it came. Charges for fees, books, and supplies are non-refundable. Daoist Traditions follows the North Carolina state refund policy. The College's refund policy and Return of Title IV Funds procedures are independent of one another. Funds from Federal Aid, Veterans Benefits, or Vocational Rehabilitation are also subject to return of funds policies for those programs. For any student who withdraws from the College, the refund policy will apply as follows:

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

Return of Title IV (Federal Aid) Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Students must consider the financial implications of withdrawing before the end of a semester. If a student withdraws from the College or changes enrollment status before the end of the semester, financial aid may be adjusted based on the percentage of the semester that has been completed. The return of funds calculation may require the College to return a portion of federal funds and the student may also be required to return funds based on the calculation. If a portion of financial aid funds must be returned, 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. Refer to the Student Handbook for detail on return of funds calculation.

Graduation Requirements

Completion of the full-time MAOM and MAOM/DACM programs takes four (4) years and the program must be completed within six (6) years. Degree completers enrolled in the DACM program, must complete the program within three (3) years. To qualify for graduation, students must successfully complete all courses and other academic requirements for the program. In addition, students must fulfill all responsibilities to the College, including payment of all tuition, fees, and balances at the College Clinic. A graduation fee applies to all students in their final semester, whether or not they plan to attend the graduation ceremony. Graduation requirements may change over time in response to new national accreditation standards, state regulations, and other factors.

MAOM, MAOM/DACM, and Degree Completer students in their final semester are permitted to participate at the annual graduation ceremony with their cohort if they have completed all didactic work by the end of the spring semester and are scheduled to finish their clinical requirements prior to June 30th.

For MAOM students, the Master of Acupuncture and Oriental Medicine (MAOM) is awarded at an annual graduation ceremony. For students concurrently enrolled in the MAOM/DACM, the Master of Acupuncture and Oriental Medicine (MAOM) degree and the Doctor of Acupuncture and Chinese Medicine (DACM) degree will be awarded at the graduation ceremony. These are earned academic degrees. Individual states may have guidelines describing the manner in which health care providers may use the term “doctor” or the initials “Dr.”

Certification and Licensing

In the United States, licensure laws vary among the 50 states, the District of Columbia, and United States territories and possessions. Many states, including North Carolina, use the certification exams offered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) as a requirement for licensure, while some states administer their own licensing examinations. Information about licensure requirements for each state can be found at www.nccaom.org.

The NCCAOM is a private, voluntary certification organization that awards certification in acupuncture, Chinese Herbology and Oriental Medicine. It does not award licenses to practice acupuncture or other forms of East Asian medicine.

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

State Licensure: You must complete the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification exams to qualify for licensure in the state of North Carolina. For information about North Carolina licensing requirements, contact the NC Acupuncture Licensing Board at PO Box 10686, Raleigh, NC 27605; 919-821-3008; 866-400-4273(fax); www.ncalb.com.

If you plan to apply for licensure outside of North Carolina, you will need to contact the relevant state board for their specific requirements. Daoist Traditions makes good faith efforts to assist graduates with licensure in other states but cannot guarantee eligibility. A degree from the College is not a license to practice. Daoist Traditions cannot guarantee results on state licensing exams.