



# **Academic Catalog**

**2022 - 2023**

**February 2022**

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

**Master of Acupuncture and Oriental Medicine (MAOM)**

**Doctor of Acupuncture and Chinese Medicine Professional Track (DACM)**

**Certificate in Chinese Herbal Medicine (CCHM)**

**Policies in this catalog pertain to all students enrolled in all programs at Daoist Traditions. Additional policies are found in the student handbook and clinic manual. Specific policies for the DACM professional track and CCHM programs are distributed to enrolled students.**

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**Career Opportunities:** 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 healthcare, acupuncture offers an outstanding career option. The settings in which one 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. Listings are shared with alumni and posted on the college website.

**Determination of Student Location:** The college has adopted policies and procedures to determine the location of enrolled students and the subsequent requirement to notify students about educational preparation for certification/licensure in the state where the student is located. The complete policies can be found on our website. Note: The Doctor of Acupuncture and Chinese Medicine (DACM) Professional Track is not designed to meet educational requirements for a specific professional license or certification required for employment. Students in this program do not receive direct disclosures about licensing requirements in different states if/when they change location during their enrollment.

**Non-Discrimination and Anti-Harassment:** Daoist Traditions prohibits discrimination and harassment against applicants, students, faculty, or staff on the basis of age, race, color, national or ethnic origin, religion, disability, pregnancy status, gender, gender identity, gender expression, sex, sexual orientation, genetic information, veteran status, or any classification protected by local, state, or federal law. All applicants are considered on the basis of individual merit. The scope of this policy also extends to any visitor, vendor, or contractor while on campus property. All applicants are considered based on individual merit.

**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. 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. The college reserves the right to refuse admission or revoke enrollment if the college determines that an applicant or student poses a threat, is a potential danger, is significantly disruptive to the Daoist Traditions community, or if such a refusal or revocation is considered to be in the best interest of the college. Behaviors where it is considered to be in the best interest of the college to refuse admission or revoke enrollment include misrepresenting any information; unlawful or unethical activities; behavior or public image that bring into question the applicant's maturity, honesty, or moral character; or behaviors that conflict with the college's code of conduct. The college also reserves the right to refuse admission for applicants who have been expelled or suspended, determined to be a threat, potential danger, or significantly disruptive, by another college. This policy may apply while the application is under review or after the admission decision has been made.

**Communications with the Board of Directors:** 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](mailto: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  
88<sup>th</sup> Generation, Jade Purity School of Daoism  
25<sup>th</sup> Generation, Complete Reality School of Daoism

## **Welcome**

### **About Us**

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 – 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. Daoist Traditions is excited to be part of the changing landscape of medicine.

Whether you are interested in pursuing a new career or want to continue your Chinese medicine education, we are confident you will find an academically challenging and supportive classroom environment at Daoist Traditions. 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 establish successful practices. We invite you to begin the journey toward becoming a part of this ancient tradition.

### **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.

## **Accreditation, Approvals, and Memberships**

### **Accreditation**

Daoist Traditions College of Chinese Medical Arts, its master's-level program in Oriental medicine (MAOM), professional doctoral program (DACM), and certificate in Chinese herbal medicine program (CCHM) are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Institution/program accreditation history, notes, and dates of review may be viewed at: <http://acaahm.org/directory-menu/directory>. ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952-212-2434; fax 952-657-7068; [www.acaahm.org](http://www.acaahm.org).

### **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](http://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 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 students.
- Approved by the Department of Vocational Rehabilitation (DVR) to have tuition and fees subsidized for approved students.

### **Memberships**

- Member of the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM)
- 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



## **Our Programs**

### **Dual Enrollment**

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

The purpose of the MAOM/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.

#### **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 health care 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) Professional Track**

The purpose of the DACM professional track is to graduate professionals who advance the discipline of Classical Chinese Medicine by providing independent and collaborative healthcare in diverse settings. The DACM professional track is open to graduates of master's level Oriental medicine programs, or master's level acupuncture programs and Chinese herbal medicine certificate programs, who wish to further their education and earn a doctorate. The program builds on master's level competencies with advanced skills in collaborative care, system-based medicine, evidence-informed practice, and advanced clinical practice. The one-year modular format allows students to continue their professional practice while earning the doctoral degree.

#### **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 open to acupuncture practitioners and advanced master's level acupuncture students 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 weekend intensive format, allowing students to maintain their current acupuncture practice while attending school.

## **Program Goals and Outcomes**

### **Master of Acupuncture and Oriental Medicine (MAOM)**

#### ***Program Goals***

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.

#### ***Program Learning Outcomes***

Daoist Traditions will graduate practitioners who are able to:

1. Apply the fundamental theories of Chinese medicine, including Daoist principles and classical channel theories.
2. Formulate skilled diagnoses using diagnostic findings and the theories of Chinese medicine.
3. Create treatment plans that include appropriate acupuncture, adjunctive therapies, and lifestyle recommendations.
4. Apply foundational knowledge of Chinese herbs to formulate effective herbal treatment plans.
5. Integrate relevant biomedical information into the practice of Chinese medicine.
6. Deliver patient care through safe and effective clinical case management.
7. Demonstrate professionalism and practice building skills.

### **Dual Enrollment**

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

#### ***Program Goals***

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.

#### ***Program Learning Outcomes***

Daoist Traditions will graduate practitioners who are able to:

1. Apply the fundamental theories of Chinese medicine, including Daoist principles and classical channel theories.
2. Formulate skilled diagnoses using diagnostic findings and the theories of Chinese medicine.
3. Create treatment plans that include appropriate acupuncture, adjunctive therapies, and lifestyle recommendations.
4. Apply foundational knowledge of Chinese herbs to formulate effective herbal treatment plans.
5. Integrate relevant biomedical information into the practice of Chinese medicine.
6. Deliver patient care through safe and effective clinical case management.
7. Demonstrate professionalism and practice building skills.
8. Integrate advanced Chinese medicine skills, biomedical diagnostics, and research into evidence-informed patient care.
9. Collaborate with a variety of professional colleagues to manage patient-centered care.
10. Demonstrate the skills necessary to contribute to and advocate for the Chinese Medicine profession.

### **Doctor of Acupuncture and Chinese Medicine (DACM) Degree Completion Track**

#### ***Program Goals***

1. Graduate knowledgeable, skilled practitioners who advance the discipline of Classical Chinese Medicine by providing independent and collaborative health care in diverse settings
2. Prepare practitioners who function effectively in collaborative and interdisciplinary settings.
3. Develop practitioners who integrate evidence-based medicine into clinical practice.

#### ***Program Learning Outcomes***

Graduates of the DACM completion track will be able to:

1. Integrate advanced Chinese medicine skills, biomedical diagnostics, and research into evidence-informed patient care.
2. Collaborate with a variety of professional colleagues to manage patient-centered care.
3. Demonstrate the skills necessary to contribute to and advocate for the Chinese Medicine profession.

## **Certificate in Chinese Herbal Medicine (CCHM)**

### ***Program Goals***

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 certification examination in herbology.

### ***Program Learning Outcomes***

Based on previous Chinese medicine theory and acupuncture training, graduates of the CCHM 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 effective treatment plans with appropriate herbal medicine treatment and dietary recommendations.
3. Integrate relevant biomedical information into the practice of Chinese herbal medicine.
4. Demonstrate professionalism and effective clinical case management.

## **Faculty**

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.*

### **Core Faculty**

Leanne Apfelbeck\*  
 Anthony Borzotta\*  
 Michelle Bouton  
 Julie Burke\*  
 Mary Burke-Pitts  
 Gregory M Casey  
 Jean-Pierre Chacon  
 Michael Coladonato\*  
 Janette Engelbrecht  
 Lori Fendell\*  
 Lily Gach  
 Mindy Gates\*  
 Jaime Goodman  
 Brian Hightower  
 Joe Hollis  
 Lissa Juedemann\*  
 Jade Lanzetta  
 Bridget King\*  
 Randine Lewis\*  
 Karen Litton  
 Mary Cissy Majebé\*  
 Jeremy Noble  
 Charles Pannell\*  
 Michael Parker  
 Tracy Peck\*  
 Amy Peek  
 Kathy Robinson\*  
 Connie Ross\*  
 Peter Shea\*  
 Dov Shoneman\*  
 Robert Vanderwall\*  
 Ann Wolman\*  
 Weixing Zhao\*

### **Credentials**

DC, MS  
 MD, FACS  
 MAOM, L.Ac.  
 DACM, MAOM, L.Ac., Dipl. OM (NCCAOM), LMBT  
 MAOM, L.Ac., Dipl. Ac. (NCCAOM)  
 MAOM, L.Ac., Dipl. OM (NCCAOM)  
 MS, L.Ac.  
 MD  
 DACM, MAOM, L.Ac.  
 M.Ac., L.Ac., PA, MPH  
 L.Ac., Dipl. O.M. (NCCAOM)  
 RN, MAOM, L. Ac.  
 MS, L.Ac.  
 MAOM, L.Ac.  
 BA  
 DACM, MAOM, L.Ac., Dipl. OM (NCCAOM)  
 MAOM, L.Ac.  
 MD  
 PhD, L.Ac., FABORM  
 MAOM, L.Ac., Dipl. OM (NCCAOM)  
 O.M.D., L.Ac., DOM (NM)  
 RN, L.Ac., Dipl. OM (NCCAOM)  
 DACM, MAOM, L.Ac.  
 MAOM, L.Ac.  
 M. Ac., L.Ac.  
 L.Ac.  
 MD  
 MD  
 MS, L.Ac.  
 MTCM, L.Ac., Dipl. Ac. (NCCAOM)  
 MAOM, DAOM Candidate  
 L.Ac., Dipl. CH (NCCAOM)  
 L.Ac., Dipl. CH (NCCAOM)

### **Programs**

MAOM  
 DACM  
 MAOM  
 MAOM, CLINIC  
 MAOM, CCHM, CLINIC  
 CLINIC  
 MAOM/CLINIC  
 DACM  
 CLINIC  
 MAOM  
 MAOM  
 MAOM, DACM, CLINIC  
 CLINIC  
 CLINIC  
 MAOM  
 MAOM, CCHM, CLINIC  
 CLINIC  
 MAOM  
 DACM, CLINIC  
 MAOM  
 MAOM, DACM  
 CLINIC  
 MAOM, CCHM, CLINIC  
 MAOM, CLINIC  
 MAOM  
 CLINIC  
 MAOM, DACM, CCHM  
 MAOM, DACM, CCHM  
 MAOM, DACM, CCHM, CLINIC  
 MAOM, DACM, CLINIC  
 MAOM, DACM, CCHM  
 CCHM, CLINIC  
 MAOM

### **Adjunct Faculty**

Simon Becker\*  
 Frank Butler\*  
 Evan Rabinowitz\*  
 Jeffrey Yuen\*

### **Credentials**

M.Ac.  
 DACM  
 D.Ac., M.Ac., Dipl. Ac. (NCCAOM)  
 PhD (hc), 88th generation Daoist Priest (Jade Purity)

### **Programs**

MAOM, DACM  
 DACM  
 MAOM, DACM  
 MAOM, DACM

*\*DACM faculty have achieved doctoral-level degrees, the terminal degree in the field in which they are teaching, or have been vetted to ensure they possess appropriate recognized credentials, relevant professional experience, and have demonstrated substantial competence in the teaching areas.*

This faculty roster is current as of January 1, 2022. Updates will be shared in a timely manner.

## **Administrative Staff and Directors**

### **Administrative Staff**

Mary Cissy Majebé, O.M.D., L.Ac., *President/Financial Director*  
Rachel Nowakowski, MAOM, L.Ac., Dipl. Ac./Dipl. CH (NCCAOM), *Vice President/Title IX Coordinator*  
Chris Giglio, B.S., *Administrative Director/Registrar*  
Megan Burns, MAOM, L.Ac., *MAOM Academic Dean*  
Robert Vanderwall, MAOM, DAOM Candidate, *DACM/CCHM Academic Dean*  
Peter Shea, M.S., L.Ac., *Clinical Internship Director*  
Annie Spindler, L.Ac., Dipl.Ac. (NCCAOM), *Clinical Observation Director*  
Kathy Robinson, MD, *Biomedicine Department Chair*  
Lissa Juedemann, DACM, L.Ac., *Acupuncture/Foundations Chair*  
Charles Pannell, DACM, L. Ac., *Herbal Medicine Department Chair*  
Juliet Daniel, M.Ac., *Admissions Director*  
Cameron Mullins, B.A., *Federal Financial Aid Director*  
Tanner Lake, *Clinic Administrator*  
Emily Fader, MLIS, *Librarian*  
Teresa Imfeld, MLIS, *Librarian*  
Andrea Rearte, *Bookkeeper*  
Jennifer Moore, BA, *Administrative Assistant/Events and Facilities Manager*  
Aly Myers, *Registrar Assistant*  
Joseph Galullo, *Administrative Assistant*  
Skylar Coakley, *Administrative Assistant*  
Madison Roberts, *Clinic Administrative Assistant*  
Sophia Wess, *Clinic Administrative Assistant*

### **Board of Directors**

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 91,000. 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. With its long history as a healing destination and a community of people interested in natural approaches to wellness, our city is the perfect location for studying acupuncture and herbal medicine.

### **Campus Facilities**

Our campus is located in the Montford Historic District, 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 12 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 that are introduced in their herbal medicine studies. The campus gardens currently contain over 100 different medicinal plants and continue to be expanded each year.

MAOM/dually enrolled students gain hands-on experience in the herb garden during the Introduction to Herb Cultivation course. MAOM/dually enrolled students participate in the care of the herbal gardens during the first and second years for three 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 and electronic journals, journal databases, periodicals, and audio-visual materials. In addition to Chinese medicine, the collection covers topics such as cultivation techniques, philosophy, biomedicine, 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 needs. 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, which provides access to additional print and electronic resources. MAOM/dually enrolled students receive a membership to Ramsey Library and students enrolled in other programs can choose to purchase a membership. In addition, students can access the Buncombe County Library System branches throughout Asheville.

## **Requirements for All Programs**

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 and our staff to determine if Daoist Traditions is the right environment for you. During your visit, our admissions director can arrange for you to observe classes and to have time to talk with current students.

Daoist Traditions is dedicated to upholding a high standard of education to ensure that the public is served by caring, competent, and knowledgeable practitioners. We seek applicants who can demonstrate that they have the motivation for the rigors of our programs and the learning process that occurs in Chinese medicine education.

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 based on individual merit without regard to age, race, color, national or ethnic origin, religion, disability, pregnancy status, gender, gender identity, gender expression, sex, sexual orientation, genetic information, veteran status, or any classification protected by local, state, or federal law.

### **Technical Skills and Standards**

The programs at Daoist Traditions require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, psychomotor, and affective abilities are required to satisfactorily perform these essential functions. Providing safe care to patients is the priority in Asian/Oriental medical (AOM) education and is dependent on the skills of students in training to become practitioners and doctors. Daoist Traditions' technical skills and standards apply to all students in all programs and are applied to consideration of admission, matriculation, retention, and graduation from Daoist Traditions. Students unable to satisfy the technical standards, despite opportunity for reasonable accommodations, are subject to reconsideration of their suitability for the program(s). Students must meet the following competencies:

*Communication* ▪ Communication includes speech, reading, and writing. Students must be able to communicate effectively with all members of a healthcare team. They must maintain appropriate medical records. They must be able to speak and hear effectively and be able to observe patients and peers to elicit information; be able to perceive non-verbal communication; and recognize and respond to changes in mood, activity, posture, and patient communication. Students must demonstrate a willingness and ability to give and receive feedback. They must approach each patient free from bias and with social and cultural sensitivity and obtain thorough information using critical thinking while establishing rapport with the patient. They must be able to communicate with empathy and concern for the well-being of others.

*Observation/Sensory* ▪ Observation necessitates the functional use of the senses of vision, touch, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell and by color vision. Students must be able to acquire the information presented through demonstrations and experiences. They must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when working with patients. They must be capable of perceiving the signs of disharmony and manifestations through physical examination. They must be able to observe patient's emotions, body, demeanor, and tongue; discern muscles and bones; obtain auditory information from voice, breathing, sighing; tolerate unusual smells, such as moxa smoke or liniments; and tolerate the use of Wi-Fi on campus.

*Motor/Physical* ▪ Students should have sufficient motor function to be able to execute movements required to provide general care and treatment to patients in all health care settings. Students must be able to directly examine patients;

palpate the body, pulse, and acupoints effectively and efficiently; perform basic physical exam procedures/tests; demonstrate the use of all acupuncture and Asian/Oriental Medicine (AOM) practical and clinical skills, including, qigong/tai chi. They must be able to perform CPR and first aid and function in an emergency. Students must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a wheelchair to a treatment table or chair. They must be able to accompany staff during clinical sessions; attend a full clinic shift, and a full day of scheduled classes/clinic. (Skills related to acupoints and the use of acupuncture do not apply to students enrolled in the Certificate of Chinese Herbal Medicine program.) *\*\*Daoist Traditions has a focused education that emphasizes but is not limited to insertion of acupuncture needles. AOM styles that have accommodations that are appropriate for the visually impaired to learn and practice acupuncture, such as abdominal diagnosis or Japanese Tehari, are not taught at Daoist Traditions.*

*Intellectual/Cognitive/Conceptual* ▪ Students must be able to concentrate and engage in critical thinking, self-discipline, focus, and problem solving in the classroom and clinical setting. Students must be able to promptly complete required assignments and responsibilities related to the effective and timely diagnosis and treatment of patients, which begins with assignments in the first year and thereafter in class, practicum, and clinic. They must be able to quickly read, comprehend, synthesize, and memorize extensive written material; effectively participate in solving clinical problems; effectively interpret the data collected from the interview/examination of patients; exhibit sound judgment, resourcefulness, and analytical skills even under pressure; effectively organize information and tasks to efficiently work in patient care environments; and effectively function as a member of a healthcare team.

*Professionalism/Behavioral/Emotional/Social* ▪ Students are required to consistently demonstrate integrity, ethics, professionalism, maturity, honesty, and fairness in all dealings with patients, the families of patients, peers, staff, supervisors, and instructors. They must be able to integrate feedback from supervisors or peers in a collaborative and collegial manner; preserve confidentiality; follow rules and regulations; and maintain a professional demeanor. Students must have the emotional stability, maturity, and resilience to function effectively under stress and adapt to an environment that may change in unpredictable ways. They must be able and willing to change their behavior when it interferes with productive individual or team relationships. They must be able to proactively make use of the available resources to maintain physical, mental, and emotional health. They must possess the ability to reason morally and practice health care in an ethical manner. They must possess attributes that include compassion, empathy, 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 of all race, age, and gender.

### **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 applicants. 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 Test of English as a Foreign Language (TOEFL) or International English Testing System (IELTS) exams. Applicants must achieve a total score of at least 80 on the TOEFL internet-based exam (iBT) including a minimum speaking score of 26 and listening score of 22; or an overall band score of 6.5 (Academic Format) with speaking score 8 and listening score 6.5 on the IELTS exam.

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



### **Computer Literacy and Technology**

To be successful in our programs, students must use computers in their work and be able to work online. Students should be comfortable with basic word processing software; email functionality; internet research skills; electronic file management; and downloading appropriate plugins, as needed. Canvas, learning management system, is used for course content storage, file sharing, submitting assignments, and delivery of online class sessions. Respondus LockDown Browser and Monitor are used for online quizzes and exams to ensure that the same standards are applied during in- person and online classes and exams. Students purchase a software subscription which provides access to online exams administered in Canvas. Students complete Canvas and Respondus training to become familiar with the various functions.

Wireless internet and computers with printing capability are available on campus during regular school hours, however, students should not rely solely on the internet and computer equipment provided on campus. Individual instructors may require specific software to format files or to complete course assignments. All students must have:

- Regular access to a relatively new computer with one of the following operating systems: Microsoft Windows (10 or later), Apple macOS (10.12.x or later), Apple iOS (12.4.2 or later), or Chrome OS (75.0.3770). *It may not be possible to access or submit files required for all assignments on a smartphone or tablet. Respondus software is not supported on Android devices and Smartphones.*
- A working webcam (internal or external) and microphone on your device to participate in online discussion groups, take online quizzes/exams, and complete other assignments.
- Microsoft Office Suite 2019 or later or 365 (Word, PowerPoint, etc.)
- Adobe Acrobat or another PDF converter – needed to submit assignments to Canvas reliable, high-speed internet connection with at least 8-10 Mbps download speed
- The latest version of Google Chrome (internet browser) and related plugins
- A printer and scanner - needed to submit specific types of assignments

### **Malpractice Insurance**

Coverage on the college's malpractice insurance policy is required for the duration of the master's program (MAOM), dual enrollment (MAOM/DACM), and doctoral (DACM) programs. Malpractice insurance coverage is required for clinical internship in the herbal medicine (CCHM) program.

## **Dual Enrollment Master of Acupuncture and Oriental Medicine/ Doctor of Acupuncture and Chinese Medicine (MAOM/DACM)**

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. Currently, the master's degree leads to state licensure and national certification. The doctorate may eventually replace the master's degree as entry-level education.

The four-year dual enrollment MAOM/DACM program contains 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. In addition to the principles of acupuncture, herbal medicine, and relevant biomedicine, students complete advanced study in specialty areas of orthopedics, cardiology, endocrinology, neurology, and obstetrics.

The MAOM/DACM program also includes didactic and clinical work in the areas of collaborative care, system-based medicine, and evidence-informed practice. Students experience the integration of diverse medical perspectives in collaborative care rounds with Chinese medicine and allopathic practitioners. Bringing together clinical experience with evidence from research, students evaluate the strengths and weaknesses of medical paradigms.

The MAOM/DACM program consists of 3,250 hours/178.9 credits and has been designed to be compliant with state and national requirements. Students earn both the MAOM and DACM degrees upon completion. Refer to page 45 for course descriptions.

All applicants who meet the DACM admissions requirements are encouraged to dually enroll in the MAOM/DACM. Applicants who do not meet the DACM admission requirements, or who choose not to enroll in the DACM program, may enroll in the Master of Acupuncture and Oriental Medicine (MAOM) program. Refer to the MAOM admissions section for details. MAOM students have a limited time to apply to the DACM and must apply in specific admissions cycles between years one and two of their MAOM studies. After that time, students must graduate from the MAOM program before applying to the DACM professional track. Academic standing, disciplinary actions, and professionalism issues will be considered for applicants who do not enroll in the DACM from the beginning of their MAOM studies.

### **MAOM/DACM Time Commitment**

The MAOM/DACM program is designed as a full-time track program and students follow the sequence of courses for the duration of the program. Dually enrolled students must complete all DACM courses with their cohort due to scheduling constraints.

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 follows a semester system with a fall semester (August-December) and spring semester (January-May). The fall semester of the first year consists of 17 instructional weeks with a mid-semester break. All subsequent semesters consist of 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 up to six days per week to classes and clinic.

Dually enrolled students have the unique experience of attending five exclusive class days with Master 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.

<b>Sample Semester Class Hours for Dual Enrollment MAOM/DACM</b>		
Introductory Week Classes	45	
	Semester 1	Semester 2
MAOM/DACM Weekly Classes	18	18
MAOM/DACM Intensive Classes	6	15
MAOM/DACM Clinical Observation	30	35
MAOM/DACM Garden Care	3	3
	Semester 3	Semester 4
MAOM/DACM Weekly Classes	19	18
MAOM/DACM Intensive Classes	15	15
MAOM/DACM Clinical Observation	30	35
MAOM/DACM Garden Care	3	3
DACM ONLY - Didactic Classes	8.5	0
	Semester 5	Semester 6
MAOM/DACM Weekly Classes	13	15
MAOM/DACM Intensive Classes	15	15
MAOM/DACM Clinical Observation	20	0
MAOM/DACM Clinical Internship	160	100
MAOM/DACM Summer Classes	75	0
DACM ONLY - Didactic Classes	38.5	45
DACM ONLY - Clinical Hours	32	32
	Semester 7	Semester 8
MAOM/DACM Weekly Classes	10	13
MAOM/DACM Intensive Classes	30	0
MAOM/DACM Clinical Internship	270	228
MAOM/DACM Summer Classes	15	0
DACM ONLY - Didactic Classes	53	30
DACM ONLY - Clinical Hours	32	32

### MAOM/DACM Admissions Requirements

Prior to acceptance, MAOM/DACM applicants must have fulfilled a minimum of three years and 90 semester credits (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. 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.

Applicants for dual enrollment must have fulfilled a pre-requisite of undergraduate or professional level courses in chemistry, biology, and psychology that ensure readiness for doctoral level coursework. This requirement may be met by one of the following means:

- Completion of courses in undergraduate education. *Transcripts must be sent directly to Daoist Traditions from the institution;*
- Completion of College level Examination Placement (CLEP) or American Council on Education (ACE) credit courses with the minimum credit-granting scores achieved. *Scores must be sent directly to Daoist Traditions from the College Board; or*
- Completion of the following professional level certificate courses, via Coursera.org, a massive open online course (MOOC) provider: The Little Stuff - Energy, Cells and Genetics (University of Colorado Boulder) **OR** Introduction to Systems Biology (Icahn School of Medicine at Mount Sinai); Introduction to Chemistry: Reactions and Ratios (Duke University); and Introduction to Psychology (Yale University). *Certificate of completion must be forwarded to Daoist Traditions.*

### MAOM/DACM Admissions 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 are scheduled once 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 scheduled whenever possible, but video call interviews may be allowed in cases where distance is a factor.

#### **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. 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 MAOM/DACM program and chooses not to enroll for that semester or chooses not to enroll in the DACM from the beginning of their studies, 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.

#### **Required Immunizations**

In accordance with North Carolina State law (G.S. 130A-152) MAOM/DACM 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.

#### **Transfer Credit**

The college may accept up to one year of transfer credits into the MAOM program. 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' degree requirements. AOM college coursework is accepted from Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) accredited or pre-accredited acupuncture/Chinese medicine programs. Transfer credit is not accepted for courses exclusive to the DACM program or the CCHM program. *Refer to MAOM Admissions for further details on transfer credits.*

#### **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 toward completion of the degree objective. Special application and admission procedures are required of all international students.

## Master of Acupuncture and Oriental Medicine (MAOM)

The four-year MAOM 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 2,945 hours/162.9 credits and has been designed to be compliant with state and national requirements. Refer to page 45 for course descriptions.

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 MAOM program is designed as a full-time track program and students follow the sequence of courses 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 follows a semester system with a fall semester (August-December) and spring semester (January-May). The fall semester of the first year consists of 16 instructional weeks, which includes an introductory week held in early August. All subsequent semesters consist of 15 instructional weeks. Some summer classes are required. During the last two years, students complete internship sessions for 42 to 46 weeks per year, dedicating up to six 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 Semester Class Hours for MAOM

Introductory Week Classes		
	45	
	Semester 1	Semester 2
MAOM Weekly Classes	18	18
MAOM Intensive Classes	6	15
MAOM Clinical Observation	30	35
Garden Care	3	3
	Semester 3	Semester 4
MAOM Weekly Classes	19	18
MAOM Intensive Classes	15	15
MAOM Clinical Observation	30	35
Garden Care	3	3
	Semester 5	Semester 6
MAOM Weekly Classes	13	15
MAOM Intensive Classes	15	15
MAOM Clinical Observation	20	0
MAOM Clinical Internship	160	100
Summer Classes	75	0
	Semester 7	Semester 8
MAOM Weekly Classes	10	13
MAOM Intensive Classes	30	0
MAOM Clinical Internship	270	228
Summer Classes	15	0

**MAOM Admissions Requirements**

Prior to acceptance, MAOM applicants must have fulfilled a minimum of two years and 60 semester credits (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. 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.

**MAOM Admissions 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 are scheduled once 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 scheduled whenever possible, but video call interviews may be allowed in cases where distance is a factor.

**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. 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 MAOM 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.

**Required Immunizations**

In accordance with North Carolina state law (G.S. 130A-152) MAOM 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.

**Transfer Credit**

Applicants considering transferring to Daoist Traditions are 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 perspectives that may differ from their former school. Students must honor the diversity of all healing traditions to allow us to build upon the common foundation that joins them.

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' degree requirements. AOM college coursework must be completed at an Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) accredited or pre-accredited acupuncture/Chinese medicine program.

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.

The college may accept up to one year of transfer credits into the MAOM program. Transfer credits are evaluated once official transcripts have been received and the applicant has submitted an application for admission with the application fee. Students should review the program curriculum and course descriptions available at the time of enrollment. *All transfer*

*credits must be requested and awarded before the second semester of enrollment begins. Transfer credit is not evaluated after this time.*

Transfer credit is not accepted for courses exclusive to the DACM or CCHM programs. Daoist Traditions does not evaluate prior learning experience. 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 count as hours within the program.

**For Transfer of Acupuncture, Chinese Medicine, and Herbal 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;
4. The course syllabus for each course will be reviewed to ensure equivalency. The student must provide a catalog or URL for online catalog and course syllabus outlining the content for each course being evaluated; and
5. 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 content assessment exam is required if transfer credit is being requested for anatomy, physiology, or a significant portion of the biomedicine curriculum. Minimum score of 75 must be achieved.

**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 toward completion of the degree objective. Special application and admission procedures are required of all international students.

**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 pre-requisites 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 by non-degree seeking students. 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 non-refundable processing fee, and
5. copy of acupuncture school diploma/degree or acupuncture license (if applicable)

## **Doctor of Acupuncture and Chinese Medicine (DACM) Professional Track**

The DACM professional track offers master’s level graduates an opportunity to earn their doctorate and gain additional clinical skills and deeper knowledge to effectively work with other healthcare professionals. Our DACM program includes advanced competencies in collaborative care, systems-based medicine, and evidence-informed practice – important skills and knowledge for acupuncturists in today’s team-based medical model. The program offers advanced studies in specialty areas that are commonly seen in clinical practice – orthopedics, neurology, endocrinology, obstetrics, and cardiology. The DACM professional track consists of 16 credits and 305 hours. Refer to page 53 for DACM course descriptions.

Students experience the integration of diverse medical perspectives in collaborative care rounds with Chinese medicine and allopathic practitioners. Bringing together clinical experience with evidence from research, students will evaluate the strengths and weaknesses of medical paradigms. From planning acupuncture and herbal medicine treatments to evaluating laboratory results, pharmaceuticals, and nutrition plans from both Chinese and western medical perspectives, the DACM professional track provides students with advanced competencies to provide the best quality care for patients.

### **Time Commitment**

Our one-year DACM professional track is designed as a track system and students follow the sequence of courses for the duration of the program. The modular format and hybrid courses offer students the flexibility to continue their clinical practice while earning their degree.

Online coursework is completed throughout the semester in both asynchronous and synchronous formats. Students meet in-person for week-long class sessions once each semester. These in-person modules provide an opportunity for collaboration and hands-on instruction with experienced faculty. Students should expect to spend approximately two hours outside of class studying for every hour spent in a class.

The curriculum, course schedules, and clinical dates are program specific. Students must attend the class and clinic dates listed on the schedule for their program. Certain courses may not be available each semester and absences could impact on the ability to complete the program within the normal timeframe. Refer to attendance policies and course syllabi for details.

### **Sample Semester Class Hours for DACM Professional Track**

	<b>Semester 1</b>	<b>Semester 2</b>
Didactic Classes	62	113
Clinical Hours	80	50

### **DACM Professional Track Admissions Requirements**

The DACM professional track is open to graduates of master’s level programs in Oriental medicine, or masters level acupuncture program and Chinese herbal medicine certificate program, from ACAHM accredited/pre-accredited programs or institutions. DACM professional track 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. There are no course exemptions or transfer credits available for the DACM program. Refer to the Application for Admission for a complete list of admissions materials to be submitted.

DACM professional track applicants must have fulfilled a pre-requisite of undergraduate or professional level courses in chemistry, biology, and psychology to ensure readiness for doctoral level coursework. This requirement may be met by one of the following means:

- Completion of courses in previous undergraduate education. *Transcripts must be sent directly to Daoist Traditions from the institution;*
- Completion of College level Examination Placement (CLEP) or American Council on Education (ACE) credit courses with the minimum credit-granting scores achieved. *Scores must be sent directly to Daoist Traditions from the College Board; or*



- Completion of the following professional level certificate courses, via Coursera.org, a massive open online course (MOOC) provider: The Little Stuff - Energy, Cells and Genetics (University of Colorado Boulder) **OR** Introduction to Systems Biology (Icahn School of Medicine at Mount Sinai); Introduction to Chemistry: Reactions and Ratios (Duke University); and Introduction to Psychology (Yale University). *Certificate of completion must be forwarded to Daoist Traditions.*

#### *Entrance Examination*

Daoist Traditions MAOM graduates who graduated more than 5 years prior to entering the DACM program must complete a written examination to demonstrate retention of the content knowledge and competencies of the MAOM program.

Graduates of master's level Chinese medicine programs from other colleges must complete a written examination to demonstrate attainment and retention of master's level content knowledge and competencies. A minimum passing score is required. In addition, applicants must fulfill co-requisite review of online videos and assessments in 1) Sineu meridians, 2) Eight Extraordinary Vessels, 3) Luo Vessels, and 4) Divergent meridians. Online video and assessment of research basics is also required if a research class was not completed at previous college/university. *These are not courses, rather a review of videos and online assessments.*

#### **DACM Admissions Procedure**

Applications are considered on an ongoing basis until the class has reached its maximum capacity. New students are enrolled in the summer/fall each academic year.

The admissions process includes a comprehensive transcript analysis to ensure that all applicable master's level coursework completed is equivalent to the published degree requirements in terms of content knowledge and attainment of professional competencies. Students may be required to complete additional coursework.

Interviews with the admissions team are scheduled once 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 scheduled whenever possible, but video call interviews may be allowed in cases where distance is a factor.

#### **DACM Program Acceptance**

Upon acceptance, students are provided with details about any outstanding requirements, coursework, or examinations to be completed. If a student is accepted into the DACM 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.

## **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 720hrs /41cr. Please refer to the website for the curriculum outline and course descriptions. Refer to page 56 for CCHM 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 210 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.

NCCAOM diplomates of acupuncture in active status are eligible for the NCCAOM Chinese herbology examination upon program completion. To receive NCCAOM certification in Chinese herbology, graduates must also complete the NCCAOM 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.

### **Time Commitment**

The CCHM program is designed as a track system and students follow the sequence of courses for the duration of the program. The modular format reduces travel time and combines the best aspects of face-to-face and online learning.

Weekly online coursework is completed each week in both asynchronous and synchronous formats. During the first two terms, in-person classes meet for four consecutive days, three to four times each term. During the final term, students attend monthly four-day sessions to complete clinical internship training and a comprehensive review of program material. In-person class and clinic sessions meet for 8 hours per day. Schedules for in-person and synchronous online sessions are listed on course syllabi. Students should expect to spend approximately two hours outside of class studying for every hour spent in class.

The curriculum, course schedules, and clinical dates are program specific. Students must attend the class and clinic dates listed on the schedule for their program. Certain courses may not be available each semester and absences could impact on the ability to complete the program within the normal timeframe. Refer to attendance policies and course syllabi for details.

### **CCHM Admissions Requirements**

Applicants must be graduates of a master's level acupuncture program which is accredited or pre-accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Applicants who are currently enrolled in an ACAHM accredited/pre-accredited master's level program may be considered if they are nearing completion. There are no course exemptions or transfer credits available for the CCHM program. Refer to the Application for Admission for a complete list of admissions materials to be submitted.

In accordance with North Carolina state law (G.S. 130A-152) CCHM 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.

### **CCHM Admissions Procedure**

Applications are considered on an ongoing basis until the class has reached its maximum capacity. Interviews with the admissions team are scheduled once 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 scheduled whenever possible, but video call interviews may be allowed in cases where distance is a factor.

## **Financial Assistance**

### **Federal Financial Aid**

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

The Cost of Attendance (COA) for the MAOM/DACM/CCHM programs and their related costs, along with information provided while filing the Free Application for Federal Student Aid (FAFSA) are used to calculate a student's eligibility for loans. *(Non-institutional charges, such as summer living expenses, cannot be included in the cost of attendance due to federal regulations. MAOM and DACM summer courses and clinic sessions are considered part of the fall semester's curriculum.)*

To be eligible for financial aid, students must:

- Be a US citizen or eligible non-citizen;
- Be enrolled at least half-time in courses required for graduation in one of our given programs (half-time is defined as 10 credits for MAOM, 2 credits for DACM, 4.5 credits for CCHM);
- 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 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 suspends aid eligibility for students who have been convicted under federal or state law for 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*

Stafford loans for undergraduate-level students can be subsidized and/or unsubsidized. All graduate level Stafford Loans are unsubsidized. If a student qualifies for a subsidized loan because they are admitted with less than 72 baccalaureate credit hours, the federal government pays the interest on that portion until repayment begins and during authorized periods of deferment thereafter. Subsidized loans come with smaller borrowing limits. 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 below half-time. Students who have prior loans that are in repayment may be eligible for an in-school deferment while enrolled. 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, which is credit-based and requires a secondary application beyond the FAFSA. The PLUS loans allow students to borrow up to the maximum COA minus other financial aid. The borrower must be deemed creditworthy or have a creditworthy co-signer. The Grad PLUS loans have a fixed interest rate and are eligible for consolidation with Stafford loans upon graduation. The interest rate for PLUS loans is typically slightly higher than the Stafford unsubsidized rate. PLUS loans are unsubsidized, and students have the option to pay the interest while in school or allow it to accrue and capitalize. There is no grace period for PLUS loans, however, repayment can be deferred while a student is enrolled at least half-time and for an additional six months after the last date of attendance or when enrollment drops below half-time. Students can apply for Grad PLUS loans online at [studentaid.gov](http://studentaid.gov) and should contact the financial aid director when they have completed the application.

Funds beyond the federal graduate awarding limit of \$20,500/year, require a FAFSA and an approved PLUS loan application. The higher COA of the MAOM/DACM dual enrollment program does not allow for funds beyond the federal graduate awarding limit.

### **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. 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](http://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](http://www.ncdhhs.gov/dvrs).

## **Student Support Services**

Student support services are provided to make the experience at Daoist Traditions both rewarding and successful. Enrolled students receive a staff directory for specific needs, requests, and concerns. College publications, schedules, policies, forms, and other frequently referenced documents are shared in Canvas, our learning management system. 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 students in all programs must attend new student orientation. MAOM and MAOM/DACM students also attend orientation sessions on the Friday prior to the start of classes *each semester*. These all-school meetings are an opportunity to communicate college updates to the larger community. Clinical Interns must attend regular meetings discuss clinic-related topics. Online required meetings are scheduled as needed for DACM professional track and CCHM students. Make-up sessions will be scheduled for students who are absent from orientations/mandatory meetings and fees will apply.

MAOM class representatives are also invited to participate in annual curriculum review meetings to provide feedback from students on courses and curriculum. Students enrolled in the DACM professional track and CCHM program are offered opportunities to provide feedback throughout the year. President's receptions offer an opportunity for MAOM and MAOM/DACM students to discuss their progress and explore topics related to the AOM profession.

### **Health Services**

The Daoist Traditions College Acupuncture Clinic is a place for both student education and quality health care. 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. Students also have the option to enroll in a medical cost sharing plan to assist with healthcare costs.

### **Tutoring**

*Peer Tutoring:* Peer Tutoring is a free service which provides one-on-one assistance and encouragement for students having difficulties in specific courses. Peer tutors are advanced students who have achieved success in their courses. To receive help, please complete the Request for Tutor form. The dean of students will make every effort to match you with a tutor. If you would like to become a tutor, contact the dean of students.

*Faculty Tutoring:* Tutoring with faculty members is available upon request by completing the Request for Tutor form. The dean of students 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 faculty tutoring for SAP remediation. Tutoring required for SAP remediation will be charged per student. All tutoring for MAOM and dually enrolled students must be held in-person, on campus. Online tutoring can be arranged for DACM Professional Track and CCHM students who do not live in the immediate Asheville area. Tutoring fees must be paid in advance of tutoring sessions. See fee schedule for current fees.

### **Technical Support**

Technical support is provided for issues related to Canvas LMS, Wi-Fi on campus, and the college email system. *We do not provide support for personal devices, software, or connectivity issues outside of the DT network.* Inconveniences are often a result of simple user error and students should first troubleshoot issue on their own, with the instructor, or with classmates. If an issue cannot be resolved, students should contact one of the following for support:

- Canvas issues - [canvas@daoisttraditions.edu](mailto:canvas@daoisttraditions.edu)
- Respondus Lockdown Browser/Monitor issues - [web.respondus.com/support](http://web.respondus.com/support)
- Other technical issues - [techsupport@daoisttraditions.edu](mailto:techsupport@daoisttraditions.edu). Please include a summary of the steps taken prior to the issue occurring, a screenshot of any error message, and available times/contact to talk by phone in case it is needed to resolve the issue. A response will be received by the end of the next business day.

### **Student Organizations**

The Student Government Association 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 inspires students to take part in policies relating to Chinese medicine at large. Social events and activities that enhance student learning are offered throughout the year. Each cohort elects a class representative. Elections are held annually. Contact the SGA for more information at [sga@daoisttraditions.edu](mailto:sga@daoisttraditions.edu).

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

### **Other Activities and Services**

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

### **Accommodations**

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

While Daoist Traditions will make every effort to work with students to accommodate their disability-related needs, it is important to note the program is not required to provide requested accommodations that would fundamentally alter the essential elements of the program or lower technical or academic standards. Under the law, a school need not approve accommodations that may reasonably compromise patient health or safety. On this basis, reasonable accommodations, which might be offered in other types of educational programs, may not be available at Daoist Traditions.

The programs at Daoist Traditions require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, psychomotor, and affective abilities are required to satisfactorily perform these functions. Providing safe care to patients is the priority in Chinese medical education and is dependent on the skills of students in training to become practitioners. As such, certain chronic or recurring illnesses and health difficulties that hinder safe patient care may be incompatible with this type of training or practice. Medical training programs must interpret and apply the Rehabilitation Act (RA) and the Americans with Disabilities Act (ADA) differently than other educational institutions.

Daoist Traditions technical skills and standards apply to all students in all programs and are applied to consideration of admission, matriculation, retention, and graduation from Daoist Traditions. Students unable to satisfy the technical standards, despite opportunity for reasonable accommodations, are subject to reconsideration of their suitability for the program(s). Refer to the admissions requirements for each program for detailed information on the Technical Skills and Standards.

*Applying for Accommodations:* Individuals who believe that they qualify for accommodations must complete the Accommodation Request for Disability form and submit the appropriate supporting documentation. Once all documents have been received, the administration will schedule an appointment with the student to discuss their request. Students should not approach individual faculty members with accommodation requests. Faculty members are not required to make changes to classes until an accommodation has been approved by the administration.

If a student knows of an accommodation need in advance, the request should be made at least three weeks before the start of the semester to allow time for the approval process and any adjustments. In some cases, it may be helpful for a student to attend the first week of classes to evaluate the classroom environment and determine the possible adjustments before

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

*Religious Accommodations:* Students are encouraged to review the academic calendar and course syllabi at the start of each semester to determine if there are dates that conflict with religious observances. Students requesting absence from class, excuse from an exam day, or adjustments to a deadline, should submit the Request for Religious Accommodation form before the end of second week 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 three weeks for approval. Requests made after missing a class or assignment will not be considered for religious accommodation. It should be noted that missing a class, exam, or deadline due to travel associated with a holiday does not constitute an excused absence.

## **Academic Policies**

### **Professionalism Expectations**

Students at Daoist Traditions are expected to have respect for themselves, other students, faculty, administrative personnel, and college property and the property of others. Students must be able to function effectively and cooperatively, even under stressful or challenging conditions, such as can occur in the academic environment and in clinical settings. All students should display flexibility, be open to differing points of view, be able to follow instructions, and be capable of giving and responding appropriately to constructive feedback.

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

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

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

Additional standards on classroom and clinic conduct are detailed in the student handbook and clinic manual.

### **Academic Integrity and Confidentiality**

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. The full copyright policy can be found in the student handbook.



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 a failing grade for the assignment and may result in course failure. Faculty are required to report all incidences of plagiarism or cheating to the academic dean. Plagiarism, cheating, or 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, software, 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 copying or taking screenshots of exam questions; 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 confidentiality; or forging the signature of another person.

### **Grading**

Students must achieve a 75% or better grade average to pass a course. Course grades are based on completion of exams, quizzes, papers, and projects. One semester credit is awarded for 15 hours of didactic class time or 30 hours of Cultivation Practice and Clinical Training. 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 course grade. Academic credit is not awarded until a final course grade has been recorded. Details on the final exam make-up and incomplete grades can be found in the student handbook.

### **Attendance**

Daoist Traditions' students have entered a profession in which full participation in the learning environment is an essential component of lifelong 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 policies are listed on course syllabi. Students are responsible for all that is announced, discussed, or lectured in class, even when they are absent from class. Students are 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. If a student experiences the death of a loved one, they should contact the dean of students prior to their absence and provide appropriate documentation. Generally, the student may be excused for funeral leave and bereavement for up to five consecutive class days. The dean will work with faculty members to create a plan giving the student an opportunity to complete missed quizzes, exams, and assignments. The makeup 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.

**Course Sections:** Students may be assigned to specific sections for practical skills and other courses each semester. Students must attend their assigned class section. *Policy applies to the MAOM, dual enrollment MAOM/DACM, and DACM Professional Track programs.*

**Didactic Courses:** Students are allowed two absences for classes that meet 12 or more times in a semester. Attendance policies for courses that meet less than 12 times in a semester can be found on course syllabi. Arriving more than 10 minutes late or leaving more than 10 minutes before the end of class, constitutes an absence. *Policy applies to the MAOM and dual enrollment MAOM/DACM programs.*

**Intensive/Weekend Courses:** Attendance of at least 90% is required for all intensive and weekend courses. Missing more than 10% of the total course hours 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. *Policy applies to all programs.*

**Clinical Skills Courses:** Students are allowed two absences for classes that meet 12 or more times in a semester. Attendance policies for courses that meet less than 12 times in a semester can be found on course syllabi. 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. *Policy applies to all programs.*

**Hybrid and Online Courses:** The attendance policies for hybrid and online courses follow the standards of the college's general attendance policy but is tailored to the method of hybrid/online delivery and structure of each individual course. See course syllabi for specific policies. *Policy applies to all programs.*

**MAOM Clinical Sessions:** Interns are required to work their assigned clinic shifts throughout the year, from the beginning to the end of a given semester regardless of whether they have completed the required minimum hours for their current section of internship. Clinic shifts must be completed from start to finish and interns do not receive credit hours for partial clinic shifts. Refer to the clinic manual and clinical course syllabi for more details on clinic attendance. *Policy applies to the MAOM program.*

**DACM Clinical Sessions:** Students are expected to attend all clinic internship sessions. Missed clinical hours must be made up and make-up fees will apply. Scheduling make-up sessions will be at the discretion of the administration. When possible, make-up sessions of Integrative Clinical Experience will be scheduled during the next in-person session or through an alternative clinical experience format. Due to the nature of the course, absences in Collaborative Clinical Rounds will delay graduation. *Policy applies to the dual enrollment MAOM/DACM and DACM Professional Track programs.*

**CCHM Clinical Sessions:** Students are expected to attend every clinic internship session. A clinical make-up session will be scheduled for any clinical hour absence. Students who miss internship hours will delay graduation until after the make-up session. Fees will be assessed for make-up clinical hours. *Policy applies to the CCHM program.*

### **Make-Up Exams**

Students are expected to take all exams and quizzes at the designated time. Quizzes, exams, and other assessments are not offered earlier than the regularly scheduled examination date and time. Make-up of assessments, other than the final exam, in didactic courses will be at the discretion of the instructor. Please refer to individual syllabi for details. Make-up of final exams must be completed within 48 hours following the original test time and fees will apply.

### **Repeated Courses**

Courses that are repeated due to course failure or as remediation are not counted in the pace Satisfactory Academic Progress (SAP) standards. If a student is required to repeat courses as part of remediation, these courses appear on the transcript as

Required Review (R). Fees apply for all repeated courses. Students may receive financial aid for repeated courses provided they are required for completion of the program.

### **Course Withdrawal**

The Daoist Traditions programs are designed for full-time study, and half-time study is only permitted in extenuating circumstances. *See Half-time Status below.* Withdrawing from a course will prolong the course of study. Students must have prior written approval from the academic dean before withdrawing from a course. A Course Withdrawal form must be completed before the end of the 10<sup>th</sup> week of the semester. If a student withdraws from the college, the following grading policies also apply.

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

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

### **Comprehensive Exams**

To monitor progression through the program, MAOM and MAOM/DACM students are required to pass comprehensive examinations at the end of each academic year (years one through three). 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 biomedicine. 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 two opportunities to pass each exam section. Students who fail an exam section and its retake will not meet SAP for that semester. Failing a retake may delay the student's graduation date. The academic dean will review the student's exams and academic record to determine appropriate remediation. First-year students who fail an exam section and its retake are required to repeat courses as remediation. Further details about comprehensive exams can be found in the student handbook.

### **Satisfactory Academic Progress**

Continued enrollment and eligibility for federal financial aid depends upon a student maintaining Satisfactory Academic Progress (SAP) toward program completion. Daoist Traditions uses the same SAP policy for students with and without financial aid.

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

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

*Pace Requirement [Quantitative Component]:* Students enter Daoist Traditions as a cohort group and are on a track system, with a set curriculum each semester. The registrar calculates the cumulative completion rate each semester to ensure that students are meeting the pace requirement. It is expected that students will complete the program(s) in a specific time frame:

MAOM: 4 years (8 semesters). Maximum time frame 6 years (12 semesters)

DACM (Dual Enrollment): 4 years (8 semesters). Maximum time frame 6 years (12 semesters)

DACM (Professional Track): 2 years (4 semesters). Maximum time frame 4 years (8 semesters)  
 CCHM: 2 years (3 terms). Maximum time frame 4 years (6 terms)

The following chart illustrates the cumulative credits of each program and the minimum number of credits that must be successfully completed by the end of each semester to maintain SAP. Students transferring coursework from other colleges receive equivalent placement for pace calculations. *Pace calculations for each cohort are determined by the individual course of study and can be found in the shared files of the learning management system.*

**MAOM Only**

Semesters	1	2	3	4	5	6	7	8	9	10	11	12
Standard	20.0	40.4	60.6	80.8	101.0	121.2	141.4	162.3				
Pace Req.	10.0	23.4	36.8	50.2	63.6	77.0	90.4	103.8	117.2	130.6	144.0	162.3

**Dual MAOM/DACM**

Semesters	1	2	3	4	5	6	7	8	9	10	11	12
Standard	20.2	40.4	60.6	80.8	105.1	129.5	153.8	178.3				
Pace Req.	10.0	23.4	36.8	50.2	65.7	81.1	96.6	112.0	127.5	143.0	158.4	178.3

**DACM Professional Track**

Semesters	1	2	3	4	5	6	7	8
Standard	4.2	8.3	12.9	16.0				
Pace Req.	2.0	4.0	6.0	8.0	10.0	12.0	14.0	16.0

**CCHM**

Semesters	1	2	3	4	5	6
Standard	17.3	31.3	41.0			
Pace Req.	6.8	13.7	20.5	27.3	34.2	41.0

**Monitoring Academic Progress:** The college 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. Faculty members make it a priority to discuss issues with 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 Academic Probation and Dismissal. Reasons for Unsatisfactory Academic Progress include:

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

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 must meet SAP the following semester to be removed from Academic Warning. Students on Academic Warning who receive financial aid are notified by the federal financial aid administrator regarding their aid eligibility. Students can receive federal financial aid during 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. Academic Probation is evaluated for each program individually. The student will be notified in writing by the academic dean. Students on Academic Probation may need 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, retaking comprehensive exams, or program completion. 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 Academic Probation. Students on Academic Probation who receive financial aid are notified by the federal financial aid administrator 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.

3. **Academic Dismissal:** Students failing to regain SAP during a probationary period may be dismissed from the program(s). 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. Appeals for each program are considered individually. 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 calendar 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, some circumstances allow for a student to remain on Academic Probation and to continue his/her studies but 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 per program 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 program.

#### *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 requirements, 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 course credit. A student who audits a course does so for the purposes of self-enrichment and academic exploration. An auditor is considered a passive learner and may not submit papers or take examinations but is expected to attend classes with reasonable regularity and do some classwork. Auditors must be respectful of the privilege of auditing a class by allowing credit students primary access to teachers and class question/answer time.

All course audits are based on availability of class space and must be approved by the registrar. Courses exclusive to the Doctor of Acupuncture and Chinese Medicine (DACM) program and Certificate in Chinese Herbal Medicine (CCHM) program cannot be audited. 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. Courses cannot be audited if they will need to be taken for credit at a later date.

Courses with clinical content may be audited by MAOM and dually enrolled students on a limited basis. Students auditing clinical courses are expected to follow the attendance policy to participate in hands-on group activities and classroom assignments. Current MAOM and dually enrolled 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. Students who have transferred into

the MAOM program are permitted to audit MAOM courses which have been accepted as transfer credit. Transfer students who are paying full-time tuition in a given semester may audit a course in that semester's MAOM curriculum at no charge. Transfer students paying *less than* full-time tuition for a given semester may audit courses in that semester's MAOM 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, i.e.: graduation, withdrawal, or dismissal.

2. The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask for an amendment to a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the student will be notified of the decision and will be advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena; or
- appropriate officials in cases of health and safety emergencies.

Privacy policies allow only the Daoist Traditions community (current students, staff, and faculty) to access the following information for official college-related use: current and permanent addresses, telephone listings, e-mail addresses, photograph directory, class schedules, and class rosters. Students can consent to receive notifications from related entities regarding licensure and certification changes, updates about the Chinese medicine profession, continuing education courses, and other events.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Daoist Traditions to comply with the requirements of FERPA. Information about filing a complaint can be found at <https://studentprivacy.ed.gov>.

The name and the address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920.

### **Non-Discrimination and Anti-Harassment**

Daoist Traditions is committed to maintaining an environment conducive to learning for all students and a professional workplace for employees. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her on the basis of age, race, color, national or ethnic origin, religion, disability, pregnancy status, gender, gender identity, gender expression, sex, sexual orientation, genetic information, veteran status, or any other legally protected status not listed herein is strictly forbidden and will not be tolerated. This policy applies to all members of the Daoist Traditions community, including students, employees, visitors, and independent contractors, and others who conduct business with the college or on college property. Members of the Daoist Traditions community have a responsibility to adhere to college policies and local, state, and federal law, both on campus and off campus.

Any faculty member, administrator, employee, or student who engages in such conduct will be disciplined up to and including dismissal. Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment to the attention of his/her immediate supervisor or instructor so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted. If you are not comfortable bringing the complaint to the immediate supervisor or instructor, you can contact the vice president who serves as the Title IX coordinator.

Any student or employee who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct is urged to report the matter. Individuals who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct, are also urged to report the matter.

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

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

All sexual harassment complaints will be addressed promptly and thoroughly. Daoist Traditions recognizes that the question of whether a particular action or incident arose in the context of a purely personal relationship without an adverse academic or employment effect requires a determination based upon all the facts alleged. Given the nature of this type of offense, we recognize that false accusations of sexual harassment may have a serious effect upon innocent individuals. If it is determined that an individual has knowingly and willfully made a false accusation of sexual harassment, the college will take disciplinary action against that individual. Detailed policies 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 and is made available on Canvas and the college website. The complete campus security policy including timely warnings and alerts is available in the student handbook.

### **Alcohol and Other Drug Abuse Prevention**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, Daoist Traditions is committed to maintaining a safe and healthy school and workplace, free from the influence of alcohol and illegal drugs. Accordingly, the college will not tolerate any drug or alcohol use that endangers the health and well-being of its students, faculty, and staff or threatens its patients or visitors. Alcoholic beverages are permitted on campus only for special events, such as graduations and other social events, and must have administrative approval and must adhere to specific conditions.

Illegal or abusive use of drugs and alcohol affects the educational environment and interferes with the personal, social, and educational goals of an individual. All members of the college community are responsible for knowing about and complying with the provisions of North Carolina laws that make it a crime to possess, sell, deliver, or manufacture those drugs designated as controlled substances. NC General Statute 18-302 makes it a criminal offense to aid, abet, sell or give alcoholic beverages to anyone under the age of 21. Any member of the college community who violates the law will face disciplinary action, which may include dismissal. Violating the law may also result in criminal prosecution. The Daoist Traditions Drug Abuse Prevention program provides students and employees with a list of drug and alcohol counseling programs available in the Asheville area.

### **Student Discipline**

Daoist Traditions expects its students to conduct themselves in a professional, ethical, and responsible manner that is respectful to other students, faculty, and the public. Failure to do so may lead to disciplinary action, up to and including dismissal from the college. Although it is impossible to anticipate in advance every possible kind of misconduct which would be of concern to the college and that could lead to corrective action, including dismissal, the following conduct is prohibited and will not be tolerated. This list is not intended to be exhaustive:

- Failure to follow the policies, procedures, and requirements outline on the website or in the Catalog, Student Handbook, or Clinic Manual;
- Dishonest or unethical behavior, including but not limited to failure to be honest in your communications with the college;
- Harassment, including harassment based on age, race, color, national or ethnic origin, religion, disability, sex, gender, gender identity, gender expression, sexual orientation, disability, pregnancy status, gender, gender identity, gender expression, sexual orientation, genetic information, veteran status, or any classification protected by local, state or federal law;
- Conduct, including speech, that harms or threatens others or that is abusive to the faculty, administrators, students, vendors, patients, or other persons involved with the college;
- Failure to comply with the directions of school officials;
- Failure to adhere to local, state, or federal laws;
- Theft, misappropriation, or damage to property owned by the college, faculty, a student, a patient, or anyone else who has property that you may come into contact with through your enrollment in the college;
- Teaching and/or engaging in the practice of Chinese medicine, unless as part of a course of study under the supervision of the college. *Does not apply to students who are appropriately licensed to practice acupuncture/Chinese medicine or another healthcare profession.*

When the college discovers that an incident of misconduct has occurred, any of a variety of steps might be taken, up to and including dismissal from the college. The dean of students will investigate the matter and may issue a written warning or other appropriate discipline. Depending on the circumstances, the dean of students may convene a Disciplinary Committee to consider the matter and issue any appropriate disciplinary action. In extreme circumstances, the student may be immediately dismissed from the college. The college reserves its right to determine what it believes is an appropriate response, and to implement it.

If the college convenes a Disciplinary Committee, the committee will typically consist of the college president, one administrator, one faculty member, and one graduate representative. The Disciplinary Committee will notify the student in writing of the date, time, and details of the disciplinary hearing. If the student fails to attend the hearing, the college reserves the right, in its sole discretion, to immediately dismiss the student from the college.



If the dean of students investigates the matter without a Disciplinary Committee, the dean will notify the student of any disciplinary decision in writing within 10 business days of the conclusion of the dean's investigation. If a Disciplinary Committee is convened, the Disciplinary Committee will notify the student of any disciplinary decision in writing within 10 business days of the disciplinary hearing.

A student may appeal the decision of the dean or, if applicable, the decision of the Disciplinary Committee to the board of directors. The student's appeal must be in writing and submitted to the board of directors within 7 business days of the student's receipt of a disciplinary decision. The board of directors will consider the appeal and issue a decision. The decision of the board of directors is final.

### **Student Grievances**

Daoist Traditions has implemented this Student Grievance policy to provide students with a fair and efficient means of resolving matters related to their enrollment at the college. The Student Grievance policy is meant to address only those matters affecting the terms and conditions of a student's enrollment at the college. If a student's matter relates to discrimination on the basis of race, color, age, religion, national or ethnic origin, or any classification protected by local, state, or federal law; reasonable accommodation of a disability; Title IX or discrimination or harassment based on sex, gender, or sexual orientation; FERPA; or a grade received by the student, the student should use the procedures set forth in the specific policy, contained in this catalog, applicable to the subject matter of their complaint.

**Grievance Procedure:** A student with a complaint regarding any member of the college community 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 dean of students within 14 days of the incident. The dean will consider the complaint and may meet with the parties involved to discuss the complaint or may issue a decision without a meeting. The dean will notify the student of any decision within 10 business days of reviewing the complaint.

If the student does not consider the grievance resolved, the student must file his/her grievance in writing with the president. The written grievance must be filed within 7 business days of the student's receipt of the dean's decision and should describe the nature of the grievance and provide any additional information which the student believes would be helpful in deciding the grievance. The president, or designee, will schedule a meeting with the student to discuss the grievance as soon as reasonably practicable. After the meeting, the student will be notified of any decision within 10 business days of the meeting.

If the student still does not consider the grievance resolved, the student may appeal the decision to the board of directors. The student must file his/her appeal in writing within seven business days of the student's receipt of the president's decision. The board of directors will consider the appeal and may, in its sole discretion, meet with the student to discuss the appeal or may issue its decision without a meeting. The board's decision is final within the college.

**Exhaustion of College's Grievance Procedure:** If a student has exhausted the College's Grievance Procedure and does not consider the grievance resolved, the student may submit a complaint to the Accreditation Commission for Acupuncture and Herbal Medicine ([acahm.org](http://acahm.org)): 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347, 952-212-2434; the North Carolina Acupuncture Licensing Board ([ncalb.com](http://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](mailto:studentcomplaint@northcarolina.edu).

Students may also choose to file a complaint through the Consumer Protection Division of the North Carolina Department of Justice. Students should visit [ncdoj.gov/complaint](http://ncdoj.gov/complaint). The contact information is Consumer Protection Division, Attorney General's Office; Mail ServiceCenter 9001; Raleigh, NC 27699-9001; (877) 566-7226 or (919) 716-6000.

## Status Change and 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. The Program Withdrawal and Leave of Absence form 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, MAOM and dually enrolled students are required to retake Comprehensive Exams before re-entering the program and repeat Clinical Skills exams 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 six-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 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 as track programs to be completed full-time with a cohort. 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 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.

Half-time students change cohorts and assume the same rights, responsibilities, and requirements, including tuition and fees of the new cohort group, regardless of original enrollment agreements. MAOM and dually enrolled students must enroll in a qi gong course each semester, regardless of the number of previously completed sections. MAOM and dually enrolled interns must remain enrolled in Clinical Internship and Clinical Case Review each semester.

Half-time status is: 1) not available to MAOM and dually enrolled students in the first year of study; 2) approved on an individual basis; 3) dependent on satisfactory academic standing; and 4) available only in extenuating circumstances such as:

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

Students must submit a Change in Status Request form and documentation that supports their circumstances. Refer to the Change in Status Request form for deadlines. The half-time study schedule is determined by the academic dean. Half-time status may affect eligibility for financial aid.

### **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 and Leave of Absence 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. 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**

To qualify for graduation, students must successfully complete all courses and other academic requirements for the program(s). 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 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 DACM Professional Track 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 30.

For MAOM students, the Master of Acupuncture and Oriental Medicine (MAOM) is awarded at an annual graduation ceremony. For students dually enrolled in the MAOM/DACM, the Master of Acupuncture and Oriental Medicine (MAOM) degree and the Doctor of Acupuncture and Chinese Medicine (DACM) degrees 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.” For CCHM students, a Certification in Chinese Herbal Medicine is awarded at graduation.

Please note, the DACM program does not contain an independent research component or require a thesis/dissertation and should not be confused with post-graduate DAOM degrees. Students enrolled in the MAOM/DACM and DACM Professional Track should not represent themselves as a ‘Doctoral Candidate’ as that phrase indicates that a student has completed the required coursework for a doctoral program and is working on a thesis/dissertation. For ACAHM accredited programs, a doctoral candidate would indicate that the student is enrolled in a post-graduate DAOM program.

### **Certification and Licensing**

*State Licensure:* A degree or certificate from the college is not a license to practice. Acupuncture licensure laws vary among the 50 states, the District of Columbia, and United States territories and possessions. Individual state acupuncture licensing or medical boards should be contacted for information about licensure requirements. Daoist Traditions makes good faith efforts to assist graduates with licensure in other states but cannot guarantee eligibility. Daoist Traditions cannot guarantee results on state licensing exams.

To qualify for licensure in the state of North Carolina, graduates must complete the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification exams. 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](http://www.ncalb.com). For information about licensure eligibility in other states visit [www.nccaom.org/advocacy-regulatory/state-relations](http://www.nccaom.org/advocacy-regulatory/state-relations).

*National Certification:* The National Certification Commission for Acupuncture and Oriental Medicine (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. We highly recommend that all graduates maintain NCCAOM certification as it is a requirement for receiving and maintaining licensure in many other states. 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.

Graduates of the Master of Acupuncture and Oriental Medicine (MAOM) program are eligible for the certification examinations given by the NCCAOM. Graduates of the Certificate in Chinese Herbal Medicine (CCHM) program must be NCCAOM diplomates of acupuncture in active status to be eligible for the NCCAOM Chinese herbology examination. *\*To receive NCCAOM certification in Chinese herbology, graduates must also complete 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.*

## **Course Descriptions: Master of Acupuncture and Oriental Medicine (MAOM)**

### **ACUPUNCTURE & CHINESE MEDICINE**

**CM501 Intro to Chinese Medicine & Qi Gong [1cr/15hrs]** Students learn the basic history and philosophy of Chinese medicine, core concepts of Chinese medicine and the practice of Qi Gong. They explore the basic concepts of meridians and how energy flows in the body. In addition, students define yin and yang, qi and blood, the six external / internal and miscellaneous pathogenic factors. They consider the role of cultivation in becoming a Chinese medicine practitioner.

**CM503 Chinese Medicine Theory [3cr/45hrs]** Students discuss the basic concepts and philosophy of Chinese medicine. They learn the pathogenesis of disease based on external and internal factors. Students gain an understanding of the Five Element Theory. They identify the functions and basic pathology of the Zang Fu and curious organs. Students describe and contrast the Four Levels, Six Stages and Eight Principles of pattern differentiation.

**CM504 Meridian Overview [2cr/30hrs]** Students learn to identify and describe the pathways of the different meridian and collateral systems. They explain the three levels of acupuncture: wei qi, ying qi, and yuan qi. They discuss the functions and clinical significance of each meridian system. Students identify the first and last points on the primary channels, the luo point on the primary channel, the upper and lower confluent point on the divergent channels, the opening and couple points of the Eight Extraordinary channels and the confluent points for the Sinew meridians.

**CM505 Adjunct Techniques [2cr/30hrs]** Students cultivate a healing presence and demonstrate protocols for the positioning and draping of patients for patient safety and comfort. Students demonstrate clinical safety practices and personal hygiene. Students identify the general concepts of first aid responses to emergency situations. Students demonstrate moxibustion techniques and effective moxibustion rolling. Students also demonstrate gua sha and cupping techniques. As well, they explain contraindications for the various techniques.

**CM507 Pulse Diagnosis [1cr/15hrs]** Students gain an understanding of the history of pulse reading. Students learn and demonstrate proper finger positioning for pulse diagnosis and illustrate proper journaling of pulses while learning to differentiate descriptions of pulse qualities.  
**Prerequisite:** CM503

**CM509 Point Location 1 [2cr/30hrs]** In part 1 of this two part series, students learn to locate acupuncture points on the human body and diagrams along the following channels: Ren, Du, Lung, Large Intestine, Stomach, Spleen, Heart and the selected Extra points. Students practice proportional body measurements and anatomical landmark identification. Students learn the proper location of acupuncture points, including needle angle and depth. Students gain a deeper understanding of the underlying anatomy of the points that require caution when needling. Students demonstrate proper draping for points that are near sensitive areas including the breasts and genitals.

**CM510 Point Energetics 1 [3cr/45hrs]** In part 1 of this two-part series, students learn to differentiate point groupings, functions, indications and pathways for the primary meridians. Students learn the functions, indications and contraindications for the Ren, Du, Lung, Large Intestine, Stomach, Spleen, Heart and selected Extra points. Students learn to identify and describe point groupings relevant to specific meridians and points. Students identify acupuncture points that have specific cautions and contraindications and learn needle depth and angle for points in areas that require caution. Students learn to recognize the function and indication of the points as they relate to point groupings.

**CM511 Five Elements 1 [1cr/15hrs]** In part one of this two-part course students gain an understanding of the Five Element Theory. Student explore the classical foundations of the Five Transformations, Five Phases and correspondences, Energetics of Elemental Points, Japanese Hara Diagnosis, and the laws and cycles of the five elements. Students identify methods to establish rapport and take case histories considering 5 Element principles. Students learn to use diagnostic methods specific to 5 Element theory, including practice of color, sound, odor, emotion, etc. Students describe the dynamics of the 5 Elements (generating, control, and insulting cycles) and the basic energetics of Elemental points for diagnosis/treatment. **Prerequisite** for Part 1 is CM503. **Prerequisite** for Part 2 is CM605. Courses must be taken in order.

**CM515 Chinese Medicine Diagnosis & Differentiation [3cr/45hrs]** Students learn the four Chinese medicine diagnostic methods. Students employ history taking (inquiry) and observation in support to make a Chinese medicine diagnosis. Students identify tongue characteristics used in Chinese medicine tongue diagnosis. The use of palpation is explored in support of making a Chinese medicine diagnosis. Students study the eight principles of Chinese medicine differentiation. They differentiate basic Zang Fu patterns (syndromes) of illness. Students describe the Four Levels (Wen Bing) and the Six Stages (Shang Han Lun) of disease progression. Students learn patterns of illness using specified theories of Chinese medicine (Zang Fu, Wen Bing, Shang Han Lun and San Jiao.) **Prerequisite:** CM503

**CM521 Introduction to Healing [4cr/6hrs]** A senior practitioner initiates students' inquiry into the age-old question, "What is healing?". Since the answer to that question is inseparable from one's world view and life experience, students examine how their personal beliefs and culture inform their understanding of the term's health, sickness, and healing. Students examine the varied ways doctors, anthropologists, scientists, psychologists, environmentalists, and religious leaders have historically approached these questions and concepts. Students consider the definition of health, sickness, and healing from the perspective of Classical Chinese Medicine as well as reflect on their personal understanding of health, sickness, and healing.

**CM601 Point Location 2 [2cr/30hrs]** In the second of this two-part series, students learn to locate acupuncture points on the human body and diagrams along the following channels: Small Intestine, Urinary Bladder, Kidney, Pericardium, San Jiao, Gallbladder, Liver and the selected Extra points. Students practice proportional body measurements and anatomical landmark identification. Students learn the proper location of acupuncture points, including needle angle and depth. Students gain a deeper understanding of the underlying anatomy of the points that require caution when needling. Students demonstrate proper draping for points that are near sensitive areas including the breasts and genitals.

**CM602 Point Energetics 2 [3cr/45hrs]** In the second of this two-part series, students learn to differentiate point groupings, functions, indications and pathways for the primary meridians. Students learn the functions, indications and contraindications for the Small Intestine, Urinary Bladder, Kidney, Pericardium, San Jiao, Gallbladder, Liver and selected Extra points. Students learn to identify and describe point groupings relevant to specific meridians and points. Students identify acupuncture points that have specific cautions and contraindications and learn needle depth and angle for points in areas that require caution. Students learn to recognize the function and indication of the points as they relate to point groupings.

**CM604 Tui Na [2cr/30hrs]** Students learn the historical context and development of Tui Na. Students demonstrate Tui Na hand techniques and distinguish between important musculoskeletal anatomy for Tui Na. Students create a Chinese medicine diagnosis for performing Tui Na and design sequences of Tui Na techniques based on the diagnosis. Students learn movement assessments for the Sinew meridians and demonstrate the application of Sinew releases. Students recognize the contraindications and considerations for Tui Na.

**CM605 Needling Techniques [2cr/30hrs]** Students learn the basic principles of needling techniques as they relate to treatment in a clinical setting. Students determine appropriate patient positioning and draping. Students understand how to select the appropriate needle type and describe cautions and contraindications for needling. Students demonstrate safe and effective needling techniques. Students follow CNT and OSHA guidelines and describe management for emergency situations as well as identify Universal Precaution recommendations.  
**Prerequisites:** CM505, CM509, CM510

**CM606 Treatment of Disease 1 [3cr/45hrs]** In part one of this two course series students learn the basic principles of Chinese medicine treatment of disease. Students explore the etiology and pathogenesis of common disorders. Disorders include: Respiratory, Dermatologic, Neurological, Sleep, Mental/emotional and Cardiovascular. Students develop acupuncture and herbal treatment strategies to address common diseases through Chinese medicine. Students create treatment plans, including lifestyle recommendations. Students identify prognoses for the most common clinical presentations of disease. **Prerequisites:** CM503, CM510, CM515

**CM608 Treatment of Disease 2 [3cr/45hrs]** In part two of this two course series students continue to learn the basic principles of Chinese medicine treatment of disease. Students explore the etiology and pathogenesis of common disorders. Disorders include: Digestive, Endocrine, Urinary, Edema, Celiac disease, Gynecology, Immunologic, Autoimmune, Lyme and Gu syndrome and Musculoskeletal. Students develop acupuncture and herbal treatment strategies to address common diseases through Chinese medicine. Students create treatment plans, including lifestyle recommendations. Students identify prognoses for the most common clinical presentations of disease.

**CM609 Microsystems & Techniques [2cr/30hrs]** Students study the theories and history of various microsystems. They learn the skills to safely perform auricular, electro-acupuncture, scalp acupuncture, and NADA (protocol treatments for addiction or behavioral health). They practice these therapeutic techniques by properly locating auricular points and scalp points/ lines, identifying treatment strategies, and following guidelines for the use/maintenance of equipment. In addition, students address contraindications of specific points and techniques under a variety of conditions to ensure patient safety. **Prerequisites:** CM601, CM602, CM605

**CM610 Clinical Preparation [2cr/30hrs]** This class prepares students to enter Daoist Traditions Clinical Internship program. Students review SOAP note charting and practice the patient interview using the 10 questions, palpation, listening and observing. Students also review making diagnoses and develop a corresponding treatment plan in anticipation of clinical practice. They practice tui na and adjunct techniques for a smooth transition. Students learn the required processes and procedures for working in the College Clinic: specific clinic forms, HIPAA and OSHA regulations, clinical safety protocols and to communicate effectively with colleagues and supervisors. Students certify in CPR and first aid. **Prerequisites:** CM503, CM507, CM515, CM606

**CM612 Eight Extraordinary Meridians [2cr/30hrs]** Students learn the historical and theoretical foundations for the Eight Extraordinary channels. Students discuss the application of 8 Extraordinary Channels in clinical practice especially about congenital problems, childhood development, inherited conditions, conditions affecting the DNA and life cycles. Students learn the pathways of the Eight Extraordinary channels and how those pathways relate to the other meridians systems. Students examine which patient diagnoses are best addressed using the different Eight Extraordinary channels and create guidelines for their use including appropriate pulse qualities, point selection and needle technique. **Prerequisites:** CM504, CM601, CM602

**CM617 Five Elements 2 [1cr/15hrs]** In part two of this two-part series, students build on their knowledge of the Five Element Theory. Students learn diagnostics and treatment methods related to Korean Four Needle Technique, Mu-Shu Treatments, Akabane, and Entry-Exit Points. Students apply concepts from the Worsley Tradition, including Constitutional / Causative Factor, Aggressive Energy, and Internal and External Dragons.

**CM618 Advanced Needling Techniques [2cr/30hrs]** Students strengthen needling and manipulation techniques in preparation for clinic. They also solidify their patient positioning/draping and CNT skills. Students focus on techniques that promote the arrival and transmission of qi, and various reinforcing and reducing techniques. Students also employ adjunct techniques with appropriate needling methods. They review proper cautions and contraindications for needling based on underlying anatomy or other patient factors and demonstrate how to handle any emergency related to needling. **Prerequisite:** CM605

**CM701 Clinical Case Review 1 [1cr/15hrs]** Students address issues or concerns that arise during Clinical Internship and explore cases as a cohort. Discussions and peer review focus on diagnoses and treatment plan options about the Primary meridian system, the patient-practitioner relationships, referrals, and general patient care issues. Students present an oral summary of clinical cases using chart notes as well as any relevant research. Students refine diagnoses and treatment plans based on peer and faculty feedback. They also reflect on their learnings from the case presentation discussions. **Corequisite:** Clinical Internship

**CM702 Clinical Case Review 2 [1cr/15hrs]** Students address issues or concerns that arise during Clinical Internship and explore cases as a cohort. Discussions and peer review focus on diagnoses and treatment plan options about the Primary meridian and Eight Extra Meridian systems, the patient-practitioner relationships, referrals, and general patient care issues. Students present an oral summary of clinical cases using chart notes as well as any relevant research. Students refine diagnoses and treatment plans based on peer and faculty feedback. They also reflect on their learnings from the case presentation discussions. **Corequisite:** Clinical Internship

**CM703 Acupuncture Comprehensive Review [3cr/45hrs]** Students prepare for the NCCAOM certification exams in their final year of study. Students review and assimilate Chinese medicine and acupuncture material from all of Daoist Traditions acupuncture curriculum including point location, point energetics, Chinese medicine theory, and treatment of disease. **Prerequisites:** All previous courses in the acupuncture curriculum

**CM707 Sinew Meridians [2cr/30hrs]** Students learn the historical and theoretical foundations of the Sinew meridians. Students review the Sinew pathways according to the Six Divisions, surface terrain, and their pathology. Students study these secondary vessels in relation to the conduction of wei qi, ying qi and yuan qi. They recognize signs and symptoms of conditions associated with the Sinew Meridians and develop diagnoses and treatment plans to address those conditions. Students also practice diagnostic methods, ashi (binding) points and specific needling techniques used in Sinew meridian treatments that can be applied in a clinical setting. **Prerequisites:** CM504, CM601, CM602

**CM711 Divergent Meridians [2cr/30hrs]** Students learn the historical and theoretical foundations of the Divergent meridians and gain a working knowledge of the Divergent channels including their pathways, points, functions, and indications. They study how the Divergent channels are related to the other channel systems and the role of Divergent channels in the overall dynamic of the body's energies. Students perform diagnostic and clinical techniques and create treatment plans that can be applied in a clinical setting. They also examine the wide range of conditions, from chronic pain to complicated autoimmune conditions, that Divergent Channels can be used to treat. **Prerequisites:** CM504, CM601, CM602

**CM801 Clinical Case Review 3 [1cr/15hrs]** Students address issues or concerns that arise during Clinical Internship and explore cases as a cohort. Discussions and peer review focus on diagnoses and treatment plan options about the Primary meridian, Eight Extra meridian, Longitudinal Luo meridian, Sinew meridian, and Divergent meridian systems, the patient-practitioner relationships, referrals, and general patient care issues. Students present an oral summary of clinical cases using chart notes as well as any relevant research. Students refine diagnoses and treatment plans based on peer and faculty feedback. They also reflect on their learnings from the case presentation discussions. **Corequisite:** Clinical Internship

**CM802 Advanced Pulse Diagnosis [1cr/15hrs]** Students examine pulse diagnosis from traditional and Classical Chinese Medicine. Emphasis is placed upon pulse qualities and dynamic moving pulses. Students learn to assess Wei Qi, Ying Qi, Yuan Qi and the Eight Extraordinary

meridian system pulses. Students create a differential diagnosis through pulses. Students understand how to chart moving pulse and to use the correct nomenclature to chart pulses. **Prerequisite:** CM507

**CM803 Clinical Case Review 4 [1cr/15hrs]** Students address issues or concerns that arise during Clinical Internship and explore cases as a cohort. Discussions and peer review focus on diagnoses and treatment plan options about the Primary meridian, Eight Extra meridian, Longitudinal Luo meridian, Sinew meridian, and Divergent meridian systems, the patient-practitioner relationships, referrals, and general patient care issues. Students present an oral summary of clinical cases using chart notes as well as any relevant research and refine diagnoses and treatment plan based on peer and faculty feedback. **Corequisite:** Clinical Internship

**CM805 Gynecology [2cr/30hrs]** Students learn the diagnosis and treatment of obstetrical and gynecological disorders with acupuncture and herbal medicine. They explore women's physiology and pathology from a Chinese and western medicine perspective; acupuncture treatment principles; contraindications; commonly seen menstrual disorders; pregnancy and pregnancy related complications; infertility, and menopausal complaints. **Prerequisites:** CM606, CM608

**CM806 Pediatrics [.67cr/10hrs]** Students learn to diagnose and treat common pediatric disorders with acupuncture and herbal medicine. They explore the physiology and pathology of common pediatric conditions from a Chinese medicine perspective and recognize contraindications and conditions that require referral to a biomedical practitioner. Students also study effective patient and family communication methods. **Co-requisite:** HM808

**CM811 Longitudinal Luo [2cr/30hrs]** Students learn the historical and theoretical foundations of the Luo vessels. Students summarize all Longitudinal Luo trajectories with their signs and symptoms. Students examine the relationships of the Longitudinal Luo vessels with other meridians of the five channel systems. They formulate a diagnosis and treatment plan using the Longitudinal Luo vessels and determine appropriate applications of the Longitudinal Luo vessels to the western diagnostic designations. **Prerequisites:** CM504, CM601, CM602

#### **CULTIVATION PRACTICE**

**CP501 Qi Gong 1 [.4cr/12hrs]** At the heart of Daoist Traditions' philosophy is a commitment to support students in integrating self-cultivation and a healing presence into their lives as developing practitioners. Students learn to recognize and appreciate qi gong as a tool for personal cultivation and, therefore, learn its fundamentals. They do so by replicating the movements of the Tai Yu Shen Gong form as demonstrated by their instructor. To further develop personal cultivation practice, students also garden and reflect on their growth in a cultivation journal.

**CP504 Qi Gong 2 [.4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students describe qi gong as a personal cultivation tool. They follow the movement elements of the guided Qi Gong form with emphasis on the practice and appreciation of Tai Yu Shen Gong. To further develop personal cultivation practice, students also garden and reflect on their growth in a cultivation journal.

**CP601 Qi Gong 3 [.4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They perform qi gong practice with emphasis on the practice and appreciation of Tai Yu Shen Gong. To further develop personal cultivation practice, students also garden and reflect on their growth in a cultivation journal.

**CP604 Qi Gong 4 [.4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They perform independently qi gong practice with emphasis on the practice and appreciation of Tai Yu Shen Gong. Students define the clinical relevance of qi gong. To further develop their personal cultivation practice, students also garden and reflect on growth in a cultivation journal.

**CP701 Qi Gong 5 [.4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They demonstrate qi gong practice, with emphasis on the practice and appreciation of Tai Yu Shen Gong. Students explain the clinical relevance of qi gong. To further develop their personal cultivation practice, students reflect on growth in a cultivation journal.

**CP704 Qi Gong 6 [.4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They demonstrate qi gong practice, with emphasis on the practice and appreciation of Tai Yu Shen Gong. Students illustrate the clinical relevance of qi gong. To further develop personal cultivation practice, students reflect on their growth in a cultivation journal.



**CP801 Qi Gong 7 [4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They demonstrate and evaluate qi gong practice, with emphasis on the practice and appreciation of Tai Yu Shen Gong. Students apply qi gong in a simple clinically relevant situation. To further develop personal cultivation practice, students reflect on their growth in a cultivation journal.

**CP804 Qi Gong 8 [4cr/12hrs]** At the heart of Daoist Traditions philosophy is the commitment to cultivate a healing presence and encourage self-cultivation as an important part of the development of an effective practitioner. Students employ qi gong as a personal cultivation tool. They demonstrate and evaluate qi gong practice, with emphasis on the practice and appreciation of Tai Yu Shen Gong. Students apply qi gong in a simple clinically relevant situation. To further develop personal cultivation practice, students reflect on their growth in a cultivation journal.

## **HERBAL MEDICINE**

**HM501 Introduction to Herb Cultivation [1cr/15hrs]** This course is designed to familiarize student with the basic principles of site analysis, soil preparation and propagation by seed and division of medicinal plants. Students gain hands-on practice while helping to maintain the herbal gardens on campus.

**HM501 Introduction to Herb Cultivation [1cr/15hrs]** This course is designed to familiarize student with the basic principles of site analysis, soil preparation and propagation by seed and division of medicinal plants. Students gain hands-on practice while helping to maintain the herbal gardens on campus.

**HM502 Herbal Medicine 1 [4cr/60hrs]** In part one of this four-part series, students learn to identify a selection of individual herb samples using pictures and raw herbs. Students learn to state the pin yin and botanical names of individual herbs. Students describe the application, indications, cautions and contraindications of specified herbs and formulas. Students learn to recognize Chinese herbal formulas based on how they are used to treat patterns of disharmony. Students also discuss herbs and formulas in the context of the major developments in Chinese herbal medicine.

**HM503 Herbal Medicine 2 [4cr/60hrs]** In part two of this four-part series, students learn to identify a selection of individual herb samples using pictures and raw herbs. Students state the pinyin and botanical names of the individual raw herbs. Students will describe the uses, cautions and contraindications of specified herbs and formulas addressed. Students learn how to choose and modify Chinese herbal formulas to treat particular patterns of disharmony. Students also discuss herbal formulas in the context of the major developments in Chinese herbal medicine.

**HM601 Herbal Medicine 3 [4cr/60hrs]** In part three of this four-part course, students learn to identify a selection of individual herb samples using pictures and raw herbs. Students state the pinyin and botanical names of the individual raw herbs. Students will describe the uses, cautions and contraindications of specified herbs and formulas addressed. Students write Chinese herbal formulas to treat patterns of disharmony. Students also discuss herbal formulas in the context of the major developments in Chinese herbal medicine.

**HM602 Herbal Medicine 4 [4cr/60hrs]** In part four of this four-part course students identify a selection of individual herb samples using pictures. Students state the pinyin and botanical names as well as describe the uses, cautions and contraindications of herbs and formulas addressed in this course. Students create Chinese herbal formula prescriptions based on case studies to treat patterns of disharmony. Students discuss herbal formulas in the context of the major developments in Chinese herbal medicine including preparation methods and dosage.

**HM701 Patent Medicines [2cr/30hrs]** Students learn to prescribe patent formulas and research companies that supply them. Students recognize the English and pinyin names of common patent herbal medicines. Students discuss the history and regulations related to dispensing patent medicines. Students correlate modern patent formulations to classical prescriptions and describe their uses, cautions and contraindications. Students also learn to evaluate the quality of selected patent manufacturers. **Prerequisites:** HM502, HM503, HM601, HM602

**HM703 Chinese Medicine Food Therapy [2cr/30hrs]** Students learn the energetics of foods and the impact of cooking styles on their energetics. Students discuss dietary recommendations and contraindications for Chinese medicine patterns and select dietary recommendations based on diagnosis. Students integrate the principles of Chinese medicine food therapy into clinical practice. **Prerequisites:** CM503, HM502

**HM705 Botany & Western Herbs [1cr/15hrs]** Students explain the classification and use of herbs in traditional and contemporary western herbalism. They demonstrate basic familiarity with the major classes of phytochemicals and their modes of action. Students classify non-

Chinese herbs according to flavor, temperature, meridians entered, and actions. They determine the suitability of various native and western herbs for local cultivation or wildcrafting.

**HM706 Essential Oils [2cr/30hrs]** Students learn to articulate the basic theory and practice of essential oils in Chinese medicine. Students cite the properties including the nature, taste, channels entered and the therapeutic function of 30-50 essential oils. Student identify dosage, storage requirements, and contraindications of the essential oils covered in this course. Students discuss the unique properties of the essential oils including notes, effects on spirit, and essence relationship. Students create essential oil formulas used to treat basic conditions. **Prerequisite:** HM502

**HM801 Herbal Preparations [2cr/30hrs]** Students describe and prepare various forms of herbal medicine preparations including tinctures, liniments, macerations, percolations, medicinal wines, topical preparations, infused oils and salves. Students prepare Chinese herbs choosing methods appropriate to their nature and their medicinal use. **Prerequisite:** HM502

**HM802 Herbal Comprehensive Review [3cr/45hrs]** Students take this course in their final semester of study to prepare for the NCCAOM certification exams. It serves as a review of the materia medica, classical prescriptions, and patent medicines and provides students with an opportunity to fine tune their Chinese herbology knowledge. They re-examine how to articulate basic herbal theory for single herbs and prescriptions. Students review the fundamental properties of herbs in terms of nature, taste, channels entered, and toxicity. They review pattern differentiation and ingredients of classical prescriptions. Students explain the proper uses, dosages, cautions, contraindications and toxicity of both single herbs and herbal formulas. **Prerequisite:** All previous courses in the herbal medicine curriculum

**HM805 Field Botany [1cr/15hrs]** Students identify common native medicinal plants using a key. They recognize major medicinal plant families and explain the botanical classification and nomenclature system. Students recognize the types of habitats and/or plant communities in which common medicinal herbs will thrive. **Prerequisite:** HM705

**HM808 Herbal Medicine for Pediatrics [.33cr/5hrs]** Students develop herbal treatments for common pediatric complaints. They learn to recognize the risks and contraindications for the use of Acupuncture and Chinese herbal medicine in the treatment of pediatric conditions. Students understand how to use effective communication with children and with their families. They learn to make appropriate referrals to biomedical professionals. **Co-requisite:** CM806

## **BIOMEDICINE**

**WM501 Anatomy [3cr/45hrs]** Students learn basic biological principles as they relate to the anatomy of the skeletal, muscular and nervous systems. They use standard anatomical terminology related to these systems. Students memorize the bones of the body, major muscle groups and key components of the nervous system. Students also learn the structure and function of joints and how they move. They describe the actions and attachments of all major muscle groups of the body. As a result, students develop proficiency in identifying bony anatomical landmarks critical in acupuncture practice and recognize injury and pathology in the musculoskeletal system.

**WM502 Physiology [3cr/45hrs]** Students learn the biological principles related to the normal functioning of the organ systems and its related nomenclature. Focus is on the cardiovascular, endocrine, urinary, immune, digestive, respiratory, reproductive, integumentary, and nervous systems and its sense organs. Students review how the human body maintains homeostasis, and a stable internal environment. As a result of learning the basics, students can describe how changes in physiological function may result in disease states.

**WM503 Surface Anatomy [1cr/15hrs]** Students memorize the external landmarks of the human musculoskeletal system that guide the location of acupuncture points. This knowledge is foundational for all subsequent acupuncture point location and needling courses. In addition, students learn visual recognition and palpation skills to find and identify these key landmarks on various body types. Given this is a skills-based course, students practice proper positioning and draping for patient comfort and safety during treatment.

**WM601 Physical Examination Techniques [2cr/30hrs]** Students develop the knowledge and practice the techniques necessary to perform a basic physical examination and complete a biomedical patient history. Students learn to differentiate normal from abnormal findings, determine if a referral to biomedical practitioner is warranted, and how to make that referral. In this context, students discuss the importance of patient confidentiality, informed consent, and overall professionalism. **Prerequisites:** WM501, WM503

**WM602 Medical Ethics [2cr/30hrs]** Students learn the history and basic principles of medical ethics and examine the evaluation of the ethical codes in acupuncture and Chinese medicine. Students develop the skills to recognize and develop plans for dealing with appropriate and inappropriate ethical behaviors as they arise in practice including boundaries, dual relationships, and business ethics. Students evaluate and determine strategies to sensitive issues such as intimacy, death and dying, impaired providers, domestic abuse, and suicide. They also examine the ethics of healthcare disparities (discrepancies in health care and outcomes) in the current US. healthcare system with a focus on socioeconomics. Students will explore the underlying reasons for these disparities and potential solutions.

**WM631 Introduction to Pharmacology [2cr/30hrs]** Students learn the biochemical and physiological effects of classes of commonly used pharmaceuticals. They explore how these classes of drugs are absorbed, distributed, metabolized, and eliminated from the body. Students examine the use of these common classes of pharmaceuticals and their cautions and contraindications. In addition, they study the potential interaction between herbal medications, supplements, and common classes of pharmaceuticals to better ensure patient safety. **Prerequisite:** WM502

**WM702 Pathology & Pharmacology 1 [3cr/45hrs]** This course is part one of a three-part series which focuses on the pathology and related pharmaceuticals used to treat conditions of the musculoskeletal, neurological, and immune systems. Students learn the pathophysiology of the most common western diseases and recognize their basic signs and symptoms. They also investigate common pharmaceuticals used to address these diseases including their functional classification, mechanisms of action, and side effects. Students identify the potential interaction between these pharmaceuticals, supplements, and herbs and when to make referrals to biomedicine practitioners. **Prerequisites:** WM501, WM502.

**WM703 Research and Statistics [2cr/30hrs]** Students learn basic principles used to conduct research and become familiar with the related terms and concepts. Students develop proficiency in searching western medical databases and other sources of research pertaining to western medical studies of acupuncture. To learn data analysis of research, students apply descriptive statistics to given data sets. Students also learn how to critique biomedical research based on criteria provided, levels of evidence, and methodology.

**WM704 Pathology & Pharmacology 2 [3cr/45hrs]** This course is part two of a three-part series which focuses on the pathology and related pharmaceuticals used to treat conditions of the pulmonary, cardiology, gastrointestinal systems plus cancer and various infectious diseases. Students learn the pathophysiology of the common western diseases and recognize the basic signs and symptoms of these diseases. Students investigate the common pharmaceuticals used to address these diseases including their functional classification, mechanisms of action, and side effects. Students identify the potential interaction between these pharmaceuticals, supplements, and herbs and when to make referrals to biomedicine practitioners.

**WM705 Western Diagnostic Studies [2cr/30hrs]** Students gain an overview of tests and diagnostic procedures in western Medicine. They learn to evaluate and interpret the most commonly used western laboratory tests including blood and other diagnostic studies. Students assess the clinical relevance of lab and other diagnostic tests in terms of Chinese medicine diagnosis and treatment. The conditions focused on in this class are musculoskeletal disease, thyroid disorders, kidney and urologic disease, diabetes, cardiovascular disease, cancer, nervous system disease, pulmonary disease, and gastrointestinal disease. Students determine when to refer patients for relevant lab work. **Prerequisites:** WM501, WM502

**WM801 Biomedical Comprehensive Review [3cr/45hrs]** Students take this course in their final semester of study to prepare for the NCCAOM certification exams. Students review and demonstrate their knowledge and skills related to the biomedicine curriculum including anatomy, physiology, physical examination, pathology, pharmacology, and diagnostic testing. **Prerequisite:** All previous courses in the biomedicine curriculum

**WM803 Pathology & Pharmacology 3 [2cr/30hrs]** This course is the final course of a three-part series which focuses on the pathology and pharmaceuticals used to treat conditions of the endocrine, female and male genitourinary, and renal systems. Students learn the pathophysiology of the common western diseases and to recognize their basic signs and symptoms. They investigate the common pharmaceuticals used to address these diseases including their functional classification, mechanisms of action, and side effects. Students identify the potential interaction between these pharmaceuticals, supplements, and herbs and when to make referrals to biomedicine practitioners.

**WM804 Orthopedic Essentials [2cr/30hrs]** Students learn to analyze orthopedic injuries and diseases from a western medical perspective including carpal tunnel syndrome, fibromyalgia, gout, osteoarthritis, rheumatoid arthritis, tendonitis, bursitis, plantar fasciitis, and nerve entrapments. They perform basic orthopedic evaluation techniques and discern conditions for referral. Students explain effective communication with patients and western physicians regarding orthopedic conditions. **Prerequisites:** WM501, WM503

**WM807 Psychiatric Pathology & Pharmacology [2cr/30hrs]** Students learn about mental and emotional disorders from a biomedical standpoint. Students recognize psychiatric disease states: their pathophysiology, western treatment modalities including pharmacotherapy. Students identify the basic signs and symptoms of these psychiatric diseases. Students recognize their commonly associated pharmaceuticals including their functional classification, mechanisms of action, and side effects. Students identify potential interactions between these pharmaceuticals, supplements, and herbs. Students state the key factors triggering referrals to biomedicine care especially in cases of psychiatric emergencies. **Prerequisites:** WM501, WM502

**WM809 Western Nutrition [2cr/30hrs]** Students learn nutrition from a western medical perspective. They learn the roles played by various nutrients in both health and disease states and their chemistry and modes of action. They recognize nutritional deficiencies and

make appropriate recommendations to enhance patient health. Recommendations include diet, lifestyle, and nutritional supplementation. Students gain the knowledge and skills needed to critique the various dietary and supplementation regimes patients follow.

### **COMPLEMENTARY STUDIES**

**CS501 Library & Research Skills [.5cr/7.5hrs]** Students learn to use Canvas, Daoist Traditions' learning management system. Students locate relevant resources using the physical library, online databases, and feeds from specialized search engines. Students create an APA style guide. Students explore the elements of Daoist Traditions Style Guide.

**CS503 Professionalism & Communication [.5cr/7.5hrs]** Students learn to present oneself professionally in alignment with Daoist Traditions' expectations. Students apply the Daoist Traditions protocols related to communicating with administration, faculty, and colleagues. Students recognize conflict management techniques for common conflict situations in a respectful and solution-oriented manner.

**CS504 Medical Chinese [1cr/15hrs]** Students learn some basic Chinese language to support their entry into the world of Chinese medicine. Students approximate pronunciation of basic Chinese medical vocabulary and associated terminology. Students recognize basic characters related to Chinese medicine energetics and memorize terms commonly needed in the practice of Chinese medicine.

**CS505 Mindfulness [.5cr/7.5hrs]** Students define mindfulness including its health benefits. Students describe several mindfulness practices and how to execute them and incorporate a mindfulness practice into daily life. They will state the value of a personal mindfulness practice and its potential impact on one's healthcare practice.

**CS506 Legal and Safety Standards [.5cr/7.5hrs]** Students learn the basic HIPAA and OSHA requirements as they relate to acupuncture practice. Students state safety procedures related to Blood Borne Pathogens. They recognize the basic safety procedures of Clean Needle Technique. Students identify the basic expectations of the NCCAOM Code of Ethics and describe professional conduct as outlined by Daoist Traditions clinical policy. Students recognize the basic tenets of obtaining and maintaining state licensure (NCALB).

**CS701 Practice Management 1 [1cr/15hrs]** Students learn the fundamental elements needed to establish a successful acupuncture practice. This includes students' learning how to comfortably communicate Chinese medicine concepts to potential patients in language they will understand. It also requires students to find or create opportunities to approach those unfamiliar with Chinese medicine to educate the public and attract patients. As part of these fundamentals of initiating a practice, students review OSHA and HIPAA requirements as well as learn the state laws governing acupuncture practice and the specifics of mandated reporting.

**CS802 Practice Management 2 [2cr/30hrs]** Students learn the specifics of establishing and running an acupuncture practice. They learn the details of how to become nationally certified and state licensed. Students develop a business plan for the practice they intend to start upon graduation. They create a budget, marketing plan, and resume as a base of their practice. Students incorporate the legal requirements into their plans. They also learn the basics of insurance (billing, coding, and reimbursement) and the use of electronic health records. **Prerequisite:** CS701, OB701.

### **CLINICAL TRAINING**

**OB502 Clinical Observation 1 [1cr/30hrs]** This class is part of a series of classes where students demonstrate professional demeanor and attire in the clinical setting as described in the student handbook and clinic manual. Students observe a patient interview in a theatre setting. Students reflect on personal reactions to the patient's narrative. Students discuss personal learning from acupuncture treatments.

**OB504 Clinical Observation 2 [1.17cr/35hrs]** This class is part of a series of classes where students demonstrate professional demeanor and attire in the clinical setting as described in the student handbook and clinic manual. Students observe a patient treatment in a clinical setting, complete chart notes, and mix herbs for the patients. Students state how practitioners of Chinese medicine establish patient rapport and determine what specific tongue characteristics mean in terms of a Chinese medicine diagnosis. Students discuss personal learning from acupuncture treatments.

**OB601 Clinical Observation 3 [1cr/30hrs]** This class is part of a series of classes where students demonstrate professional demeanor and attire in the clinical setting as described in the student handbook and clinic manual. Students observe a patient treatment in a clinical setting and complete SOAP notes to record patient information. Students discuss personal learning from acupuncture treatments.

**OB602 Clinical Observation 4 [1.17cr/35hrs]** This class is part of a series of classes where students demonstrate professional demeanor and attire in the clinical setting as described in the student handbook and clinic manual. Students observe a patient treatment in a clinical setting, complete chart notes, and mix herbs for the patients. Students state how practitioners of Chinese medicine establish patient

rapport and a diagnosis supported by recorded pulse and tongue characteristics and what the patient reports. Students discuss personal learning from acupuncture treatments.

**OB701 Clinical Observation 5 [.67cr/20hrs]** In this final section of Clinical Observation, students observe practitioners in the community. This section is structured as an off-site learning opportunity in which interns select qualified preceptors who verify their clinic's compliance with OSHA, HIPAA, and Blood Borne Pathogen (BBP) requirements. Students present themselves in a professional manner as representatives of Daoist Traditions. Interns learn how individual preceptors approach the clinical side of their practice as well as practice management/business aspects. Interns track their hours, provide a synopsis of each observation session as specified in a clinic observation log, and complete chart notes for observed patient treatments. Students have three semesters to complete these observations which must be completed before the Practice Management 2 course in semester 8.

**IN701 Clinical Internship 1 [5.33cr/160hrs]** In Clinical Internship 1, interns work in pairs to integrate the theoretical and practical aspects of Chinese medicine in a clinical setting. Students demonstrate proficiency in professional behavior and patient care using acupuncture, herbal medicine, and adjunct techniques. Students identify conditions that warrant patient referral and make recommendations for self-care. Students evaluate and re-evaluate diagnosis and treatment strategies and modify formulas and treatment. Students incorporate Zang Fu and Primary meridian diagnoses and treatment principles into treatments. Prerequisites: OB602, OB 604, CM605, CM606, CM608, CM610, CM618, HM602, WM601. Students must complete one Clinical Case Review course with each semester of Clinical Internship.

**IN702 Clinical Internship 2 [3.33cr/100hrs]** In Clinical Internship 2, interns work individually to treat patients in a supervised clinical setting. Students demonstrate professional behavior in a clinical setting. Students complete a thorough patient intake using SOAP notes and formulate and refine a Chinese medicine diagnosis using Zang Fu, Primary and Eight Extra meridians. They develop and execute a treatment plan using acupuncture, herbs, and adjunct modalities. Students learn to manage ongoing patient relationships. They incorporate Zang Fu and Primary, and Eight Extraordinary meridian diagnoses and treatment principles into treatments. Students recognize common red flag conditions and execute emergency and urgent referrals. Students incorporate Daoist principles in a clinical setting. **Prerequisites:** OB602, OB604, CM605, CM606, CM608, CM610, CM618, HM602, WM601, IN701. Students must complete one Clinical Case Review course with each semester of Clinical Internship.

**IN801 Clinical Internship 3 [9cr/270hrs]** In Clinical Internship 3, interns individually treat patients in a supervised clinical setting. Students demonstrate professional behavior in a clinical setting. Students demonstrate patient intake using SOAP notes and independently formulate and refine a Chinese medicine diagnosis using the most appropriate channel system. Students develop and execute a treatment plan using acupuncture, herbs, and adjunct modalities that supports the diagnosis. Students explain the chosen treatment plan and prognosis to patients. Students incorporate Zang Fu and Primary, Eight Extraordinary, Sinew, Longitudinal Luo and Divergent meridian diagnoses and treatment principles into treatments. Students recognize common red flag conditions and execute emergency and urgent referrals. Students incorporate Daoist principles in a clinical setting. Students must complete one Clinical Case Review course with each semester of Clinical Internship.

**IN802 Clinical Internship 4 [7cr/210hrs]** In Clinical Internship 4, interns treat patients in a supervised clinical setting. Students demonstrate professional behavior in a clinical setting. Students complete a thorough patient intake using SOAP notes and formulate and refine independently a Chinese medicine diagnosis using the most appropriate channel system. Students independently develop and execute a treatment plan using acupuncture, herbs, and adjunct modalities that supports the diagnosis. Students explain the chosen treatment plan and prognosis to patients. Students complete a thorough patient intake using SOAP notes and formulate and refine independently a Chinese medicine diagnosis using Luo Vessels, Divergent Meridians, Zang Fu, Primary Meridians, and Eight Extra and Sinews. Students incorporate Zang Fu and Primary, Eight Extraordinary, Sinew, Longitudinal Luo and Divergent meridian diagnoses and treatment principles into treatments. Students recognize common red flag conditions and execute emergency and urgent referrals. Students incorporate Daoist principles in a clinical setting. A minimum of 350 patients and minimum 740 total hours must be met to complete Internship 4. Prerequisite IN801 Clinical Internship 3. Students must complete one Clinical Case Review course with each semester of Clinical Internship. A minimum of 350 patients and minimum 740 total hours must be met to complete Internship 4. Students must complete one Clinical Case Review course with each semester of Clinical Internship.

## **Course Descriptions: Doctor of Acupuncture and Chinese Medicine (DACM) Program**

### **ACUPUNCTURE AND CHINESE MEDICINE**

**CM750 Advanced Orthopedics 1 [1cr/15hrs]** Doctoral students assess orthopedic conditions using neurological assessments for common musculoskeletal issues and the associated pain mechanisms. Interns review and practice Chinese diagnostic method of palpation, observation, and questioning. Students also combine biomedical orthopedic and neurological tests with Chinese medicine diagnostics to develop effective treatment plans and prognoses. Students communicate to foster relationships with physicians through referrals, and to

discuss patient condition and progress. This course addresses the neck, shoulder, upper back, elbow, and wrist complaints. **Prerequisites:** CM707 or 1 credit of CM Orthopedic Basics Course

**CM751 Neurology [1cr/15hrs]** Doctoral students analyze neurological conditions including cerebrovascular accidents (CVAs), multiple sclerosis and seizure disorders exploring both the western medical paradigm and Chinese medicine concepts. Students develop acupuncture and herbal medicine formulas to treat specific neurological disorders. Students will evaluate the potential interaction of herbs and supplements with pharmaceuticals. They will study the effects and side effects of common pharmaceuticals and how these effects may impact their Chinese Medical treatments. They explore cutting edge neurobiological research and reflect on the impact of this on neurological condition treatment. Students identify appropriate referrals for neurological conditions. **Prerequisites:** CM606, CM608

**CM753 Advanced Endocrinology [1cr/15hrs]** Doctoral students explore the functioning of the complex endocrine system and its related organs. They analyze endocrine conditions such as diabetes and abnormalities of thyroid, adrenal and reproductive system function from both Chinese and biomedical paradigms. Students develop diagnoses and integrated treatment plans for endocrine disorders based on Chinese medicine diagnostics using results from biomedical laboratory tests. Students will evaluate the potential interaction of herbs and supplements with pharmaceuticals. They will study the effects and side effects of common pharmaceuticals and how these effects may impact their Chinese Medical treatments. Students identify appropriate biomedicine referrals for endocrine conditions. **Prerequisites:** CM606, CM608

**CM754 Cardiology [1cr/15hrs]** Doctoral students analyze cardiac disorders, using both the western medical paradigm and Chinese medicine concepts and energetics. They develop acupuncture and herbal medicine formulas to treat specific cardiac disorders. Students will evaluate the potential interaction of herbs and supplements with pharmaceuticals. They will study the effects and side effects of common pharmaceuticals and how these effects may impact their Chinese Medical treatments. Students integrate cardiac research and reflect on the impact of this on cardiac treatment. Students identify appropriate referrals for cardiac conditions. **Prerequisites:** CM606, CM608

**CM850 Advanced Orthopedics 2 [1cr/15hrs]** Doctoral students assess orthopedic conditions using neurological assessments for common musculoskeletal issues and the associated pain mechanisms. Interns review and practice Chinese diagnostic method of palpation, observation, and questioning. Students also combine biomedical orthopedic and neurological tests with Chinese medicine diagnostics to develop effective treatment plans and prognoses. Students communicate to foster relationships with physicians through referrals, and to discuss patient condition and progress. This course addresses spine, low back, hip, leg, knee, ankle and foot complaints. **Prerequisites:** CM707 Sinew Meridians or 1 credit of CM Orthopedic Basics Course

**CM851 Obstetrics [1cr/15hrs]** Chinese medicine is used widely to support expectant mothers during pregnancy, childbirth and the postpartum period. Doctoral students analyze common obstetric conditions from a Chinese medicine perspective. Students identify safe, effective approaches to address common complaints of pregnancy and enhance recovery from childbirth. These approaches include acupuncture, dietary therapy, and herbal formulas for support throughout pregnancy. Students evaluate the potential interactions of herbs and supplements when treating obstetric conditions. Students identify appropriate referrals for obstetric conditions. **Prerequisites:** CM606, CM608, CM805 or Equivalent Course

## **BIOMEDICINE**

**WM750 Research and Evaluation 1 [1cr/15hrs]** This is the first course in a two-course sequence. Doctoral students analyze Chinese medicine research presented in peer-reviewed journals. Students discuss the basics of research and evaluation as it relates to Chinese medicine. This will include applying descriptive statistics to a data set, as well as determining the appropriateness of common inferential statistical tests often used in research. Students analyze Chinese medicine articles for significance in clinical practice. **Prerequisites:** WM703 or Equivalent Course

**WM850 Lab Analysis [1.53cr/23hrs]** Doctoral students assess biomedical laboratory results using Chinese medicine theory and perspective to facilitate a deeper understanding of complete blood counts (CBC) and comprehensive metabolic panels (CMP). Students also analyze these labs and diagnostic studies from a western perspective. Students demonstrate effective communication of the Chinese medicine diagnoses and treatment plan, informed by the laboratory analysis, to both patients and biomedical professionals.

**Prerequisites:** WM705 or Equivalent Course

**WM851 Pharmaceutical Analysis [1cr/15hrs]** To effectively work in an integrated care model, an understanding of pharmaceuticals from a western perspective is essential. Doctoral students review the knowledge gained regarding metabolism of pharmaceuticals. Doctoral Interns learn to evaluate the pharmaceuticals mode of action from a Chinese medicine perspective and this allows a deeper understanding of integration of western and Chinese medical care. This dual examination of pharmaceutical actions facilitates Doctoral Interns ability to effectively communicate with their western counterparts to be able to offer more effective Integrative Treatment plans.

**Prerequisites:** WM631 or Equivalent Course

**WM852 Research and Evaluation 2 [1cr/15hrs]** This is the second course in a two-course sequence. Doctoral students structure and conduct a Quality Improvement (QI) study that can lead to an upgrade of their current practice. Students identify a logistical or clinical area in their practice that needs improvement. Students apply the Plan Do Check Act (PDCA) cycle as their QI method. The QI Plan to be submitted for this course is a compilation of the plan components that students have systematically developed and revised throughout the course. **Prerequisites:** WM750

#### **COMPLEMENTARY STUDIES**

**CS750 Collaborative Communication Models [.57cr/8.5hrs]** Students learn how to enhance their communication skills with biomedical practitioners and in collaborative care settings. They will identify the elements of effective communication in these settings and the vocabulary that it is comprehensible to all members of a collaborative care team. The course also focuses on Chinese medicine practitioners written communication with biomedical practitioners in terms of constructing effective letters related to different types of common scenarios. Students learn how to rectify misunderstandings that can arise when two medical models interact. The culminating part of this course is students developing basic public speaking skills that will be aid them in collaborative care settings.

**CS850 Practice of Systems-Based Medicine [.57cr/8.5hrs]** Doctoral students discuss the structure of the conventional U.S. health care system and the information infrastructure that facilitates its functioning. Students also describe current health care payment systems (insurers) that are part of the overall structure. In addition, students identify governmental agencies, professional organizations, and other health care system principals (FDA, CDC, WHO, AMA, lobbyists) that influence health care systems. Combining knowledge of Chinese medicine and the conventional U.S. healthcare system, students analyze keys to Chinese medicine practice in the U.S.

**CLINICAL TRAINING – 4.3 total credits/ 130 Hours** *Course numbers, number of credits/hours per section and per semester vary in the Dual Enrollment program and DACM Professional Track. Refer to specific curriculum and course descriptions for details.*

**Integrative Clinical Experience [3cr/90hrs]** Daoist Traditions offers a comprehensive clinical experience for doctoral students. Doctoral interns will experience a variety of health care settings that explore aspects of collaboration, from working with allopathic practitioners to advising patients on healthcare choices. Clinical experiences contain three focus areas that uniquely contribute to student's ability to practice as primary care Chinese medicine practitioners. In the first area of focus, doctoral interns observe senior faculty members treatment of patients presenting with a variety of difficult conditions seen in today's acupuncture clinic. Interns analyze patient cases and assess whether integration of care could enhance the treatment plan and how to communicate this information to the patient. As interns progress through these courses, they will gain the necessary skills to analyze a patient from an integrative perspective and develop the skills for collaboration. The second area of focus is unique in that doctoral interns observe patient consultations by a licensed acupuncturist and western medicine physician at an in-patient care facility serving post-hospitalization and post-surgical patients. Interns observe the practitioners create, collaborate and design integrative care plans for the patient. Interns explore the Chinese and western diagnostic findings and evaluate the integrated care plan can addresses the patients' health needs. As interns move through these courses, discussions focus on the roles of all members of an integrated health care team and how well the integrated model is working to support patient care. By completion of these courses, an emphasis is placed on patient follow up care and methods to address how they can best access services that lead to improved life and health circumstances. In the third focus area, doctoral interns work in western medical facilities and research the specialized area in which they are working. Interns create, design, and administer Chinese medical care for patients. Specialized areas that could be included are Oncology, Hospice and Palliative Care, Addiction, and Pain Management. **Dual Enrollment students must meet course prerequisites for DACM clinic. Refer to course syllabi.**

**Collaborative Clinical Rounds [1.33cr/40hrs]** Doctoral interns observe a patient intake by a western medicine physician and a licensed acupuncturist. An acupuncture treatment is then observed in a theater setting. Following the treatment, doctoral interns meet with four clinical supervisors. Throughout these clinical rounds, interns participate in four focus areas: acupuncture, herbal medicine, lifestyle, and pharmaceutical and lab analysis. Interns summarize western medical findings including medical history, lab work and pharmaceuticals, and relate those findings through a Chinese medicine lens. Interns focus deeply on creating treatment plans that have a strong focus on the modalities of acupuncture and herbal medicine and address the patient's lifestyle and nutrition. Interns communicate treatment strategies with their patient and other practitioners to develop integrative care plans. The depth of these clinical rounds allows interns to synthesize the information learned throughout the doctoral program. **Dual Enrollment students must meet course prerequisites for DACM clinic. Refer to course syllabi.**

## **Course Descriptions: Certificate in Chinese Herbal Medicine (CCHM) Program**

### **HERBAL MEDICINE**

**HM911 Materia Medica & Classical Formulas 1 [8cr/120hrs]** This is part one of a two-part course providing a comprehensive study of Chinese Herbal Medicine. Topics include history, theory, and the classifications and medical properties of Chinese herbs. Students also learn the basic classical herbal prescriptions of Chinese Medicine. Topics include the history, pattern discrimination, actions, and indications of major formulas.

**HM912 Incompatibilities, Contraindications, and Interactions [1cr/15hrs]** The course explores the safe use of Chinese herbs, including how to combine herbs with western medications and how to make appropriate substitutions for specific health conditions. This course will cover how different processing methods and preparations affect herb energetics and introduce students to the 19 Chinese herb antagonists and 18 incompatibles discussed in classic literature. The course also includes herb identification and how to assess herb quality.

**HM913 Essential Oils [2cr/30hrs]** This course introduces the basic uses and properties of essential oils and their place in Chinese Medicine. Topics include Essential Oils Materia Medica, application and safety of essential oils in the treatment of various commonly seen conditions, formula creation, and the use of essential oils with the Luo, Eight Extraordinary, and Divergent meridian systems.

**HM914 Chinese Food Therapy [2cr/30hrs]** This course introduces the basic principles of food therapy as they relate to Chinese medicine practice. Topics include the materia medica of foods and their categorization with regard to temperature, taste and function as well as the implementation of dietary advice for various disease patterns. There is a materials fee for this course.

**HM921 Materia Medica & Classical Formulas 2 [8cr/120hrs]** This is part two of a two-part course providing a comprehensive study of Chinese Herbal Medicine. Topics include history, theory, and the classifications and medical properties of Chinese herbs. Students also learn the basic classical herbal prescriptions of Chinese Medicine. Topics include the history, pattern discrimination, actions and indications of major formulas.

**HM922 Classical Channels and Herbs [1cr/15hrs]** This course will cover the internal and external use of Chinese herbal medicine in treating the Sinew, Luo, Divergent and Eight Extra Channels. Discussions will include historical perspectives and clinical application of herbal medicine to address commonly seen conditions.

**HM923 Herbal Preparations and Medicine Making [3cr/45hrs]** This course provides an introduction to the knowledge and skills necessary to create medicinal preparations from raw herbs. Topics include herb processing (pao zhi), tinctures, pills and other internal medicines, liniments, salves and other topical preparations. Students practice preparing the most commonly used medicinal formats in the herbal dispensary including raw herbs, granules, and tinctures. There is a materials fee for this course.

**HM931 Patent Medicines [2cr/30hrs]** This course is a study of patented Chinese herbal medicines. Students learn the actions, indications, dosage, and contraindications of patent medicines and granules. Topics include proper dosage, manufacturers, and dispensary operations.

**HM932 Herbal Comprehensive Review [3cr/45hrs]** Students take this course in their final semester of study to prepare for the NCCAOM certification exams. It serves as a review of the materia medica, classical prescriptions, and patent medicines and provides students with an opportunity to fine tune their Chinese herbology knowledge. They re-examine how to articulate basic herbal theory for single herbs and prescriptions. Students review the fundamental properties of herbs in terms of nature, taste, channels entered, and toxicity. They review pattern differentiation and ingredients of classical prescriptions. Students explain the proper uses, dosages, cautions, contraindications and toxicity of both single herbs and herbal formulas.

### **BIOMEDICINE**

**WM910 Western Diagnostics and Exams [2cr/30hrs]** This course offers an overview of physical examination of the patient and utilization of western diagnostic lab tests. Students will learn to perform competent physical examinations. They will differentiate between normal from abnormal findings and determine when to make referrals to western care providers. Students will learn to interpret the results of commonly used western laboratory tests and determine their clinical relevance.

**WM911 Introduction to Pharmacology [2cr/30hrs]** This course will introduce students to the basics of drug pharmacology and metabolism. This course will provide an in-depth analysis of the biochemical and physiological effects of classes of commonly used pharmaceuticals on the body. It will explore how these classes of drugs are absorbed, distributed, metabolized, and eliminated from the body. The focus is on the use of these common classes of pharmaceuticals and their cautions and contraindications. In addition, this course will provide information on potential interaction between herbal medications, supplements, and common classes of pharmaceuticals.



## **CLINICAL TRAINING**

**IN931 Herbal Clinical Internship/Clinical Case Review [7cr/210hrs]** In Clinical Internship interns are providing patient care in supervised clinical settings such as a theater-style setting, at the College Acupuncture Clinic, and at off-site venues. Emphasis is placed on the practice of clinical skills, including diagnosis and treatment strategies. Interns gain experience working in the herbal dispensary mixing herbal formulas to reinforce visual identification of herbs. Interns begin by prescribing unmodified classical formulas and patent medicines and later transition to modifying formulas and creating their own prescriptions. Students learn to formulate herbal prescriptions including appropriate dosage and preparation methods. This course includes Clinical Case Review.