



# **2025-2026**

# **College Catalog & Student Handbook**

3808 N. Tamiami Trail Sarasota, Florida  
34234 Telephone: 800-883-5528

**[www.ewcollege.edu](http://www.ewcollege.edu)**

Effective Date: January 1, 2025

## Table of Contents

<b>College Information.....</b>	<b>5</b>
Vision .....	5
Mission.....	5
Mission Goals .....	5
Statement of Purpose .....	5
Educational Objectives .....	5
Catalog Preparation .....	5
Accreditation and Licensure .....	5
East West College of Natural Medicine History .....	6
Ownership .....	6
Administration.....	6
Location and Facilities.....	6
Library.....	7
<b>Admissions .....</b>	<b>8</b>
Admissions Requirements.....	8
Admission Requirements for the Bachelor of Science in Professional Health Sciences .....	8
Admission Requirements for the MSAHM Program .....	8
Admissions Requirements for International Students .....	8
Continuing Education Students .....	9
Personal Enrichment Students .....	9
Admissions Disclosure.....	9
Cancellation of Class Start .....	9
English Language Competency .....	9
Legal Requirements for Licensure .....	10
Student's Right to Cancel Enrollment .....	10
<b>Financial Aid Information.....</b>	<b>11</b>
General .....	11
Cash Paying Students.....	11
Veterans Affairs Assistance Programs.....	11
Florida Bright Futures Scholarship Program.....	11
Florida Student Assistance Grant Program .....	11
Scholarships .....	12
Federal Financial Aid Programs.....	12
Federal Direct Subsidized Stafford Loan.....	12
Federal Direct Unsubsidized Stafford Loan .....	12
Federal Direct PLUS Loan.....	12
Federal or State Loans.....	13
Federal Financial Aid Procedures.....	13
Academic Years and Financial Aid Awards .....	13
Institutional Funding Options .....	13
Students Using Third-Party Funding .....	13
Students with Financial Balances .....	14
Withdrawal or Dismissal .....	14
Refunds .....	14
Return of Title IV Funds.....	15
Post Withdrawal Disbursements.....	15
Bright Futures Scholarship Refunds.....	15
<b>Tuition and Fees.....</b>	<b>15</b>
Repeat Course or Additional Courses.....	16
Continuing Education Tuition and Audit Courses .....	16
<b>Academics .....</b>	<b>17</b>
Academic Honors .....	17
Academic Year and Schedule.....	17

Academic Honesty .....	17
Academic Freedom .....	17
Advanced Academic Standing .....	17
Transfer of Course Credit from Other Institutions.....	18
Proficiency Credit.....	18
Credit by Certification Examination.....	18
Credit by National Examination.....	18
Chinese Medicine Credit Transfers .....	18
Biomedicine Science Credit Transfers .....	19
Attendance.....	19
Attendance Policy.....	19
Student Procedure for Absences.....	19
Tardiness .....	19
Veterans Attendance Policy.....	19
Involuntary Drop or Withdrawal for Poor Attendance.....	20
Audit .....	20
Comprehensive Exams.....	20
Course Make-up Work Due to Absence beyond 10% .....	20
Dropping/Adding of Courses .....	20
EWCNM Community Service .....	20
CPR and Clean Needle Technique Requirements .....	20
Examination Make-up Policy .....	21
Failed Examination Retake Policy.....	21
Change of Grade.....	21
Class Size .....	21
Copyright Policy.....	21
Course Schedules and Registration.....	22
Degrees and Certificates .....	22
Excused Absences.....	22
Externship/Clinical/Off-Site Clinical.....	22
Grading System .....	22
Grade Point Average.....	24
Graduation Requirements.....	24
Holidays and Weather Closures.....	24
Homework.....	24
Institutional Leave of Absence .....	24
Notice Concerning Transferability of Credits and Credentials Earned at the College .....	25
Re-Entry .....	25
Repeating a Course .....	25
Satisfactory Academic Progress.....	25
Additional Program/Credentials .....	27
Academic Advising .....	27
Textbooks.....	27
Transcripts.....	27
Voluntary Withdrawal.....	27
<b>Student Services.....</b>	<b>28</b>
Career Services.....	28
Policy on Accommodation for Disabled Individuals.....	28
ADA and Section 504 of the Rehabilitation Act Grievance Procedure .....	29
Student Advising .....	30
Student Services.....	30
Student Services Coaching .....	30
Student Conduct .....	30
Illegal Drugs and Alcohol .....	31

Weapons.....	31
<b>Campus Dress Code.....</b>	<b>32</b>
Allied Health Programs .....	32
<b>Grievance and Appeals Policy .....</b>	<b>32</b>
Student Sexual Harassment Policy .....	33
East West College of Natural Medicine Student Sexual Harassment Policy .....	34
<b>General Information .....</b>	<b>45</b>
Administrative Hours of Operation.....	45
Anti-Hazing Policy .....	45
Campus Visitors.....	45
Children on Campus .....	45
FERPA .....	45
Messages for Student.....	46
Non-Discrimination Policy .....	46
Photo Release .....	46
Placement Release.....	46
Program Disclosure.....	46
Report a Criminal Offense .....	46
Security on Campus .....	46
Security Report.....	46
The East West College of Natural Medicine Annual Campus Security Report.....	47
Student Housing .....	47
<b>Academic Programs .....</b>	<b>48</b>
Course Codes.....	48
Undergraduate / Graduate Programs.....	48
Credit Hours .....	48
Semester Credit Hours .....	48
Contact Hours.....	48
Program Modification .....	48
Student Practice of Acupuncture & Chinese Medicine Outside of EWCNM.....	48
Master's in Acupuncture & Chinese Medicine .....	49
<b>Course Descriptions.....</b>	<b>53</b>
<b>Faculty Listing.....</b>	<b>62</b>
<b>Administration Listing.....</b>	<b>62</b>
<b>Academic Calendar .....</b>	<b>63</b>
<b>Holidays and Make-Up Days.....</b>	<b>63</b>

## College Information

### Vision

The East West College of Natural Medicine strives to provide an educational environment for people with similar high-minded goals to facilitate a paradigm shift in healthcare. Our students will share our vision by receiving a superior academic and clinical education in Acupuncture, Herbal medicine, biomedical sciences, Herbology and adjunctive therapies. Our graduates will be able to actualize this vision by offering their patients a safe and effective means for the prevention of disease, and the optimization of health; thereby, improving the quality of healthcare in America. In addition, the purpose of this institution is to support the professional development of our graduates and other healthcare professionals by offering advanced studies at the postgraduate level.

### Mission

The mission of East West College of Natural Medicine is to promote the advancement of Integrative Health Care by providing superior graduate education in Acupuncture & Herbal Medicine.

### Mission Goals

- Impart a solid foundation in the art and science of Acupuncture & Herbal Medicine and Integrative Treatment strategies.
- Deliver the highest standard of Acupuncture & Herbal Medicine and Integrative Health Care to the community.
- Promote life-long learning by offering students, alumni, and other medical professionals post graduate training in advanced Acupuncture and Herbal Medicine studies, and integrative medicine therapies.
- Provide community education in health awareness and Acupuncture & Herbal Medicine.

### Statement of Purpose

The purpose of the East West College of Natural Medicine (EWCNM) is to provide a master's degree education in Acupuncture and Herbal Medicine with adjunctive training in Complementary and Alternative Medicine (CAM) therapies and integrative Western medical sciences. This education is specifically designed to prepare our students to enter the field of Acupuncture & Herbal Medicine with competency as licensed primary healthcare providers. It also prepares our students to meet the certification and licensure requirements of the National Commission for Certification of Acupuncture and Herbal Medicine.

### Educational Objectives

- To be competent to diagnose, treat, and prevent various internal, external, pediatric, gynecological, orthopedic, and other diseases including chronic pain according to the principles and techniques of Acupuncture & Herbal Medicine.
- To be able to access healthcare information and utilize general medical resources, and Acupuncture & Herbal Medicine in particular.
- To be able to communicate in a professional manner with other healthcare providers for the purpose of referrals, consultation, and employment.
- To know how to act ethically and professionally with patients.
- To know how to establish and manage a professional clinical practice.
- To offer students, alumni and other medical professionals post graduate training in advanced Acupuncture and Herbal Medicine studies, and integrative medicine therapies.

### Catalog Preparation

This catalog was prepared by East West College of Natural Medicine (EWCNM). Policies, curricula, fees, and other content are subject to change without notice at the discretion of the College and EWCNM. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

### Accreditation and Licensure

East West College of Nature Medicine is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

On October 4, 2024, the commission reversed its decision to withdraw accreditation and restored the school's accreditation. However, the school remains on probation, with a follow-up review scheduled for February 2025. Findings are pending. Status: Under appeal.

East West College of Natural Medicine holds a provisional license from the Commission for Independent Education, Florida Department of Education. For more information, contact the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or call 1-888-224-6684.

East West College of Natural Medicine's Master of Acupuncture and Herbal Medicine program is accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAOM). Details on the institution's accreditation history, review dates, and related notes are available at: <https://acaom.org/directory-menu/directory/>

**Special Note:** The program is currently under termination status, which is subject to appeal. The appeal process is ongoing.

ACAOM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing Acupuncture and Herbal medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; [www.acaom.org](http://www.acaom.org)

## East West College of Natural Medicine History

- 1994: Academy of Chinese Healing Arts (ACHA) founded in Florida as Post-Secondary School
- 1995: ACHA expanded to include another building capable of 3,000 sq. ft. usage
- 1996: ACHA expanded to include another building adding 2,500 sq. ft. usage to facility
- 1999: ACHA granted accreditation status by the Accreditation commission for acupuncture and Herbal Medicine (ACAOM)
- 2000: ACHA granted financial aid privileges by the U.S. Department of Education
- 2001: ACHA Provisional Level I License for College status from the Florida State Commission for Independent Education
- 2002: ACHA Provisional Level II license for College status from the Florida State Commission for Independent Education
- 2002: ACHA changed its name to East West College of Natural Medicine (EWCNM) to reflect its College status
- 2003: EWCNM granted "School of the Year Award" for its contribution to the field. Reaccredited by ACAOM
- 2012: EWCNM was acquired by the American Higher Education Development (AHED) Corporation
- 2015: EWCNM received institutional accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS)
- 2019: EWCNM received institutional accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC)
- 2019: EWCNM received 5-year reaccreditation by ACAOM (Now ACAHM)
- 2020: EWCNM was acquired by Acupuncture and Alternative Medicine Clinic LLC
- 2024 Program name changed to Master of Science in Acupuncture and Herbal Medicine

## Ownership

East West College of Natural Medicine is a private, postsecondary institution that is owned and operated by Healthcare Medicine Corp. The College's governing board is the Board of Directors. The Directors are Dr. Yoseph Feleke and Dr. Hailin Wu.

## Administration

Dr. Orien Tulp, PhD, FACN, CNS, serves as the President of the College. A distinguished medical educator and researcher, Dr. Tulp has over 50 years of experience in higher education. He was recognized as a "Top Educator" in 2024 and featured on the cover of *Marquis Who's Who Millennium Magazine* in 2025. Dr. Hailin Wu, MD, PhD, DAOM, AP serves as Vice President. Dr. Yoseph Feleke, MD, MSOM, DOA, PhD, AP is the Campus Director, For the purposes of this catalog, these administrators are designated as college officials.

## Location and Facilities

East West College of Natural Medicine is located at 3808 N. Tamiami Trail in Sarasota, Florida 34234. Located on over 2 acres in Sarasota, Florida, the East West College of Natural Medicine is fortunate to have one of the finest Acupuncture and Herbal Medicine facilities in the United States. The College resides in a two story, 14,000 sq. ft. building that includes our academic, clinic, and administrative facilities. With high ceilings, large aquariums and spacious areas, students and patients are greeted with a nurturing yet professional environment. By applying the principles of Feng Shui, the building naturally provides a calm and peaceful atmosphere in which to learn. The College has five large classrooms that can be expanded to hold seminars for up to 120 people. There is ample on-site parking for our staff, students, and patients. The East West College of Natural Medicine is located on "college row" with three other leading universities nearby.

Offering big city amenities and small-town charm, Sarasota, which is approximately one hour south of Tampa, is well-known for its sunny climate and sparkling beaches. A strong commitment to education, the arts and healthy living makes Sarasota attractive to a diverse and international population. With vibrant recreational and cultural events, Sarasota offers activities for nearly every taste and budget. EWCNM students quickly become an integral part of the friendly and supportive community. The campus is conveniently located a short distance from downtown Sarasota, and it is approximately 2 miles from the Sarasota/Bradenton International Airport.

### **Clinic Facilities**

EWCNM maintains both a student and a professional clinic, utilizing an integrative medicine model, servicing approximately 230 patients a week. The College attracts a diverse patient population which provides a wide range of health conditions and diseases, enhancing the student clinical experience. The adjoining clinics have a traditional medical layout which includes 17 treatment/examination rooms of which 6 are dedicated to the student clinic. A private clinic conference room is available for supervisors and students to discuss patient diagnosis and treatment. Handicapped approved rest-room facilities and wash areas are conveniently located in order to maintain strict hygiene protocols. Both clinics are supplemented with standard equipment utilized in the Acupuncture and Herbal Medical profession.

### **Herbal Pharmacy**

Located centrally to the student and professional clinic, the herbal pharmacy is complete with over 400 raw herbs and numerous patent formulas. The raw herbs are purchased directly from distributors that supply independent assays of quality assurance. All students are trained in the herbal dispensary, working with patients to assess, prescribe and prepare formulas under the supervision of our licensed clinical supervisor.

## **Library**

The East West College of Natural Medicine Library ~~is~~ has both a traditional and a virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments.

Library staff is available to aid during library hours. Reference materials and magazines are for library use only. Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

The East West College of Natural Medicine has Services/Operational Support provided by Library & Information Resource Network (LIRN), an online library. The libraries hold high standards in contributing to institutional effectiveness with a focus on outcomes. Students can utilize the below data to create benchmarks as well as reviewing all online resource subscriptions for alignment to programs and with learning outcomes.,

- Research Database Usage
- Research Support
- Effectiveness Review & Accreditation
- Faculty/Staff Collaboration & Curriculum Support
- Webinars & Professional Development

### **Library Circulation Policy**

Library patrons must possess a current East West College of Natural Medicine ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current East West College of Natural Medicine ID. Borrowing privileges are suspended once a student has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library coordinator will determine when an item is damaged beyond repair and must be replaced.

For students to register for courses, to use placement assistance services, to receive East West College of Natural Medicine transcripts, and to graduate, they must be in good standing with the library. This includes returning overdue materials and having any assessed fees paid in full.

# Admissions

## Admissions Requirements

Applicants for admission must have graduated from high school with a standard high school diploma or its equivalent. Graduates of private high schools, home schooled students, and GED recipients, whose diplomas are recognized as equivalent diplomas by the Department of Education in the state awarded, meet this requirement. All applicants must be at least 18 years of age.

## Admission Requirements for the Bachelor of Science in Professional Health Sciences

The program of study does not accept students directly, rather the Bachelor of Science degree in Professional Health Sciences is awarded concurrently with the Master of Science degree in Acupuncture and Herbal Medicine. Combined with the minimum 60 credits required for admission, the program completes 120.2 credits required to award the bachelor's degree. The 60.2 credits awarded by the school are also a component of the 171.2 credits required for the Master of Science degree.

## Admission Requirements for the MSAHM Program

In addition to the General *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

- Have earned a minimum of an associate degree or equivalent from an accredited college or university with a grade point average of 2.0 ("C") or higher.
- If no associate degree has been completed, applicants shall have earned a minimum of 60 semester credits (or 90 quarter credits) at an accredited college or university with a grade of "C" or higher grade. Only courses with a "C" or higher, will be considered for possible transfer.
- At least 28 (37 quarter hours) of those 60 credits must be taken in the four general education and liberal arts areas listed below with a minimum of at least 3.0 credits in each of the respective areas:
  - Humanities/Fine Arts; Social/Behavioral Sciences; English/Communications; Science
- Completion of the college's application.
- Submission of a grammatically correct, well thought out essay describing why the applicant is interested in an Acupuncture and Herbal Medicine education. (300 – 500 words 12-pt. typed).
- Two recommendation forms from current or past employers, teachers or other persons qualified to describe your ability to study successfully at the Master's level. No copies, outdated letters or letters sent to other schools will be accepted. Letters should be addressed to the East West College of Natural Medicine.
- Payment of the non-refundable \$100.00 application fee. Foreign students must also pay an additional \$50 transcript evaluation Fee. (Total \$150.00).
- Complete, official transcripts in English mailed directly to the College from all colleges previously attended (students may submit unofficial transcripts to begin the admissions process but will need to provide official transcripts before acceptance is granted and transferable credits may be officially accepted).
- Personal Interviews: Prospective students must participate in both a pre-admission interview with the admissions staff followed by an interview with a member of the Academic Acceptance Committee (Acupuncture Physicians / Instructors on Campus). Prospective students may conduct these interviews by phone or video call.

## Admissions Requirements for International Students

The College welcomes applications from International Students. Students requesting an I-20 to apply for an F-1 visa are asked to contact our admissions department for further details. It is recommended that international students begin the application procedure 6 -12 months prior to the semester in which they seek admission. This will ensure that the admissions committee receives all required materials. In addition to the standard application and admissions process, international applicants must also comply with the following policies:

- Two copies of official transcripts must be sent directly from the foreign College verifying the applicant's undergraduate education. One copy must be sent directly to EWCNM and the second copy directly to an approved translation and evaluation service before the applicant can be considered for admission. Each transcript must bear an official seal of the school. Non-English transcripts must include an official translation and evaluation must clearly indicate hours and credits of study showing that the education is equivalent to two years of undergraduate study at the baccalaureate level. EWCNM will assist the prospective student in locating this service upon request.
- Evidence of proficiency with the English language is required (see English Language Competency Section)
- International applicants must supply a confidential financial statement showing proof of sufficient funds to meet their tuition and living expenses for at least the first year of their program of study in the United States.
- Payment of the 1st academic term is required prior to entry in the program.
- Evidence of a passport. It is the student's responsibility to obtain a student visa, I-94 documentation, and Health Insurance.

## Continuing Education Students

Enrollment as a continuing education student will be granted to any candidate who applies, meets the regular admissions requirements, and pays the fees and tuition established for each course. A continuing education course yields academic credit in accordance with the catalog. Permanent records of enrollment are kept on an individual basis. The student will receive a transcript and a certificate of course completion. Please see the tuition and fees portion of the catalog for additional information on costs for courses taken as continuing education.

## Personal Enrichment Students

Enrollment as a personal enrichment student will be granted to any candidate who applies and pays the fees and tuition established for each course. Personal enrichment courses yield no academic credit. Permanent records of enrollment are kept on a class basis but not an individual basis. The student will receive a certificate of attendance. Please see the tuition and fees portion of the catalog for additional information on costs for courses taken as personal enrichment.

### *Admissions Procedures*

Prior to applying for admission, an initial appointment is made with an admissions representative. Currently, the admissions representative discusses the program, career goals, school requirements, placement assistance and other pertinent data vital to the prospective student's success. Applications are accepted continually throughout the year, an interview with an admissions representative may be scheduled before or after submission of the application.

- Applying for Admission
- Complete the application form with application fee (\$130) EWCNM accepts all major credit cards?
- Submit the Application fee (MSAHM)
- Provide 2 Letters of Recommendation
- Submit a 300–500-word Personal Essay (MSAHM)
- Provide proof of high school graduation (or equivalency)
- Submit an Official Transcript from each College or University attended

**Acceptance:** The completed application package, relevant transcripts, academic record, and interviews will be reviewed by the EWCNM Admissions Committee to determine final eligibility and acceptance. A prospective student may be accepted for admission to the program any time prior to the first day of class. All students will receive a written letter of acceptance from the College.

## Admissions Disclosure

The State of Florida and other agencies may require a criminal background check, and/or citizenship or residency requirements before a student can be placed into an externship or before obtaining professional licensure, certification, or registration. Students may be denied employment, acceptance at an externship site, and may be denied licensure, certification, or registration even if an examination is taken and successfully completed if criminal background, citizenship, or residency requirements are not met. Students are responsible for determining their eligibility for employment, eligibility to attend externship sites, or eligibility to obtain professional licensure, certification, or registration and/or to practice in their career field prior to enrolling in a program.

It is important to provide full disclosure of any past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling into the College. Failure to disclose this history may affect externship/clinical and/or employment opportunities upon completion of your program. This may be supported by a police background check in the area where the applicant resides

## Cancellation of Class Start

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all monies paid.

## English Language Competency

International students whose native language is not English must submit proof of English language proficiency. United States citizens and permanent residents are not required to provide proof of English language proficiency, regardless of native language.

Test reports must be official and must come to the admissions office directly from the language testing service. Test scores must be less than two years old. The following are ways in which you can satisfy the English language proficiency requirement:

- Duolingo English Test (DET) is temporarily being accepted as an approved exam for English proficiency from the data of publication of this catalog through the 2025-2026 academic year.
- A minimum score of 120 is required. TOEFL: A minimum TOEFL score of 80 on the Internet-based or

- Paper Edition TOEFL (code #2660) The college does not accept TOEFL MyBest™ Scores.
- TOEFL iBT Home Edition: A minimum score of 80 on the TOEFL iBT Home Edition (code #2660)
- TOEFL ITP Plus for China: A minimum TOEFL score of 550 (code #2660)
- IELTS: A minimum IELTS score of 6.5 on the academic test
- SAT: a score of 570 or higher on the Evidence-Based Reading and Writing section (code #2660)
- ACT: Score of 24 or higher on the English section (code #3656)
- GCSE or GCE Score of A, B, or C on the English language exam
- International Baccalaureate (IB): Score of 5 or higher on the English Language & Literature (English A) exam
- U.S. College or University: High school graduation followed by two complete years of full-time academic coursework at a U.S. college or university with a grade of C (2.0) or higher in a standard English composition course.

Please note that time spent in a U.S. high school will not be accepted as proof of English language proficiency.

## Legal Requirements for Licensure

Graduates of the Master of Science in Acupuncture and Herbal Medicine (MSAHM) program at East West College of Natural Medicine (EWCNM) meet the educational requirements for licensures in the State of Florida and are eligible to sit for the National Certification Commission for Acupuncture and Herbal Medicine (NCCAOM) certification exams. Most states that license acupuncture and herbal medicine practitioners require NCCAOM certification as part of the licensure process.

Prospective students with questions about Florida licensure should contact the Florida Board of Acupuncture at (850) 488-6016 or visit <https://floridasacupuncture.gov>.

## Educational Requirements (Route 1 – U.S. Applicants)

Applicants must graduate from a program accredited or in candidacy status with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). To be eligible for initial NCCAOM certification, applicants must meet the following educational standards:

- **NCCAOM Certification in Acupuncture:** Completion of a three-year Master's degree in Acupuncture.
- **NCCAOM Certification in Chinese Herbology:** Completion of either a four-year Master's degree in Oriental Medicine or a Master's in Acupuncture along with a post-graduate Chinese Herbal Certificate recognized by ACAHM.

For information on licensure requirements in other states, contact individual state licensing boards or visit <https://www.nccaom.org>.

## Student's Right to Cancel Enrollment

Students who have signed a new Enrollment Agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement. A newly matriculated student who requests cancellation of an enrollment agreement through attendance at the first scheduled class session or prior to the seventh (7th) calendar day after enrollment, whichever is later, is entitled to a refund of all monies paid less enrollment and administrative fees not to exceed \$150.00.

Cancellation shall occur when the student gives notice of their intent to cancel their enrollment agreement. Students may do this by mail, hand delivery, or email. The notice of cancellation need not take any form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the agreement. A written Notice of Cancellation, if sent by mail, is effective as of the postage mark date on the envelope that is sent via any delivery by United States Postal Service mail properly addressed and postage paid by the sender.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for any provided equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Students who enroll for classes and do not commence attendance in a scheduled class within the first seven days and/or stop communicating with the College will have their enrollment cancelled.

## Financial Aid Information

### General

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. East West College of Natural Medicine assists students and their families in developing a payment plan to enable students to complete their program. Students may also apply for scholarships, grants, and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). The Financial Aid staff guide students through the application process to determine if there is eligibility for federal and state grants and/or any federal student loan programs or other loans appropriate to assist with a students' circumstances. Students who are eligible for any scholarships or grant program funds are normally not required to repay those scholarships and grants, but awards of any loan program funding must be repaid with interest as disclosed on the promissory notes.

East West College of Natural Medicine's policy specifies that grant, loan, and scholarship proceeds be applied first to tuition and fees. Disbursements of living expense checks or other funds on account (e.g., what the College considers excess disbursements) are released to students only after tuition and fees are paid, and in compliance with federal and lender policies. Please consult the financial aid office for policies and procedures for excess disbursements of funds on account.

All students, including those who receive federal and/or state financial aid, must maintain Satisfactory Academic Progress in accordance with the published policy. See Satisfactory Academic Progress for details.

### Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class. Cash paying students must pay tuition in full prior to each term's start. Payment plans are available but in any event all tuition and applicable fees must be current before the start of a subsequent semester.

#### Veterans' Benefits

EWCNM is approved by the Florida Department of Veterans Affairs for the training of qualified veterans and other eligible persons. Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts in English must be submitted in compliance with the FDVA. Further, GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) will be allowed to attend a course for up to 90 days from the date a beneficiary provides a certificate of eligibility or valid VAF 28-1905. The student will receive no penalty, nor will the student be required to borrow additional funds to cover tuition and fees due to late payments from the VA.

Check with the College's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

### Veterans Affairs Assistance Programs

There are various Veterans Affairs programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

### Florida Bright Futures Scholarship Program

This is a merit-based scholarship program that aids U.S. Citizens who are also Florida residents who meet the qualifications and who had previously completed the Florida Financial Aid Application by the 31st of August in the year they graduated from a Florida high school. Bright Futures recipients who did not receive funding immediately following high school graduation must apply within 5 years after high school graduation to reinstate the award. A Florida Academic Scholar (FAS) or Florida Medallion Scholar (FMS) may receive funding for up to 5 years from high school graduation for a maximum of 120 semester hours in assistance toward the completion of his/her first baccalaureate degree program. A minimum Cumulative GPA requirement of 2.75 is necessary for renewal. Florida students who have not completed their undergraduate degree may be eligible to reinstate/restore their eligibility to use this program to fund part of their EWCNM tuition cost.

### Florida Student Assistance Grant Program

The Florida Student Assistance Grant (FSAG) prioritizes eligibility to students with financial needs that haven't received any form of financial aid. Applicants must be U.S. Citizens (or eligible non-citizen) that reside in Florida. Applicants may not be in default on a federal student loan, must be enrolled in his/her first undergraduate degree program, meet the 2.0 minimum GPA requirement and have met the general eligibility requirements to receive Florida state aid. Any FSAG award recipient may only receive the award up to a

maximum of 110 credit hours. FSAG is need based and the determination is through the Free Application for Student Aid (FAFSA). The deadline for consideration is March 1st of each year.

## Scholarships

The college does not provide institutional scholarships of any kind but will accept third party scholarships.

## Federal Financial Aid Programs

East West College of Natural Medicine administers many of the federal student financial aid programs in addition to other alternative loans. All students receiving federal aid are required to meet various eligibility requirements including Entrance Counseling and Verification (if applicable) prior to the disbursement of funds, and to maintain Satisfactory Academic Progress throughout the program. In accordance with Title IV of the Higher Education Act, students are also required to complete all documentation and the verification process (if applicable), and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to East West College of Natural Medicine is dependent on action by the funding agency. The College will do everything possible to expedite disbursements after students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books, and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at East West College of Natural Medicine:

Financial Aid Programs	
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan / Cash Payment Programs
VA	US Department of Veterans Affairs
Grad PLUS	Federal PLUS Loan for Graduate Students

## Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six months after ceasing to be enrolled at least half time. Monthly payments are based on the aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

## Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students.

Independent students and Dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

## Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct PLUS Loan provides funding up to the total Cost of Attendance (COA) minus any other financial aid received. Parents of dependent undergraduate students and graduate students are eligible to apply, and a credit check is conducted by the Department of Education. Minimum payments are \$50 per month per loan. There is no grace period on this loan. The Direct PLUS Loan begins repayment once the loan is fully disbursed (paid out), however, parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled. A graduate student PLUS borrower receives an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school, or drop below half-time enrollment.

## Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

- The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Federal Financial Aid Procedures

### Verification

Under Title IV regulations, students who have applied for federal aid may be selected for a process called verification. If selected, students will be required to submit additional documentation (including but not limited to prior year's taxes and W-2s) to the Financial Aid Department within five (5) business days of notification to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the Financial Aid Department.

### New Students

All first-time, first-term students awarded federal, and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the East West College of Natural Medicine catalog to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately three (3) days for Master level students and seven (7) days for undergraduate students after the start of the next ten (10) week or fifteen (15) week term. For students attending certain Certificate programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits, and hours of the program.

### Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete Exit Counseling. There are various methods to complete Exit Counseling in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Financial Aid Department to complete the process prior to departure; however, in the event this is not possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

## Academic Years and Financial Aid Awards

Students must apply and qualify for financial aid for each academic year in which they are enrolled. Depending on the date of program entry and completion, a student may be required to complete the financial aid award process multiple times. Financial aid award letters are prepared for each academic year. Financial aid award letters are specific to a particular award year, and DO NOT necessarily attempt to provide funding for the student's complete program tuition and fees because the amount of the financial aid awards are subject to income and other qualifying events.

Financial aid awards must be renewed annually before the beginning of the new academic year. Continuing students must repeat the financial aid interview and award process annually, including submittal of a new FAFSA, and a new determination of eligibility. New academic year financial aid award letters will be provided to each student following a review of financial aid eligibility. Students are advised that their financial aid awards may change from year to year based on family income and other eligibility factors.

Please consult the financial aid office for assistance with the renewal process. Financial aid renewals for students continuing into a new academic year should be submitted 30-days prior to the end of each academic year to ensure continued access to financial aid resources.

## Institutional Funding Options

East West College of Natural Medicine offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require creditworthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

## Students Using Third-Party Funding

Prior to attending classes, East West College of Natural Medicine must receive verbal authorization from an official of an organization to sponsor the student. Within two weeks after the verbal authorization, the College must have received written authorization for the sponsored student to continue attending class. The organization will be billed within thirty (30) days of receipt of a signed authorization. Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Veterans Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval

from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

## Students with Financial Balances

Students whose accounts with East West College of Natural Medicine are past due and who have not made satisfactory payment arrangements may be ***Involuntarily Withdrawn***. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available, and students are encouraged to consult with the Student Accounts Department for assistance.

Student balances that remain unpaid for a period of thirty (30) days without payment may be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt may adversely affect a student's credit history.

## Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of a Notice of Withdrawal, the College will acknowledge the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment may be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt may adversely affect a student's credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance (see Post Withdrawal Disbursements).

## Refunds

A student may cancel all obligations to East West College of Natural Medicine through written notification received by the College within three business days of signing the enrollment agreement. A student who withdraws, is dismissed, or cancels his/her entire enrollment from East West College of Natural Medicine following the drop/add period, but before the end of any term, is assessed tuition and fees according to the following policy. The drop/add period concludes at the end of the second week of instruction in any given term. Following the drop/add period, the following institutional refund policy takes effect:

The date of withdrawal is the last date of attendance.

- If the student withdraws before the end of the drop/add period, the student will be refunded all tuition and fees, as well as any funds paid for unused supplies, books, or equipment which can be and are returned to the institution.
- If a student cancels or withdraws during week 3 through week 5, 50% of the tuition will be refunded.
- If a student cancels or withdraws during week 6 through 7, 25% of the tuition will be refunded.
- If a student cancels or withdraws after completing week 7, no tuition refund is due.
- Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

## Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

- Third party funding including but not limited organizations such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding or private lenders
- The student

*The percentage of earned Title IV aid* may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was disbursed before the official withdrawal date, East West College of Natural Medicine will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

## Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges. If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money.

If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. The student must accept the loan disbursement, or the College will not be permitted to disburse the loans. If the student fails to accept the disbursement, any balance which would be covered by the loan disbursement will become the responsibility of the student and due within 30 days. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be refunded to the student within 14 days of the date the credit balance is created.

## Bright Futures Scholarship Refunds

State legislation requires the repayment of all Bright Futures Award amounts received for course(s) which were dropped after the drop and add period or withdrawn. Students who withdraw and are recipients of the **Florida Bright Futures Scholarship** will be required to **repay 100%** of the scholarship to the College, along with any associated fees. **Students should consider their repayment responsibilities for these programs as part of any withdrawal decision. Students should contact the Florida Bright Futures office for the most current restrictions on eligibility.** Florida Bright Futures Scholarship recipients should go to <https://brightfutures.fsu.edu> to learn how these changes might affect them.

## Tuition and Fees

### Full Time Students

Tuition for full time students taking between 12 and 19 credits per semester is shown in Table 1. Tuition charges for day and alternate schedule students differ per semester because the alternate schedule (evening and Saturdays) requires an additional two semesters of study. However, total tuition is the same regardless of schedule.

Table 1. Semester Tuition Charges for Full Time Students

Program and Schedule	Credit Hours	No. Semesters	of Tuition and Fees Estimated per Semester	Tuition Cost <sup>1</sup>
Acupuncture and Herbal Medicine – Day Courses	171.2	10	\$7,233.20	\$72,332
Acupuncture and Herbal Medicine – alternate schedule	171.2	12	\$6,027.66	\$72,332

<sup>1</sup>Tuition costs include the cost of course learning materials (including textbooks), uniforms, student ID, Learning resources, laboratory and clinical supplies, malpractice Insurance, and acupuncture and medical supplies. Learning resources and or learning materials are supplied by the College and may be in the form of hard copy textbooks, E- books, or other electronic documents or activities on the Learning Management System.

### Part Time Students

Although East West College of Natural Medicine encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Students must register for a minimum number of hours to be eligible for federal financial aid. Less than full time students (below 12 credits per semester are billed at \$450.00 per credit hour.

### Repeat Course or Additional Courses

Students repeating courses or enrolling in courses in addition to the full-time semester curriculum for their cohort incur a charge of \$450.00 per credit for the extra courses in addition to full-time tuition.

### Continuing Education Tuition and Audit Courses

The tuition charge will be \$450.00 per credit hour for each credit attempted.

#### Fees

Certain fees are not included in tuition charges. These institutional fees are delineated below.

Fee Description	Cost
Additional transcript Fee (1 <sup>st</sup> transcript no charge)	\$75
Replacement Diploma	\$95 (Mail 20)
Late Payment Fee	\$35
Non-returned Library Materials fee (per item)	\$200
Insufficient Funds Fee (returned check, per check)	\$60 or 5% (whichever is greater)
Graduation Fee	\$150
Application Fee	\$130
International Transcript Evaluation Fee	\$100
Program Re-entry Fee	\$150
Replacement Clinic or Student ID Badge (per badge)	\$30
Drop or Add Course after drop add period	\$50 per course
Clinic reinstatement (after 3 unexcused absences)	\$150 (payable at time of request)
Technology Fee	\$200 per semester
Exam Retake Fee	\$75
Proficiency Examination fee	\$4000 per course

## Academics

### Academic Honors

#### **Graduated with Academic Distinction (Certificate/Diploma programs)**

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) of 4.0 will have their official transcript notated as “High Honors Graduate.”

#### **Honors (Certificate/Diploma programs)**

Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) between 3.50 and 3.99 will have their official transcript notated as “Honors Graduate.”

#### ***Founder Academic Award (Master’s degree programs)***

Established in 2012, the Founder’s Award, in recognition of the founder of the College, awards students of high academic achievement. A graduate of the Master of Science in Acupuncture and Herbal Medicine program who achieves a Cumulative Grade Point Average (CGPA) of 4.0 is designated a Founder’s Award recipient (high honors graduate). **In 2020, the Founder’s Award was changed to the Founder Academic Award** and is to honor the students who achieved a 4.0 cumulative GPA through their tenure here at EWCNM.

[Academic Year and Schedule](#)

East West College of Natural Medicine schedules, for master’s level students, three (3) terms in a twelve (12) month period. Each term meets for fifteen (15) weeks. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) semester credit hours up to a maximum of Nineteen (19) semester credit hours per term. An academic year is at least thirty-two (32) weeks in length and thirty-two (32) semester credit hours. Full-time students will typically take between five (5) and eight (8) courses or modules each term.

### Academic Honesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. East West College of Natural Medicine students are responsible for the preparation and presentation of work representing their own effort, skills, and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in:

- 1<sup>st</sup> offense: an “F” grade for the assignment/homework
- 2<sup>nd</sup> offense: an “F” grade for the course
- 3<sup>rd</sup> offense: Dismissal from the College.

### Academic Freedom

East West College of Natural Medicine provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College. Instructors at East West College of Natural Medicine are entitled to express professional points of view within the scope of the mission and academic policies and procedures.

### Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Education Department is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of “T” for prior coursework where a grade of C or higher was earned by the student. . Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward Satisfactory Academic Progress (see the Satisfactory Academic Progress section) and are not included in computing a student final grade point average. . Tuition will be adjusted accordingly for course credit.

The College may accept transfer credits toward its MSAHM program that are equivalent to EWC requirements for graduation; however, at least one academic year is required for completion of the MSAHM program and must be taken at EWC:

- All transfer of credits must be determined by the Academic Department upon admission.
- Transfer credit is granted only when the total hours for a course have been documented and in which a grade of “C” or above has been earned.
- Transfer courses must have the same content in essence as the EWCNM courses.
- No credit will be given if a course is only partially completed.
- Transfer credit must have been earned within the last eight (8) years unless the applicant has been professionally active in the

field where the credit were earned within the last two years for which transfer credit is requested.

- For any courses transferred the student is completely responsible for all material covered in the EWCNM equivalent course and must pass the comprehensive exams containing material from these offerings.

## Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content, and number of credits to courses offered at East West College of Natural Medicine. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the East West College of Natural Medicine course, credit will not be awarded

Students must submit a signed, written request for transfer of academic credits to the Registrar for consideration prior to the student’s scheduled start date. Undergraduate courses cannot be transferred to Graduate degree level courses.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the East West College of Natural Medicine program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

To obtain transfer credit, the East West College of Natural Medicine Education Department must receive an official transcript in English from the other institution prior to the course’s scheduled start date. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

## Proficiency Credit

East West College of Natural Medicine allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$400 per course. Students must take a test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student must take the test out exam at East West College of Natural Medicine and must present a valid (non-expired) form of identification (i.e., driver’s license, state issued ID, military ID, etc.) To successfully pass a proficiency examination a student must score 80% or higher.

Proficiency examinations may be attempted only once. Proficiency credit awards, in addition to any awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student’s program of study. A student only at time of admission may receive proficiency credit based on a combination of factors including, but not limited to active professional licenses held, work experience, certifications, and academic history.

## Credit by Certification Examination

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees. Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Credit for courses taken while in the military or Armed Forces. The military offers courses for many medical and other fields of instruction, many of which qualify for state licensure examinations in respective fields. That is exactly how the Physician Assistance programs were started. In recognition of civilian courses of instruction, the military grants said individuals with advanced standing. The programs of instruction of fairly equal in their duration and academic rigor. I have forgotten the name of the Federal Register that outlined acceptable transfer credits for military courses. I will have to google it.

## Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

## Acupuncture and Herbal Medicine Credit Transfers

Since Acupuncture and Herbal Medicine programs may differ in philosophy, educational focus, and sequence of course work, EWCNM carefully evaluates the transfer of course credits with respect to its own educational requirements. The College will determine if a transcript is official and which courses are acceptable for transfer credit after a review of the syllabi from the institution from which the applicant is transferring.

## Biomedicine Science Credit Transfers

Baccalaureate science courses from other colleges may significantly differ with the integrative philosophy and subject matter of the biomedical science courses within the program of study. Therefore, EWCNM carefully evaluates previous coursework with respect to its own educational requirements, the specific applicability of a transfer course to the curriculum, and the student's best interest.

## Attendance

The College emphasizes the need for all students to attend classes to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of this program is conducted in a hands-on environment, attendance is critical to proper skill building. Students are advised to call the administrative offices of East West College of Natural Medicine when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

## Attendance Policy

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Hours of make-up work outside of a student's scheduled class will not be accepted as hours of class attendance. Students at East West College of Natural Medicine are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up. New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

These are the College's attendance requirements:

Type of Course	Required Attendance	Allowable Absence Without Make-Up Assignments	Withdrawal from Course Required: Must Retake Course
Didactic Courses	90% of Course Hours	15 hr. course = 1.5 hrs. missed	15 hr. course = Missed > 4.5 hrs.
		30 hr. course = 3.0 hrs. missed	30 hr. course = Missed > 9.0 hrs.
		45 hr. course = 4.5 hrs. missed	45 hr. course = Missed > 13.5 hrs.
		60 hr. course = 6.0 hrs. missed	60 hr. course = Missed > 18.0 hrs.
Clinic	100% of Course Hours	0 Hours Allowed	0 Hours Allowed
Herbal Clinic	100% of Course Hours	0 Hours Allowed	0 Hours Allowed

## Student Procedure for Absences

Students are advised to call the administrative offices of East West College of Natural Medicine when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00p.m. on Friday. A message may be left with anyone answering the phone.

## Tardiness

Tardiness and absenteeism may affect a student's grade. Tardiness is defined as arriving to class after the scheduled start time or leaving prior to the scheduled end time. Tardiness is also recorded if students do not return from scheduled breaks on time. Time missed is recorded and is accrued over the length of the course. This accrual is added to any other absences in that course and is subject to the Attendance Policy.

## Veterans Attendance Policy

Attendance will be recorded for students receiving VA benefits. Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in the student's file. An early departure, a class cut, or a late class entry for any portion of an hour will be counted as a full hour of absence. Students exceeding three (3) days unexcused absences in a calendar month

will be terminated from their VA benefits for unsatisfactory attendance. • Make-up work is not permitted for the purpose of receiving Veterans educational training benefits.

A student who fails to attend class for 10 or more consecutive days will be dropped (See “Withdrawal and Course Drop” under Grading System) from the program.

## Involuntary Drop or Withdrawal for Poor Attendance

A student who fails to attend a course for 10 or more consecutive days will be dropped from the course. The student will be required to retake the course unless other arrangements are made with the Education Department. Students who fail to attend for more than fourteen (14) calendar days may be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College. In lieu of withdrawal students are encouraged to consider requesting a leave of absence.

## Audit

Students desiring to enroll in a course but who do not wish to receive a grade or credit for that course may enroll for Audit. Students will not be allowed to change from audit status to credit status or from credit status to audit status after the 100 percent refund date each term. Audit courses will be included on the student's academic record with a grade of "AUDIT." The Audit credit is \$450 per credit.

## Comprehensive Exams

Students in the Masters of Acupuncture and Herbal Medicine Program are required to pass a comprehensive examination at the end of every academic year (i.e., every 2 terms). Comprehensive examinations are scheduled well in advance, and students are required to take the examination at the scheduled time. All attendance policies apply to these tests, and students are reminded that they may not make up a test for an unexcused absence. A score of 70% or higher is needed to pass these tests and progress in the program. If a student fails, the comprehensive exam they will be notified by the academic department and will be required to retake the exam. The student will be charged the comprehensive retake fee. A passing comprehensive exam grade is required for academic progress.

## Course Make-up Work Due to Absence beyond 10%

It is an academic requirement for make-up work to be completed for all class hours missed beyond the 10% allowed absence. Make-up work can only be completed for up to 30% of the total course hours. The amount and type of make-up work assigned is at the discretion of the Instructor. All make-up work must be completed and returned to the Instructor by the end of the term in which the course is taken, or the student will receive an “F.”

## Dropping/Adding of Courses

Students in the Masters of Acupuncture and Herbal Medicine Program may drop or add courses to their schedule until the last day of the second week of the term. Courses dropped beyond the two week drop/add period will be considered a withdrawal.

Students withdrawing will receive a “W” for withdrawal on their transcript. Students must meet with the academic department before this deadline to drop or add any courses. Any classes missed during the first two weeks of the course will still count towards the number of absences accrued for that course. Students must note that dropping courses, including clinic, will delay their graduation date and they can no longer expect to progress or graduate with their original cohort class. If a course is dropped, it is the student's responsibility to track when it is offered again and add it to their schedule. There will be a fee charged for all dropped courses. Students may only add courses that they have previously dropped or need to re-take. Courses may not be added to accelerate coursework.

## EWCNM Community Service

Students enrolled in the Masters of Acupuncture and Herbal Medicine Program are required to participate in eight (8) hours of EWCNM community service/educational events. These events are essential for student professional development and to promote the profession of Acupuncture and Herbal Medicine. Upon completion of an event students must fill out a Community Education Service Log Form and obtain an authorization signature from the supervisor of the event. Events that qualify for hours towards this requirement are any EWCNM sponsored events such as open houses, health fairs and other types of EWCNM sanctioned promotional and/or public education events. EWCNM events are scheduled several times each year and students are both required and encouraged to participate. A student may complete up to ½ (4 hours) of the community service requirement participating in community education events outside of EWCNM. In this case the event must be pre-approved by the academic department and a community service education log must be completed by the student and signed by a supervisor of the event. The eight (8) hour community service requirement is a prerequisite to PL402 Practice Management. All community service hours are to be presented to the Registrar for recording. These hours may be applied to clinical hours.

## CPR and Clean Needle Technique Requirements

Students are required to be CPR certified during attendance at the college. Students must also complete a clean needled technique certification course. These courses are not offered on campus and are not included in the cost of tuition.

Please contact the education department for a list of vendors. These courses may be available online. Students must submit proof of course completion to the academic dean's office annually.

## Examination Make-up Policy

Students are allowed to make-up certain missed exams during their course of study. Make-up exams include course midterm, course final, year-end comprehensive and clinic transition exams. Midterm and final exams will have one make-up exam given per class per term. (Students can make-up either the midterm or the final exam in a single course). Make-up year-end comprehensive exams and make-up clinic transition exams must be scheduled with the Academic Dean.

Students must have an excused absence to be granted a make-up exam. Excused absences are listed in the school Excused Absence Policy (See Excused Absence pg. 18). To be granted an excused absence, the student must complete the Academic Absence or Clinic Absence form and submit it to the Academic Dean with supporting documentation. The time allowed to complete a make-up examination from the date of the missed exam is two weeks unless an exception is specifically granted by the Academic Dean. The student is responsible for scheduling the exam with their instructor and notifying the Program Chair by the assigned deadline. All Make-up exams will be graded at a 10% deduction. (e.g., a make-up exam graded at 90% will receive 80%). If a student misses a scheduled make-up exam, the student shall receive a zero ("0") for that exam and the course grade will be calculated accordingly.

## Failed Examination Retake Policy

Students are allowed to re-take certain exams during their course of study. Exams allowed to be re-taken include year-end comprehensive exams and clinic transition exams. No other examinations or quizzes are allowed to be re-taken. Upon failure of the approved exam, the student is responsible for scheduling the re-take exam by notifying the Program Chair within the allotted time. All year-end comprehensive re-take exams must be scheduled and completed by the end of the first week of the following term and clinic transition re-takes must be completed by the end of the current term unless authorized by the Academic Dean. A minimum score of 80% or higher must be achieved on the retake exam for a passing grade, and will be recorded as a "C", 70%. All clinic transition exams may be re-taken only once. Year-End Comprehensive exams may be re-taken two times. For clinic transition exams the grade of the re-take exam stands as the final exam grade.

Upon the second failure re-take of the Year-End Comprehensive exams, the student will have a mandatory meeting with the Program Chair and Academic Dean. The student will complete a remediation program designed by the Academic Department to be eligible for a third re-take. If a student fails the Year-End Comprehensive exam a third time, the student will be required to meet with the Program Chair and Academic Dean to determine the student's ability to progress in the program and will be subject to repeating the previous academic year.

## Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or the Education Department. The student must complete this process within two weeks of the end of a module. All grades are considered final thirty (30) days after the end of a module.

## Class Size

The maximum class size is 30 students, and the average student-to-teacher ratio is 30:1.

## Copyright Policy

It is the policy of East West College of Natural Medicine to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of East West College of Natural Medicine.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, East West College of Natural Medicine recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

## Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon, and evening. Students may be scheduled for online or on-ground classes. Days and times of attendance may vary by program and may change from term to term. Students are registered for courses by the Education Department.

## Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met, and financial obligations are current. Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

## Excused Absences

Students requesting excused absences must do so within three (3) days of their return to EWCNM by submitting an Excused Absence Form to the Education Department. Students must provide all documentation that may be needed to determine the legitimacy of the absence. The Education Department will approve or deny the request for excused absence and submit documentation of this determination to the student, instructor, and registrar. A notation will be made in the student's permanent record. Whenever possible, students should inform their instructor(s) in advance of an event that will cause him/her to be absent from their class. Excused absences will not affect a student's final grade; however, an excused absence does not permit the student to miss class hours above the maximum hours stated above for course withdrawal.

Excused absences will be granted after the Education Department reviews for the following reasons:

- Admission to a hospital (verified by the Education Department)
- Serious illness/sickness (verified by the Education Department)
- Serious emotional illness (verified by the Education Department)
- Participation in approved academic events (verified by the Education Department)
- Death of a family member or hospitalization of an immediate family member (verified by the Education Department)
- Special circumstances approved, verified by the Education Department

## Externship/Clinical/Off-Site Clinical

The externships are a privilege and are not guaranteed. In addition, externships are based on the needs of the EWCNM student clinic as that priority comes first. The determination in part will be based on the number of Interns we have available to staff at our clinic. Finally, there is no guarantee that you will get (2) externship shifts. The policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship/clinical facility. During the externship/clinical, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit weekly attendance documentation to the College while on an externship/clinical.

Some externship/clinical sites require students to have immunizations and/or a health clearance. Check with Career Services and the externship/clinical site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship/clinical, the externship/clinical site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship/clinical site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

To be eligible for externship/clinical/clinical experience, students must meet the requirements of Satisfactory Academic Progress (SAP), Achieve a GPA higher than 3.5 and must be current in their financial obligations to the College. Prior to externship/clinical/clinical experience, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntarily withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

## Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the

instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors' base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module/term. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module/term (see Change of Grade). All grades are considered in the final thirty (30) days after the end of the module/term.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
F	Below 70%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
P	N/A	Pass	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.0	Y	Y	N	Y
*P	100	Pass	4.0	Y	Y	Y	Y
*CI	N/A	Clinic Incomplete	0.0	N/A	N/A	N/A	N/A
*AT	N/A	"A" Grade, Transfer Credit	0.0	Y	Y	N	Y
*BT	N/A	"B" Grade, Transfer Credit	0.0	Y	Y	Y	Y
*CT	N/A	"C" Grade, Transfer Credit	0.0	Y	Y	Y	Y
*PT	N/A	"Pass" Grade, Transfer Credit	0.0	Y	Y	Y	Y

*\*Grade discontinued May 1, 2015*

### **Incomplete**

Once enrolled in a course, students should make the effort to complete all course assignments during the module/term in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Students officially enrolled in an externship may request additional time to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog.

## Failure

Any course in a program of study that is failed must be repeated and passed (See *Repeating a Course*).

## Withdrawal

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average.

## Transfer Credit

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress but are not included in a student grade point determination (see the *Satisfactory Academic Progress* section).

## Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

## Graduation Requirements

To be eligible for graduation, students must:

- Complete all required courses in their program with a Cumulative Grade Point Average of at least 2.0 or
- 3.0 Cumulative Grade Point Average in the master’s degree program;
- Meet the specific grade and other program requirements (if applicable);
- Successfully complete the externship/clinical or clinical requirement (if applicable);
- Achieve Satisfactory Academic Progress; and
- Complete all required certifications (if applicable).
- Satisfy all financial obligations to the college

## Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. When the College closes unexpectedly, students should anticipate making up the time before the end of the term.

## Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student’s grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

## Institutional Leave of Absence

A leave of absence (LOA) may be granted if a student meets the following requirements: (i) the student has made a written (Email or other written notice) request for a leave of absence; (ii) the leave of absence involves no additional charges for the student, (iii) the College has approved the leave of absence request in writing, and the leave of absence is no longer than one academic term. If a student fails to return from a leave of absence without notice, the student will be dropped from the college and their financial refund will be calculated according to the Department of Education Return of Title IV Policy or the college’s institutional refund policy as applicable. An additional leave of absence may be granted for the following specific reasons: poor health, family crisis, or other extreme circumstances outside the student’s control. Students may not return to classes in the same term that they initiated an LOA. Requests for additional leave must be submitted in writing within 20 days of the qualifying circumstance and be approved by the Academic Dean and the financial aid office. The student is limited to two leaves of absence during each 12-month period. The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period. An LOA may affect future financial aid eligibility and availability.

The following specific policies apply to leaves of absence:

Students must complete an EWCNM LOA request form and complete exit loan counseling.

Students withdrawn or dropped from the college will go into loan repayment status in accordance with federal requirements.

Once the student enters loan repayment status, the number of days used in the leave of absence reduces the number of days in the 6-month financial aid repayment grace period; and

A student who exhausts their annual 180 days for their leave of absence(s) will go into immediate loan repayment with no grace pe

The college strongly suggests that you discuss potential a potential LOA with the Academic Dean and the Financial Aid office.

### Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see Satisfactory Academic Progress)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances*)

The last date of attendance will be determined by the Education Department using attendance records. Re- admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

## Notice Concerning Transferability of Credits and Credentials Earned at the College

The transferability of credits earned at East West College of Natural Medicine is at the complete discretion of the receiving institution. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the receiving institution. If the credits, degree, diploma, or certificate that was earned at this institution are not accepted at the receiving institution, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which transfer might be sought after attending East West College of Natural Medicine to determine if the credits, degree, or diploma will transfer.

## Re-Entry

A student who has been voluntarily or involuntarily withdrawn for less than twelve (12) months and wishes to re- enter the College must contact the College.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee of \$100 will be charged to the student. unless the academic delay was due to a military deployment or natural disaster)

## Repeating a Course

A student who has received a failing grade (“F”) or a withdrawal (“W”) in a course, must repeat the course to meet the requirements of the student’s program. When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student’s Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*). Students repeating a course due to receiving a failing grade will be charged \$450 per credit hour.

A course in which a student has received a “W” or “F” grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal dismissal. A student will be charged for all repeats at the published per credit hour rate for retakes (see tuition section of the catalog).

## Satisfactory Academic Progress

To graduate, a student in a Diploma, Associate’s, or bachelor’s degree program must have a cumulative grade point average of 2.0 or higher or 3.0 or higher in master’s degree programs; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, the number of completed credit hours divided by attempted credit hours times 100.

For Master’s level programs, SAP is measured every fifteen (15) weeks. The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP. If a student does not receive Title IV Financial Aid in a term, the term does count toward the maximum time frame in the SAP calculation.

Satisfactory Academic Progress Evaluation Points and Benchmarks – Semester System

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Diploma	1 <sup>st</sup>	Minimum of 1.6 and 50%
	2 <sup>nd</sup>	Minimum of 1.8 and 60%
	3 <sup>rd</sup> and thereafter	Minimum of 2.0 and 67%

Associate's	1 <sup>st</sup> and thereafter	Minimum of 2.0 and 67%
Master's	1 <sup>st</sup> and thereafter	Minimum 3.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. **Students placed on financial aid probation must appeal to continue receiving financial aid.** See the *Appealing Financial Aid Probation* section of the catalog for details.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Education Department.

A dismissed student may appeal the dismissal. See the Appealing Academic Dismissal section of the catalog for details. If a student's appeal is denied, the student may appeal again after one (1) year from the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

#### **Satisfactory Academic Progress and Course Withdrawals and Failures**

When a student withdraws, the course is assigned a "W" grade. This grade has no grade point value and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

#### **Transfer Credit and Satisfactory Academic Progress**

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's Cumulative Grade Point Average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal  $55 - 15 = 40$ , and  $1.5 \text{ times } 40 = 60$  credits hours attempted allowed.

#### **Appealing Financial Aid Probation**

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

#### **Appealing Academic Dismissal**

A student that has been dismissed for not making satisfactory academic progress may appeal against the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals

Committee, the student should continue to attend classes. The Education Department will notify the students regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal dismissal within five (5) calendar days will be involuntarily withdrawn from the College. When academically dismissed, a student who wishes to return to the College must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals

Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the readmission process.

## Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

## Academic Advising

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising within seven (7) days of the SAP notification. Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

## Textbooks

Textbooks (physical or e-books and associated learning materials) will be provided to students during or before the first week of a course.

## Transcripts

East West College of Natural Medicine will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default on any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

## Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance to be the date of the official notice. Within five (5) days of receipt of the Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

## Student Services

### Career Services

The Campus President, Education Department (via Externship), and Career Services work closely together to develop a network of employers which will utilize current students and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services and the Externship Administrator work together with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assist students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

While every effort is made to assist students and graduates in securing employment. The school doesn't guarantee employment or job placement upon graduation.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow-up appointments in the areas of:

- Resume preparation.
- Job search techniques, including how to navigate popular websites and how to network in the community.
- Completing online applications.
- Mock interviewing / interview tips / interview follow-up.
- Arranging a plan of contact to maintain a working relationship with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College to evaluate and improve on our programs and services.

### Policy on Accommodation for Disabled Individuals

East West College of Natural Medicine's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides an evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Disability Services Coordinator or the EWCNM Chief Compliance Officer at the contact information below.

#### How Reasonable Accommodations Are Decided Upon

When deciding whether the requested accommodation is reasonable, the appropriate Disability Services Coordinator, Accommodation Services staff and EWCNM's Compliance Officer will rely upon the following elements:

- The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional.
- A student's request for a given accommodation.
- Barriers that might result from the documented disability in the campus environment.
- Accommodation that might remove such barriers.
- Whether a student may obtain access to the course, program, service, activity, or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
- The relative cost and burden of providing the accommodation given the size and resources of the school.
- Whether or not essential elements of the course, program, service, activity, or facility are compromised by the requested accommodation; and
- Even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the campus Disability Services Coordinator, who will coordinate the school's effort to help students with

diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Disability Services Coordinator, and met with the Disability Services Coordinator or Accommodation Services staff to discuss the accommodation services request, the Disability Services Coordinator will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, EWCNM's Compliance Officer, after consulting with the campus Disability Services

The coordinator is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to EWCNM's Compliance Officer within 14 -days of the denial of services. EWCNM's Compliance Officer will respond in writing to the appeal within 14 days.

## ADA and Section 504 of the Rehabilitation Act Grievance Procedure

As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. EWCNM is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodation. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the College's general Grievance and Appeals policy set forth in the College Catalog & Student Handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact your campus Disability Services Coordinator. The process and timeline for filing a grievance are as follows:

- Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The campus Disability Services Coordinator should be contacted at the same time by the student to clarify rights and procedures for both parties. The campus Disability Services Coordinator will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.
- The campus Disability Services Coordinator will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations, and the reason(s) for any denials in the student's file.

If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the campus Disability Services Coordinator's Office. The written complaint to the campus Disability Services Coordinator must clearly state the basis for the complaint (*i.e.*, the who, what, where, when, and why), and must:

- Clearly state the nature and basis of the grievance.
- Be signed and dated.
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability.
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

**Note:** In cases of alleged illegal discrimination based on race, sex, or handicap, the campus Disability Services Coordinator will contact EWCNM's Compliance Officer prior to advising the student about course of action.

The campus Disability Services Coordinator, in consultation with EWCNM's Compliance Officer, will investigate. EWCNM's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, EWCNM may designate different people to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to EWCNM's Compliance Officer within 14 days of the decision. If no appeal is made in writing to EWCNM's Compliance Officer within 14 days of the decision, then the decision shall be final. Upon appeal to EWCNM's Compliance Officer, the following must be done:

- A copy of the appeal must be submitted to the campus Disability Services Coordinator and to EWCNM's Compliance Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

At any state of the grievance procedure, if it was determined that law and/or college policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the United States Department of

Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60601. The office can also be reached at 312-730-1560 or at [ocr.chicago@ed.gov](mailto:ocr.chicago@ed.gov).

The Disability Services Coordinator for each EWCNM campus is:

Location	Disability Services Coordinator	Contact Number	E-Mail Address
East West College of Natural Medicine	Campus President 3808 N. Tamiami Trail Sarasota, FL 34234	941-355-9080	<a href="mailto:yfeleke@myewcnm.org">yfeleke@myewcnm.org</a>

## Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Services Office.

## Student Services

East West College of Natural Medicine is committed to the academic and personal support of all our students. The East West College of Natural Medicine Student Services Department can assist students with finding resources for ride sharing, housing referrals, and childcare services. Students who wish to seek any type of personal assistance should visit the Student Services Office to learn of any resource the College has available.

## Student Services Coaching

Student Services Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or the Education Department.

## Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming, demeanor, and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors, and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship/clinical property:

1. All forms of dishonesty, including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of college documents.
2. Theft or destruction of college or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty, and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom. Audio or video recording is strictly prohibited in classrooms and clinical spaces without written permission of the instructor.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/clinical/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored East West College of Natural Medicine social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with East West College of Natural Medicine and/or use their East West College of Natural Medicine email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While East West College of Natural Medicine does not typically provide editorial review of the content of social media sites used by its students, East West College of Natural Medicine does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct presented in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include dismissal of the charge, dismissal of the student, probation, or suspension for a specified period. The finding will become part of the student's permanent file, possibly affecting a recommendation from East West College of Natural Medicine to potential future employers. East West College of Natural Medicine reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and / or the College.

## Illegal Drugs and Alcohol

East West College of Natural Medicine has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty, and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law. For those who want to obtain direct assistance with addiction, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

## Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

# Campus Dress Code

## Allied Health Programs

East West College of Natural Medicine expects Allied Health students to always dress professionally. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that have no tears or stains; hair that is off the shoulders; non- porous, solid top shoes and no body piercings. Failure to comply with the East West College of Natural Medicine dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

EWCNM CAMPUS DRESS CODE	
Appropriate Dress	Inappropriate Dress
Uniforms	
Neat Clean and pressed	Wrinkled uniform Dirty, bleached, or torn uniform
Shirts, Tops and Jackets	
White T-shirts White sweaters	Colored shirts or jackets Jackets or sweatshirts over uniforms T-shirts must be tucked in and may not hang below the uniform
Shoes and Footwear	
Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)	Any other shoes
Personal Hygiene	
Fingernails: Short cut Natural Neutral colored and well always maintained	Strong perfume or deodorants Gel or acrylic fingernails Colored fingernails Long fingernails
Hair and Hats	
Hair: Kept up off shoulders	Long, loose hair that is not clean Hats are <b>never</b> appropriate
Jewelry	
Pierced ears One (1) earring per ear Earrings that are small and professional Piercings in earlobes	Large hoops Facial piercings
Tattoos must be covered by apparel?	
Be aware that visible tattoos will impede your job search	Offensive tattoos must be always covered

## Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act Grievance Procedure set forth in the Accommodations Services Handbook. Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

- **Step 1:** Communicate with the appropriate instructor or staff member.
- **Step 2:** Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Academic Department.
- **Step 3:** The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.
- **Step 4:** Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:

- All parties involved must complete a “Complaint Form”.
- All documentation must be received prior to the meeting.
- All persons involved with the incident/complaint will be in attendance.
- Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- After all testimony is presented, the student and other parties will be excused.
- The Grievance Committee must reach a decision that is in the best interests of both the student and the College within fourteen (14) days of the Committee meeting.
- **Step 5:** Other interested individuals or agencies with a concern or grievance should contact the East West College of Natural Medicine Administration. This information will then be forwarded to the appropriate department for review and possible resolution. The student would then notify the College of their intent to pursue a further course of action involving either or both the State Department of Education, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 800-245-3200, and or the accrediting agency Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), 8941 Aztec Drive, Eden Prairie, MN 55347; phone 952-212-2434; fax 952-657-7068.
- **Step 6: STUDENT COMPLAINT PROCEDURE**  
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

Other interested individuals or agencies with a concern or grievance should contact the East West College of Natural Medicine Administration. This information will then be forwarded to the appropriate department for review and possible resolution.

## Student Sexual Harassment Policy

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is un-welcome sexual advances, requests for sexual favors, and other verbal, implied, or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

East West College of Natural Medicine is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as the Title IX Coordinator. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President or Beam of Student immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President or the Chief Compliance Officer (refer to Step 5 of the Grievance and Appeals policy). The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

Students, staff, and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government

agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <https://www.hhs.gov/ocr/>

## East West College of Natural Medicine Student Sexual Harassment Policy

### Introduction

East West College of Natural Medicine (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### Statement Of Non-Discrimination Policy

East West College of Natural Medicine (The School) does not discriminate on the basis of gender or sexual orientation sex in the education programs or activities that it operates, and it is required by Title IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, *et. seq.*) not to discriminate in such a manner. The requirement not to discriminate in any education program or activity extends to admission to the School and employment opportunities with the School.

Pursuant to this policy and the procedures stated in this policy, the School must respond to alleged incidents of sexual harassment, as defined below, that occurred in the School’s education program or activity, against a person in the United States.

The School will take appropriate steps to ensure that students with disabilities will have an equal opportunity to participate in, and benefit from the Title IX grievance process, consistent with the requirements of Section 504 of the Rehabilitation Act of 1973.

Title IX Coordinator

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the School’s Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The School’s Title IX Coordinator can be contacted at:

Dr. Orlen Tulp  
East West College of Natural Medicine. 3808 North Tamiami Trail  
Sarasota, FL 34234  
941-355-9080, Ext 110  
[otulp@myewcnm.org](mailto:otulp@myewcnm.org)

The Assistant Secretary of the Department of Education can be contacted at:  
U.S. Department of Education Assistant Secretary for Civil Rights 400 Maryland Avenue, SW Washington, D.C. 20202-1100  
1-800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

## **Definitions**

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities; or
- As defined below, sexual assault, domestic violence, dating violence, or stalking.

Sexual Assault means any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Dating Violence means violence committed by a person—

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined above.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, as defined above.

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual harassment.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures are available to the Complainant and Respondent regardless of whether the Complainant file a formal complaint. Business Days means Monday through Friday, except for federal or state holidays and any day in which the School is closed due to inclement weather, emergency, or scheduled breaks in the School's academic calendar.

## **Reporting An Allegation**

Title IX Coordinator - Any individual – student, employee or third party - may make a report concerning sexual harassment or sex discrimination whether or not they are the victim of that behavior. Complainants and third parties are encouraged to report sexual harassment as soon as possible to allow the School to respond promptly and effectively.

Reports must be directed to the Title IX Coordinator. In cases where the allegation is against the Title IX Coordinator, the report may be made to the President. Only the campus Title IX Coordinator or President has authority to issue corrective measures for an incident of sexual harassment or sex discrimination. Students and employees should not expect any action taken with respect to a complaint or report directed to any other employee or faculty of the School other than a Title IX Coordinator or President (when report is made concerning a Title IX Coordinator).

The School has designated the Title IX Coordinator to oversee the intake of complaints of sexual harassment at the School. An individual who has experienced sexual misconduct has the right to choose whether or not to report the incident to the Title IX Coordinator for investigation. The Title IX Coordinator is trained to assist individuals who report sexual misconduct and can provide information about resources and services available to students and employees, both on and off campus, including the availability of supportive measures.

## **Confidentiality**

The Title IX Coordinator is not a confidential source of support. While Title IX Coordinator will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. However, the Title IX Coordinator will treat as confidential all information related to the provision of supportive measures, to the extent that such confidentiality does not interfere with the ability of the School to provide the supportive measures.

## **Report vs. Formal Complaint**

Making a report is different from filing a formal complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) the initiation of the formal complaint process; and/or (4) a request to initiate an informal resolution process. Informal resolution can only occur after a formal complaint is filed. Filing a formal complaint initiates the School's formal.

## **Title IX grievance process**

Criminal Complaint/Civil Actions - A person who has experienced sexual harassment, as defined in Section II, above, or a person who witnesses sexual harassment, has the right to simultaneously file a complaint with the School and to pursue a criminal complaint with law enforcement in the event that the individual believes in good faith that the alleged conduct of the Respondent constitutes a criminal violation of law. Victims and witnesses of sexual harassment have the right to be assisted by the School in notifying law enforcement authorities of sexual harassment or they can decline to notify such authorities. The School may, however, have a statutory reporting obligation when it becomes aware of certain factual allegations. Parties may also have options to file civil actions in court or with administrative agencies.

## **How to Make a Report**

If a student, employee or third party wishes to report an allegation of sexual harassment, he or she should submit any relevant information to the Title IX Coordinator in person, via email, via regular mail or by phone.

The Title IX Coordinator will take the Complainant's wishes into account when determining whether to file a formal complaint. However, if the Title IX Coordinator determines that pursuing an investigation into the allegations is necessary for the safety of the community or other reasons, he or she may sign the formal complaint.

### **How To File A Formal Complaint**

To file a formal complaint, the Complainant must submit, in writing, allegations of sexual harassment against a Respondent and must request that the School investigate the allegation of sexual harassment. Only the Complainant or Title IX Coordinator may file a formal complaint. Any person wishing to make formal complaint must submit it to the Title IX Coordinator in person, via email, via regular mail or by phone to the attention of:

Dr. Orien Tulp  
East West College of Natural Medicine. 3808 North Tamiami Trail  
Sarasota, FL 34234  
941-355-9080, Ext 110  
[otulp@myewcnm.org](mailto:otulp@myewcnm.org)

Or in the event the complaint pertains to the Title IX Coordinator, or if the Title IX Coordinator is not available to:

Dr. Hailin Wu  
East West College of Natural Medicine. 3808 North Tamiami Trail  
Sarasota, FL 34234  
941-355-9080, Ext 110  
[hwu@myewcnm.org](mailto:hwu@myewcnm.org)

### **School's Response To Actual Knowledge Of Sexual Harassment**

#### **Supportive Measures**

Upon receiving a report, a formal complaint or notice of allegations of sexual harassment in an educational program or activity, the Title IX Coordinator will promptly respond to the Complainant/Alleged Victim to discuss the availability of supportive measures, consider his/her wishes with respect to the supportive measures and explain the process for filing a formal complaint.

The School will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### **Preliminary Inquiry/Actions**

The Title IX Coordinator, in consultation with others as necessary, will conduct an initial assessment of the alleged conduct, the reporting party's desired course of action, and interim measures to protect the safety of the Complainant or the community. The goal is to prevent any hostile educational or workplace environment from developing at the School. If a report made to the Title IX Coordinator involves a serious or immediate threat to the campus community, the School will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

If a Complainant chooses to pursue a formal complaint, the School must follow the grievance process outlined below, unless the Title IX Coordinator determines, after this preliminary inquiry, that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy for one of three reasons:

- The alleged conduct did not occur in scope of the School's education program or activity, or
- The alleged conduct does not meet this policy's definition of sexual harassment, or
- The alleged conduct did not occur to a person located in the United States

#### **Scope of Education Programs or Activities**

For the purposes of the Title IX Coordinator's determination under Section VI of this policy statement, the scope of the School's education program or activity includes locations, events, or circumstances over which the School has exercised substantial control over both the Respondent and the context in which the sexual harassment occurs and shall also include any building owned or controlled by a student organization that is officially recognized by the School.

#### **Dismissal of Formal Complaint**

If the Title IX Coordinator determines that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy, the formal complaint will be dismissed, and the Complainant will be provided written notification of that decision, which will include the reasons for the dismissal. A determination that the alleged conduct does not warrant initiating the grievance process

does not preclude the School from taking action to address any prohibited conduct/actions under another provision of its Code of Conduct.

If the Complainant or Respondent is an employee of the School or one of its affiliates, the Title IX Coordinator will notify the Director of the Human Resources department who is responsible for overseeing the School's compliance with Title VII of the Civil Rights Act of 1964.

### **Removal Of A Respondent From Education Program Or Activity**

**Interim Action:** The Title IX Coordinator may remove a Respondent from his or her educational program or activity if the Title IX Coordinator determines that an immediate threat to the physical health or safety of any student or other individual arising from allegations of sexual harassment justifies removal.

If the Title IX Coordinator determines that allegations of sexual harassment justify removal, he or she will provide the Respondent with notice of the removal to the Respondent's School- provided email address and the Respondent must immediately cease participation in campus activities and may not return to the campus at any time pending the resolution of the complaint. Within three (3) Business Days after the Title IX Coordinator sends the notice, Respondent may challenge the removal decision by providing a written explanation of why the sexual harassment allegations do not justify removal. The Title IX Coordinator will notify the Respondent within three (3) Business Days whether the challenge is successful and whether any alternative interim measures are warranted. A Respondent who has been removed from his/her programs or activities as an interim measure may not attend any activity or program of the School while his/ her challenge to removal is pending.

The Title IX Coordinator may also place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

### **Informal Resolution**

After a formal complaint is filed and as an alternative to completing the School's formal Title IX grievance process, the Complainant and Respondent may agree to resolve a formal complaint through an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal resolution is not available to resolve allegations that any employee of the School sexually harassed a student.

Participation in an informal resolution process is entirely voluntary, and requires written consent from all parties, including the School. The School will not require a Complainant or Respondent to participate in informal resolution. However, once the parties and the School agree to informal resolution, the School will suspend its obligation to pursue the grievance process except to the extent necessary to facilitate the informal resolution process as agreed to by the parties and the School.

At any time prior to the parties reaching an agreement on the resolution of the allegations, any party may withdraw from the informal resolution process and initiate or resume the grievance process.

If the parties and the School agree to an informal resolution process, the Title IX Coordinator will provide the parties with a written notice disclosing (1) the allegations; (2) the requirements and procedures of the informal resolution process; (3) the circumstances under which the parties will be precluded from resuming a formal complaint arising from the same allegations; (4) notice that at any time prior to the parties' agreeable resolution of the allegations, any party has the right to withdraw from the informal resolution process and initiate or resume the grievance process; and (5) the records that will be maintained or could be shared during and after the informal resolution process.

In the event that the parties reach a mutually agreeable resolution of the complaint through the informal resolution process, the Title IX Coordinator will close and dismiss the Complaint.

### **Retaliation**

The School or any other person is prohibited from intimidating, threatening, coercing, discriminating, or retaliating in any way against any individual for the purpose of interfering with any right or privilege secured by Title IX or the Regulations of the Department of Education (34 C.F.R. § 106, et. seq.), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any aspect of the grievance process.

Complaints alleging retaliation may be submitted to the Title IX Coordinator in the same manner as a report of sexual harassment. Or, if the allegations of retaliation are against the Title IX Coordinator, the complaint should be directed to the President at:

Dr. Orien Tulp  
East West College of Natural Medicine. 3808 North Tamiami Trail  
Sarasota, FL 34234  
otulp@myewcnm.org

## **Confidentiality**

The School understands that those involved in the sexual harassment reporting and grievance process, including the parties, witnesses, and individuals who have made reports or complaints of sex harassment, have privacy rights, including rights governed under the Family Education Rights and Privacy Act. The School will not disclose information relating to the reporting of sexual harassment and the grievance process unless it is pursuant to a lawful purpose, such as:

- Where information is necessary to give fair notice of the allegations and to conduct the investigation, hearing, and appeal;
- Where other School officials have a need to know of the information in performing the School's business;
- Where the School determines the information should be shared with law enforcement;
- Where sharing information will reduce the risk of an immediate threat to the health and safety of others;
- Where sharing information is necessary for the School to comply with requests from government agencies and accreditors who review the School's compliance with federal law, state law, and accreditation requirements;
- As necessary to respond to a lawfully issued subpoena or legal request for information;

Where disclosure of the information is otherwise permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

## **Conflicts Of Interest**

No investigator or hearing decision-maker will make findings or determinations in a case in which they have a conflict of interest or bias that would prevent that individual from being able to discharge their duties with impartiality. A party wishing to raise the issue of a potential conflict of interest or bias must notify the Title IX Coordinator of the bias or conflict of interest within two (2) Business Days of being advised of the identity of the investigator or decision-maker or within two (2) days of the date the party discovers or reasonably should have discovered the existence of the alleged bias or conflict of interest. The Title IX Coordinator will determine whether a conflict of interest exists. If a party believes that the Title IX Coordinator has a bias or conflict of interest, the party must notify the school's President, who will determine whether a conflict of interest or bias exists. Dr. Feleke can be contacted at:

Dr. Yoseph Feleke  
East West College of Natural Medicine. 3808 North Tamiami Trail  
Sarasota, FL 34234 [yfeleke@myewcnm.org](mailto:yfeleke@myewcnm.org)

## **Grievance Process**

Once the Title IX Coordinator determines that allegations in a formal complaint could, if proven, constitute sexual harassment, the School will initiate its Title IX grievance process. The Title IX grievance process is designed to fairly investigate allegations of sexual harassment, determine responsibility for any alleged violations, and provide remedies designed to restore or preserve equal access to the School's education programs and activities. The School's Title IX grievance process will:

- Treat Complainants and Respondents equitably;
- Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness;
- Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

## **Timeline for Resolution**

The School will resolve all cases in a prompt and timely manner; however, the timeline will vary based on the circumstances of the case, including scheduled and unscheduled breaks in the academic calendar, availability of the parties and witnesses, scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case.

Stated timing requirements in this policy will be strictly enforced. Requests for extension are disfavored and will not be granted absent a showing of good cause that is based on extraordinary circumstances. However, if a party believes circumstances require an extension of deadlines, he or she must notify the Title IX Coordinator before the passing of the deadline, in writing, explaining why the deadline must be extended. The Title IX Coordinator will decide whether the deadline should be extended. If a deadline is extended, it will be extended for all parties.

## **Responsibility to Check Email**

Throughout the Title IX grievance process, the School will send important notices and information to the parties' School-provided email accounts. It is each party's responsibility to frequently check his or her School-provided email account. Important deadlines are based on when the School sends certain notices and/or information to a party's email account, and a party's failure to check his or her email is not a valid excuse for a missed deadline.

If a party is unable to access his or her School-provided email account, he or she must immediately notify the Title IX Coordinator to arrange for an alternate method of receiving notices and information. Unless and until the Title IX Coordinator receives such notice, a party will be deemed to have received all emails and attachments on the day they were sent.

## **Standard of Proof**

The School uses the preponderance of the evidence standard in investigations of complaints of sexual harassment. This means that the investigation and hearing determine whether it is more likely than not that a violation of the policy occurred.

## **Role of Advisors**

All parties may have an advisor of their choice to accompany them through the grievance process. A party's advisor may be, but is not required to be, an attorney. A party may have his or her advisor present at any meeting, interview, or other appearance the party is entitled to attend.

Advisors are expected to refrain from interfering in the investigation and resolution of a formal complaint and are required to act ethically, with integrity, and in good faith throughout the grievance process. If the Title IX Coordinator, an investigator, hearing decision-maker, or other campus official determines that an advisor is acting in a manner intended to improperly disrupt or interfere with the grievance process, the advisor will receive a warning. Any subsequent attempt to disrupt or interfere with the grievance process will result in the advisor's immediate removal from the proceedings, and he or she will be barred from further participation in the Title IX grievance process. Unless the Title IX Coordinator, investigator, decision-maker, or other campus official determines that an advisor's misconduct is part of a party's deliberate attempt to disrupt or delay the grievance process, the proceedings will be suspended to allow a party to replace his or her advisor.

Each party must have an advisor present at the hearing. As discussed in the Hearing Procedures, below, only advisors may ask a party or witness questions at a hearing. In advance of the hearing, a party may request that the School provide him or her with an advisor of the School's choosing. Absent a showing of bias or a conflict of interest, a party has no right to object to an advisor provided by the School.

## **Consolidation of Formal Complaints**

The School may consolidate formal complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where the grievance process involves more than one Complainant or more than one Respondent, references in this policy to "party," "Complainant," or Respondent" include the plural, as applicable.

## **Notice of Formal Complaint**

Once a Title IX Coordinator determines that a formal complaint alleges a potential violation of this policy, the parties will receive notice that a formal complaint has been filed and that the School has initiated its grievance process. The notice will include:

- The identities of the parties involved in the incident, if known;
- The conduct allegedly constituting sexual harassment, as defined in this policy, if known;
- The date and location of the incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- An explanation of the parties' right to have an advisor present throughout the grievance process; and
- An explanation of the School's prohibition against knowingly making false statements or knowingly submitting false information during the grievance process.

## **Investigation**

After notifying the parties of the formal complaint and the initiation of the grievance process, the School will appoint one or more trained investigators to interview the parties and gather evidence as necessary. Investigators will have received training on the following:

- The definition of sexual harassment, as defined in this policy;
- The scope of the School's education programs and activities;
- How to conduct an investigation pursuant to this policy;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- Issues of relevance to create an investigative report that fairly summarizes the relevant evidence.

During the investigation, the parties will have an equal opportunity to present witnesses, including expert witnesses, and other inculpatory and exculpatory evidence.

When a party's participation in the investigation is invited or expected, the School or the investigator will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings. The written notice will be given at least three (3) Business Days in advance of the party's expected participation. Pursuant to the limits on the role of advisors discussed above, each party will be entitled to have an advisor of his or her choosing present at any meeting or interview to which the party is invited or expected to attend.

Neither the investigator nor the School may access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to that party, unless the School or the investigator obtains that party's voluntary, written consent to do so. If the party is under 18 years old, written consent must be given by the party's parent or guardian.

The School or the investigator may modify the list of allegations based on additional information learned during investigation. In that event, the parties will receive notice of new allegations prior to the inclusion of a new allegation in an amended formal complaint.

Prior to the conclusion of the investigation, the School will provide the parties and their advisors with the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations in the formal complaint. The parties will then have ten (10) Business Days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completing his or her investigative report.

At the conclusion of the investigation, the investigator will prepare an investigative report that fairly summarizes relevant evidence. The report will be simultaneously provided to all parties and their advisors at least ten (10) Business Days prior to the hearing, if a hearing is required. The parties may submit a written response to the investigative report for consideration by the hearing decision-maker. However, a response to the investigative report must be received by the Title IX Coordinator no later than five (5) Business Days before the hearing.

Responses received after that deadline will not be considered by the hearing decision-maker. The Title IX Coordinator will simultaneously provide all submitted written responses to the parties at least three (3) Business Days before the hearing.

### **Dismissal of a Formal Complaint**

If at any time during the investigation, the School determines that any conduct alleged in the formal complaint (1) would not constitute sexual harassment, as defined in this policy, even if proved, (2) did not occur in a program or activity of the School, or (3) did not occur against a person in the United States, the School must dismiss the formal complaint with regard to that conduct. If other conduct is alleged in the formal complaint, the grievance process will continue with regard to those allegations only.

The School may also dismiss the formal complaint, or any allegations in the formal complaint, if at any time during the investigation or hearing (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations in the formal complaint; (2) the Respondent is no longer enrolled at, or employed by, the School; or (3) specific circumstances prevent the School or the investigator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the School dismisses a formal complaint, or any allegations in a formal complaint, it will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties.

### **Live Hearing - *Decision-Maker***

Following the conclusion of the investigation and the parties' opportunity to review the investigative report, the School's grievance process provides for a live hearing. The hearing will be conducted by a decision-maker, who will have received training on the following:

- The definition of sexual harassment, as defined in this policy;
- The scope of the School's education programs and activities;
- How to conduct live hearings pursuant to this policy;
- How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias;
- Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; and
- Any technology to be used at the live hearing.

The School will be responsible for appointing the decision-maker for the hearing, who may or may not be an employee of the School. The decision-maker will be free of any conflicts of interest pursuant to the conflict-of-interest requirements of this policy. The identity of the decision-maker will be provided to the parties at least ten (10) Business Days prior to the hearing. If any party believes that the decision-maker is subject to bias or a conflict of interest, he or she must submit a written objection to the Title IX Coordinator within the timelines stated in Section XI of the Title IX Policies and Procedures, stating the basis for the objection. If the Title IX Coordinator determines that the decision-maker is subject to bias or a conflict of interest that justifies removal of the decision-maker, the Title IX Coordinator will name a new decision-maker. In that event, the hearing may be rescheduled to allow for a reasonable time to ensure proper training and an opportunity for the parties to object to the new decision-maker on the grounds of bias or conflict of interest, pursuant to the requirements above.

### **Live Hearing - *Time and Location***

The hearing will be conducted at a location within the county where the School is located. The Title IX Coordinator will notify the parties of the time and location of the hearing at least ten (10) Business Days prior to the hearing. Parties and their advisors are expected to adjust their schedules to attend the hearing. Hearings will not be rescheduled absent emergencies or extraordinary circumstances.

Within two (2) Business Days of the hearing, either party may request that the hearing be conducted with parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

The School may also, at its discretion, allow any or all parties, witnesses, or other participants appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The hearing will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the decision-maker shall ensure that appropriate protections are in place to maintain confidentiality.

### **Live Hearing - *Hearing Procedure:***

#### **Advisor**

Each party must have his or her own advisor present at the hearing. The role of the advisor is to ask relevant questions of the other party and other witnesses as described below. The hearing will be conducted in a respectful manner and with appropriate decorum. Advisors may counsel the party they represent during the hearing, however, advisors may not make opening or closing statements on behalf of their represented party or raise or make objections on the record. Failure to comply with these requirements may be deemed by the hearing officer as interference with the orderly conduct of the hearing and may subject the advisor to removal and replacement. If a party does not have an advisor present at the hearing, the School will provide an advisor of the School's choosing at no cost to the party.

#### **Cross Examination**

Each party will have the opportunity to have his or her advisor cross-examine the other party and any witnesses by asking relevant questions and follow-up questions, including those challenging credibility. Only the parties' advisors may ask questions of testifying witnesses, and the questioning must be conducted orally, and in real time. The decision-maker will preside over the hearing, and he or she will determine the order of witnesses.

#### **Relevancy of Questions/Evidence**

Before a party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors may not present arguments in favor or against the exclusion of any proposed question. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Generally, the decision-maker may not consider hearsay statements to constitute evidence at the hearing. Hearsay statements are statements made by either party, which were not made during the hearing, and which the other party offered in evidence to prove the truth of the matter asserted in the statement. Hearsay statements may only be considered when the decision-maker decides that a basis to exist include the hearsay statements as evidence under Article VIII of the Federal Rules of Evidence.

If Respondent intends to introduce evidence of the Complainant's past sexual behavior, Respondent must provide notice to the Title IX Coordinator and decision-maker at least five (5) Business Days in advance of the hearing accompanied by a written motion that specifically describes the evidence and states the purpose for which it is to be offered. The Title IX Coordinator will provide a copy of the notice and motion to the Complainant. Before admitting evidence under this rule, the decision-maker must conduct an in-camera hearing on the motion and give the parties a right to attend and be heard, through their advisors. The motion, related materials, and the record of the motion hearing must be and remain confidential.

All evidence provided to the parties prior to the investigator's completion of the investigative report will be available at the hearing. Each party may refer to such evidence during the hearing, including for purposes of asking questions to other parties or witnesses.

#### **Recognized Privileges**

The decision-maker will recognize all legally recognized privileges, such as the attorney-client and work-product privilege, unless the holder of the privilege has waived the privilege. It is the responsibility of a party's advisor to invoke any privileges at the hearing. Failure to timely invoke a privilege will constitute a waiver.

**Effect on Non-Participation** - If a party or witness does not submit to questions at the hearing, the decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

**Record of Hearing** - Hearings will be recorded with an audio recording, audiovisual recording, or by transcript. The recording or transcript will be made available to all parties for inspection and review.

#### *Determining Responsibility:*

Following the hearing, the decision-maker will issue a written determination deciding whether the Respondent is responsible for the allegations of sexual harassment. The decision-maker will base his or her determination on a review of the relevant and admissible evidence obtained during the investigation or hearing, the investigative report, and hearing testimony. The written determination will be sent to each party's School-provided email account. Important appeal deadlines will be based on when the written determination is sent by the School, so the parties are strongly encouraged to carefully monitor their email correspondence for the determination.

The decision-maker will apply the preponderance of the evidence standard in reaching his or her determination. The written determination will include:

- An identification of the allegations potentially constituting sexual harassment as defined in this policy;
- A description of the procedural steps taken from receipt of the formal complaint by the School through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The written determination will be simultaneously provided to the parties' School-provided email accounts. The parties will then have seven (7) Business Days to notify the Title IX Coordinator if they wish to appeal the determination regarding responsibility (see Appeal, below). The determination regarding responsibility becomes final either (1) seven Business Days after issuance of the written determination regarding responsibility, if no appeal is filed, or (2) if an appeal is filed, on the date the School provides a written determination on the results of an appeal.

#### *Appeal*

Both the Complainant and the Respondent may appeal the determination regarding responsibility, the dismissal of any allegation(s) of a formal complaint, and/or sanctions. All appeals will be decided by a decision maker appointed by the School, who cannot be the same person who rendered a determination at the hearing or presided over the hearing. Once the decision maker issues his/her written determination on the results of the appeal, all matters are considered final, and no further appeals will be considered.

If a party wishes to appeal, he/she must send a notice of his/her intent to appeal, by email, to the Title IX Coordinator within seven (7) Business Days after the School sends the determination to the parties' School-provided email accounts. If a party does not submit notice of appeal within the seven-day deadline, he or she will lose any right to appeal the written determination. The notice of intent to appeal must state the specific ground(s) for the appeal.

An appeal is not intended to be a rehearing of the allegations in the formal complaint. Disagreement with the findings or sanctions is not a valid ground for an appeal. The School will only consider an appeal on the following grounds:

- Moral irregularity that affected the outcome of the matter;
- New evidence, that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- Effective assistance of an advisor. For the purposes of an appeal, a claim of ineffective assistance of counsel must assert (1) "that representation provided by the party's personal advisor fell below an objective standard of reasonableness," ... and
- (2) that any such deficiency was "prejudicial to the party."

If a notice of intent to appeal does not reference one or more of these four grounds for appeal, the appeal will be not be considered.

A timely appeal will stay the imposition of sanctions. Any interim measures imposed before or during the grievance process will remain in effect pending the resolution of the appeal.

Once the Title IX Coordinator receives a valid notice of intent to appeal, the Title IX Coordinator will notify all parties of the appeal, the ground(s) on which the appeal is sought, and the procedures for the appeal. Once the parties receive notice of the appeal from the Title IX Coordinator, the parties will have seven (7) Business Days to submit a written statement and any new evidence to the decision maker on appeal in support of, or challenging, the outcome. Any party who does not submit his or her written statement or new

evidence will be barred from doing so absent a showing of exceptional circumstances. It will be in the sole discretion of the decision maker on appeal whether to allow any extensions in the time to submit a written statement or new evidence.

The decision maker on appeal will review the timely submitted written statements, any new evidence and the record as appropriate. Only facts or arguments concerning the above-listed grounds for an appeal will be considered in rendering his/her decision. Once a decision is made, he/she will contemporaneously send written decision to each party's School-provided email account, describing the result of the appeal and the rationale for the result.

Once the decision maker on appeal sends his/her decision to the parties, all matters will be final. No further appeals will be considered.

### *Disciplinary Options*

#### **Penalties**

Substantiated accusations of sexual violence or sexual harassment may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against a student or employee accused of violating this policy, the penalties shall be as proposed by the decision maker from the live hearing. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

#### **Remedies**

As determined appropriate by the decision maker from the live hearing, substantiated accusations of sexual violence or sexual harassment may result in remedies for the complainant in addition to or in lieu of disciplinary action for the respondent. Remedies are intended to restore or preserve equal access to the School's education program or activity, and include the same individualized services described as supportive measures under the Role of the Title IX Coordinator earlier in this Report, such as changes to classes, attendance times, parking arrangements, and/or externship locations where applicable, restrictions on contact, as well as extensions of time or other course related adjustments. However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

state court. Additionally, in the event of an emergency, East West College of Natural Medicine will release student information to protect the health and safety of students, staff, and faculty.

East West College of Natural Medicine's responses to student requests for academic record amendments may be appealed in accordance with the College's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202- 4605.

## General Information

### Administrative Hours of Operation

East West College of Natural Medicine administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

### Anti-Hazing Policy

Hazing is prohibited by EWCNM and the State of Florida Hazing law: 240.1325 Hazing-prohibited. Hazing is any action taken, or situation created whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, and forced consumption of any food, liquor, or other substance. Hazing is any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the individual.

Among prohibited activities are forced or coerced activities that create excessive fatigue, cause physical and psychological shocks, involve kidnapping, morally questionable quests, treasure hunts or scavenger hunts or any other such activities, involve publicly wearing apparel that is conspicuous and not normally in good taste, cause students to engage in public stunts, and buffoonery, morally degrading or humiliating games and activities or late night activities that interfere with scholarly activities. Also prohibited are any activities that are in violation of federal, state, or local laws, the EWCNM Code of Conduct or accepted standards of good taste and propriety. For purposes of this definition, any activity described in this paragraph upon which the admission or affiliation with an individual or group is directly or indirectly conditioned shall be presumed to be forced or coerced activity, the willingness of an individual to participate in such activity, notwithstanding.

Articulation Agreements

East West College of Natural Medicine has not entered into any articulation or transfer agreements with any other college or university.

### Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

### Children on Campus

Students may not bring children with them to East West College of Natural Medicine. It is disruptive to others, and it may be hazardous for the children. East West College of Natural Medicine is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, East West College of Natural Medicine does not permit students to bring children to the school.

### FERPA

Based on the Family Education Rights and Privacy Act (FERPA), East West College of Natural Medicine students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. East West College of Natural Medicine will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, East West College of Natural Medicine will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, East West College of Natural Medicine High School Scholarship awards, academic awards, and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

East West College of Natural Medicine will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, East West College of Natural Medicine may release student information without student consent to school officials. This includes East West College of Natural Medicine officials and those officials of other institutions who have a legitimate educational interest and need the information to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or

state court. Additionally, in the event of an emergency, East West College of Natural Medicine will release student information to protect the health and safety of students, staff, and faculty.

East West College of Natural Medicine's responses to student requests for academic record amendments may be appealed in accordance with the College's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202- 4605.

## Messages for Student

East West College of Natural Medicine is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, East West College of Natural Medicine will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from childcare providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

## Non-Discrimination Policy

East West College of Natural Medicine is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate based on race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy, generally, and the Campus Disability Services Coordinator or EWCNM Compliance office with any inquiries and complaints relating to discrimination based on disability.

## Photo Release

East West College of Natural Medicine students give to the College absolute rights and permission to use photographic portraits, pictures, or videos of them in character form for advertising or any other lawful purpose unless otherwise noted on the executed enrollment agreement.

## Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of East West College of Natural Medicine may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

## Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit [https://ewcollege.edu/consumer\\_information/gainful\\_employment](https://ewcollege.edu/consumer_information/gainful_employment)

## Report a Criminal Offense

As mentioned above under "Reporting Criminal Actions" the best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life- threatening situations, call 911.

## Security on Campus

As mentioned above, the students, faculty, staff, and community members themselves are responsible for measures to ensure personal safety and to protect property on East West College of Natural Medicine Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

East West College of Natural Medicine is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

## Security Report

In compliance with federal regulations including the Clery Act, East West College of Natural Medicine is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics

regarding campus security issues and is distributed to all faculty, staff, and students as a “Campus Security Report”. The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, East West College of Natural Medicine is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

## The East West College of Natural Medicine Annual Campus Security Report

East West College of Natural Medicine is committed to promoting a safe and secure environment for all campus members and visitors. East West College of Natural Medicine has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the East West College of Natural Medicine campuses, the students, faculty, staff, and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. East West College of Natural Medicine is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Policy on Service animals. Must be on a leash and wear visible identification as a bona fide service animal Owner must be in full control at all times Must have availability of food, water, and bathroom relief facilities available, Must not interfere with the academic program Must notify other students, faculty and staff in advance. allergies

## Student Housing

East West College of Natural Medicine has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

## Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of- class activities for every one (1) hour of lecture.

### Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study	
AC	Acupuncture
AT	Adjunctive Therapies
CS	Clinical Science
HS	Herbal Science
AHM	Acupuncture and Herbal Medicine
PL	Practice & Licensure
WS	Western Sciences

### Undergraduate / Graduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 300-level and 400 level indicate lower division courses generally taken early in a program. Course numbers that are 500-level, 600-level, 700-level, and 800-level are generally taken later in a program.

Courses marked with an asterisk (\*) may be offered in either an on-ground or an online format.

### Credit Hours

Coursework at East West College of Natural Medicine is measured in semester credit hours.

### Semester Credit Hours

One (1) semester credit hour equals (15) contact hours of lecture, thirty (30) hours of laboratory

### Contact Hours

One (1) contact hour is fifty (50) minutes.

### Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

### Student Practice of Acupuncture & Herbal Medicine Outside of EWCNM

Acupuncture and Herbal Medicine is a licensed profession in Florida, and it is illegal to practice Acupuncture and Herbal Medicine in Florida as a EWCNM student **except under school supervision**. This applies whether a fee is received for performing an acupuncture treatment. For this reason, students shall not perform unsupervised acupuncture treatments either on or off campus. A student found performing unsupervised treatments without a license or direct EWCNM supervision will be reported to the Board of Acupuncture, suspended, and required to withdraw from the program for at least one term.

## Masters in Acupuncture and Herbal Medicine

The program of study at EWCNM is a professional degree program designed to prepare the student for a successful career practicing Acupuncture and Herbal Medicine. The program combines both classroom and practical study that includes the philosophy, theory, and clinical application of Acupuncture and Herbal and Western medicine. Acupuncture and Herbal Medicine courses include classical diagnostic approaches, acupuncture, herbal medicine, nutrition, tuina medical massage and Qi Gong exercise therapy. Western biomedicine courses prepare the student with the relevant tools needed to diagnose and accurately execute a complementary approach to healthcare. Biomedical courses include biological sciences, anatomy & physiology, diagnostic skills, pharmacology, and nutrition. Students are also exposed to the subtleties of Japanese acupuncture and alternative therapies such as homeopathy. Upon completion of the didactic program students possess a thorough understanding of the strengths and differences of both the western and Acupuncture and Herbal Medical approaches.

The clinical phases of the program prepare students to utilize the knowledge, both theoretical and technical, that is acquired in the classroom. Clinical education is directly supervised by experienced and licensed practitioners of Acupuncture and Herbal Medicine. Students begin their clinical career as an observer and gradually work toward independently treating patients as an intern. This portion of the program gives students the opportunity to apply their treatment skills and knowledge in a practical manner. Through the clinical Off-Site Internship program, students are provided additional experience in collaborative biomedicine settings. Over the course of the clinical education students develop skills and synthesize their knowledge in an experience that will prepare them for a successful professional career in healthcare.

When students enroll, they join a specific class and move through the program with the same set of students. This style of graduate training has been successfully used in leading colleges and universities and is well-suited to highly motivated learners. Enrollment is typically 20-30 students per class. The 3,048-hour academic program (day classes) is designed for students to complete 5 academic years, consisting of 10 terms in 3.4 calendar years. Alternate schedules are offered but require 12 semesters of study to complete. Classes are conducted year-round with three terms per calendar year. Each term is 15 weeks long, a total of 45 weeks per year. Class times vary, but generally students will spend an average of 22 hours per week in the classroom and/or clinic, depending on course schedules. Didactic courses are generally scheduled over two full days each week, and students schedule clinical shifts as necessary to fulfill their requirements. Alternate schedules include evening and/or weekend classes. During the last two terms students spend less time in didactic classes and additional days are spent attending to patients in the EWCNM clinic and at Off-Site Internship sites. In addition to the normal course load, students are required to complete comprehensive exams at the end of every two terms. These exams are scheduled in advance, and the days and times may vary. An alternate schedule is available which allows students to complete the course of study over a 12-semester schedule. Please see the admissions office for details and availability.

In addition to attendance in all courses, students will be required to complete out of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon graduation the College confers a Master of Science in Acupuncture and Herbal Medicine degree.

The program is designed to prepare the graduate to sit for the Acupuncture Point Location, Biomedical, Chinese Herbology, and Foundation of Acupuncture and Herbal Medicine examinations through the National Certification Commission for Acupuncture and Acupuncture and Herbal Medicine (NCCAOM) for acupuncturists and Acupuncture and Herbal medicine practitioners. \*

\*The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.

### Program Outcomes:

Upon successful completion of this program, graduates should be able to:

- competent to diagnose, treat, and prevent various internal, external, pediatric, gynecological, orthopedic, and other diseases including chronic pain according to the principles and techniques of Acupuncture and Herbal Medicine.
- able to access healthcare information and utilize general medical resources, and Acupuncture and Herbal Medicine in particular.
- able to communicate in a professional manner with other healthcare providers for the purpose of referrals, consultation, and employment.
  - how to act ethically and professionally with patients.
  - how to establish and manage a professional clinical practice.
  - offer students, alumni, and other medical professionals post-graduate training in advanced acupuncture and Acupuncture and Herbal Medicine studies, and integrative medicine therapies.

Program Outline

Typical Course Sequence in a 15 Week Semester - (Subject to Change)

Course Code	Course Title	Semester Credit Hours
Term 1.1		
AC402	Universal Precautions & Clean Needle Technique	1.0
AC403	AcuAnatomy: Channel Theory & Pathology	2.0
CS401	Clinic Orientation / Observation	1.0
AHM412	Chinese Medical Terminology	1.0
AHM413	History & Philosophy of Chinese Medicine	1.0
AHM414	Chinese Medical Physiology	2.0
AHM415	Chinese Medical Etiology & Pathology of Disease	1.0
AHM416	Tai Qi/Qi Gong	1.0
PL405	HIV/AIDS & Hepatitis Disease Prevention	0.2
PL406	Human Service Skills & Ethics	1.0
WS415	Biomedical Terminology	1.0
WS416	General Biology	2.0
WS417	Anatomy & Physiology I	3.0
	Term Total	17.2
Term 1.2		
AC404	AcuAnatomy: Channel Theory & Pathology II	4.0
CS402	Professional Observations	2.0
HS405	Herbal Theory	1.0
AHM417	Evaluation & Diagnostic Methods	4.0
AHM418	Differentiation of Syndromes: Pathogenic Factors and 8 Principles	2.0
AHM419	Differentiation of Syndromes: Qi, Blood & Fluids	1.0
WS418	Anatomy & Physiology II	2.0
WS421	Medical Biochemistry	2.0
	Term Total	18
Term 2.1		
AC405	Instruments & Techniques	2.0
AC406	AcuAnatomy: Channel Theory & Pathology III	4.0
CS403	Professional Observations	2.0
HS406	Herbs & Formulas I	4.0
AHM420	Differentiation of Syndromes: Internal Organs	4.0
AHM421	Tui Na I	2.0
	Term Total	18
Term 2.2		
AC522	Microsystem Acupuncture	1.0
CS404	Professional Observations	2.0
HS525	Herbs & Formulas II	4.0
PL409	Clinical Research Methods and Design	1.0
AHM423	Differentiation of Syndromes: 6 Stages, 4 Levels, 3 Burners	1.0
WS425	Applied Psychology and Addiction	3.0
PL407	Medical Records	1.0
WS500	Anatomy & Physiology III	4.0
	Term Total	17
Term 3.1		
CS501	Clinic Supervised Practice / Trainee	2.0

HS529	Nutrition & Diet Therapy	2.0
HS526	Herbs & Formulas III	4.0
HS526-L	Herbs & Formulas III Lab	0.5
HS527	Classical & Patent Formulas	2.0
WS502	Pathophysiology I	4.0
WS503	Diagnostic Skills & Imaging Techniques: Physical Exam & Lab Tests	4.0

	Term Total	18.5
--	------------	------

#### Term 3.2

AC523	Principles of AcuTheory & Point Combination	3.0
CS502	Clinic Supervised Practice / Trainee	2.0
HS528	Herbs & Formulas IV	4.0
HS528-L	Herbs & Formulas IV Lab	0.5
PL501	Herb-Drug Interactions & Ethics Using Herbs	1.0
WS504	Pathophysiology II	4.0
WS508	Pharmacology	3.0
	Term Total	17.5

#### Term 4.1

AT503	Injection Therapy I (Clinical Injections)	2.0
AT504	Injection Therapy II (Clinical Injections)	1.5
CS521	Injection Therapy Clinic	0.5
CS503	Clinic Supervised Practice / Trainee	2.0
HS530	Herbs & Formulas V	4.0
AHM536	Clinical applications of five elements	1.0
WS506	Diagnostic Skills & Imaging Techniques: Orthopedic Evaluation	3.0
WS507	Diagnostic Skills & Imaging Techniques: Radiology	1.0
WS509	Clinical Nutrition	3.0
	Term Total	18.0

#### Term 4.2

AHM 537	Gynecology	2.0
AHM 529	Internal Chinese Medicine I	3.0
HS 531	Herbs & Formulas VI	4.0
AHM 539	Case Studies & Therapy	4.0
CS 504	Clinic Supervised Practice/Trainee	1.0
CS 510	Clinic Intern	1.0
CS 511	Clinic Intern	2.0
	Term Total	17.0

#### Term 5.1

AHM 540	Internal Chinese Medicine II	3.0
AHM 541	Pediatrics	1.0
AHM 542	Eyes, Ears, Nose, Throat	1.0
AHM 543	External Chinese Medicine - Dermatology	1.0
WS 511	Biomedicine Review	2.0
CS 512	Clinic Intern	2.0
CS 513	Clinic Intern	2.0
CS 514	Clinic Intern	1.0
CS 515	Clinic Intern	2.0
	Term Total	15.0

#### Term 5.2

PL502	Practice Mgt, FL Laws & Rules, Medical Errors	3.0
AC 525	Acupuncture Review	2.0
AHM 544	Foundations Review	2.0
HS 533	Herbs Review	2.0
CS 516	Clinic Intern	2.0
CS 517	Clinic Intern	2.0
CS 518	Clinic Intern	2.0
	Term Total	15.0

### **Clinic Overview**

Training in the student clinic will combine practical experience with the theoretical knowledge studied in the didactic courses. The clinical program provides the opportunity to learn various Acupuncture and Herbal Medicine modalities from our clinical faculty. Through this practical experience, you will gain the skills necessary to competently practice Acupuncture and herbal Medicine. Your training will be guided by our highly trained staff and include business management, practice building, herbal formulation, acupuncture, diagnosis, lifestyle counseling, nutritional counseling, and adjunctive therapies.

### **Clinical Program Requirements**

The clinical experience is divided into three phases: Phase I - Clinical Observation (Observer); Phase II - Clinical Practice (Trainee); and Phase III - Clinical Internship (Intern). Student duties and responsibilities will change at each stage as knowledge and confidence increase. Completion of the clinical portion of the EWCNM program requires 900 hours of clinical practice and the treatment of 350 patients minimum.

## Course Descriptions

### AC402 Universal Precautions & Clean Needle Technique

1 semester credit hour

Prerequisites: None

This course teaches proper and sanitary needle technique, prohibitions to needling and moxibustion methods, handling of infectious materials, and prevention of spread of disease.

### \*AC403 Acuanatomy: Channel Theory & Pathology

2 semester credit hours

Prerequisites: None

This course examines channel theory and point theory in-depth. The purpose of this course is to explain the different classification of channels and points and introduce their function. It relates the channels to the corresponding organ and related organs and establishes the direction and depth of each channel.

### AC404 Acu-Anatomy: Channel Theory & Pathology II

4 semester credit hours

Prerequisites: AC402

This course reviews the location, function, and indication of all acupuncture points of the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder channels. It then examines in-depth the functions, indications, and contra-indications for point use, needling angle, and depth of those points.

### \*AC405 Instruments & Techniques

2 semester credit hours

Prerequisite: AC402 / AC403

This course will survey most of the instruments and techniques employed in the various styles of Chinese acupuncture with special reference to their clinical application.

### AC406 Acu-Anatomy: Channel Theory & Pathology III

4 semester credit hours

Prerequisite: AC402

This course reviews the location, function, and indication of all points of the regular channels of Kidney, Pericardium, Sanjiao, Gall Bladder, Liver, and the Conception and Governing vessels as well as extra points. It then examines in depth the functions, indications, and contra-indications for point use, and needling angle and depth of the major points and special extra points. It covers regional distribution of points on the head, face, neck, and upper and lower extremities.

### AC522 Microsystem Acupuncture

1 semester credit hour

Prerequisite: AC403 / AC404 / AC406

This course teaches the essentials of diagnosis and treatment of selected diseases with the holographic techniques of ear and scalp.

### \*AC523 Principles of Acupuncture Theory & Point Combination

3 semester credit hours

Prerequisite: AC403 / AC404 / AC406

In this course, students learn to combine points as part of the overall treatment plan according to TCM principles and methodology. They also learn to select points according to individual and synergistic actions within the channel systems. This course reviews the functions and uses of important point categories, individual points, the theory underlying point selection, and covers point prescriptions for common diseases.

### \*AC525 Acupuncture Review

2 semester credit hours

Prerequisites: AC403, AC404, AC405, AC 406, AC522, AC523

This course reviews and guides students to prepare them to pass the NCCAOM exam for Acupuncture and Point Location. This course will cover the different classification of channels and points and introduces their function, channel theory and point theory, instruments and techniques employed in the various styles of Chinese acupuncture with special reference to their clinical application, and uses of important point categories, individual points, the theory underlying point selection, and point prescriptions for common diseases. It also reviews the location, function, and indication of all acupuncture points, examines in-depth the functions, indications, and contra-indications for point use, needling angle, and depth, as well as essentials of diagnosis and treatment of selected diseases with the holographic techniques of ear and scalp.

### \*AT502 Alternative Medicine Therapies

1 semester credit hour

Prerequisites: None

This course is designed to expose students to alternative therapies in the field of natural Medicine. Each week a guest lecturer will present information related to complementary modalities and treatments that the practitioner might find useful in practice or as a referral.

### \*AT503 injection Therapy I

2 semester credit hours

Prerequisites: Intern phase of program

In accordance with FL 64B1, this course will teach the students the theoretical principles, and use of acupuncture injection therapy (AIT). It covers the proper administration and equipment needed as well as the history, differential diagnosis, contraindications, and precautions of acupuncture injection therapy. The course will be combined with homeopathy and acupuncture theory as well as clinical practice as required by the state.

**\*AT504 Injection Therapy II**

2 semester credit hours

Prerequisites: Intern phase of program

This course continues the study of injection therapy. In accordance with FL 64B1, this course will teach the students the theoretical principles, and use of acupuncture injection therapy (AIT). It covers the proper administration and equipment needed as well as the history, differential diagnosis, contraindications, and precautions of acupuncture injection therapy. The course will be combined with homeopathy and acupuncture theory as well as clinical practice as required by the state.

**CS 521 Injection Therapy Clinic**

Prerequisites: (Trainee phase)

Phase 2 student trainees begin treating patients under the direct supervision of licensed acupuncture physicians. This course provides hands-on clinical training in Acupuncture Injection Therapy (AIT). Students will apply their knowledge of AIT techniques under the supervision of licensed professionals, developing proficiency in administering injections for various conditions as part of a comprehensive acupuncture treatment plan. The course integrates practical experience with theoretical concepts learned in prior coursework.

**CS401-CS404 Clinical Phase I: Professional Observations**

7 semester credit hours

Prerequisites: CPR & First Aid; Pre- or Co-requisite: AC402

Clinic Observation is a student's first formal participation in the clinical application of Acupuncture and Herbal Medicine. Clinical observation provides students with the opportunity to observe first-hand how the practitioner manages a patient intake, implements diagnostic and assessment procedures, formulates, and carries out a treatment plan. Students will be introduced to the settings and routines of the student clinic and outside the professional clinic. Students will become familiar with routine procedures and clinical ethics. Students will observe practitioners working with basic Acupuncture and Herbal Medical equipment (i.e., Acupuncture needles, moxa, cups, and herbs). The proper handling, care and use of these tools will be learned through observation. The diversity of Clinic Observation provides students with various settings to see a wide variety of patients and how they respond to Acupuncture and Herbal Medicine.

**CS501- CS504 Clinical Phase II: Clinic Supervised Practice/Trainee**

7 semester credit hours

Prerequisites: AC402, CS404, current CPR (4 hrs.), First Aid (4 hrs.), passing of point location test and needling exercises, and final observer clinic evaluation.

Phase 2 student trainees begin treating patients under the direct supervision of licensed acupuncture physicians. Students will have a direct participatory role with patient care in the clinic including interviewing and examining the patient, providing a summary of findings to the supervisor from the evaluation and diagnosis and administering the supervisor approved treatment. In addition to performing acupuncture, trainees under direct supervision will prescribe herbal formulas and perform adjunctive therapies (i.e., guasha, cupping, moxibustion, electrical stimulation). The student clinic will provide students with the experience of a diversity of patients and health conditions.

**CS510– CS518 Clinical Phase III: Clinic Intern**

16 semester credit hours

Prerequisites: CS504, passage of point location tests, and final trainee clinic evaluation.

Phase 3 Student Interns broaden skills acquired during the previous years of study while building confidence in diagnosing and treating common complaints. Students will interview patients and form diagnosis and treatment plans that are approved or modified by their supervising licensed Acupuncture Physician. The clinic supervisor will ask interns to defend their diagnosis, point prescriptions, treatment protocols, and herbal prescriptions. Student Interns develop the skills and abilities necessary to work competently as independent Acupuncture Physicians upon graduation.

**Clinic Off-Site Internship Option**

2 semester credit hours

*Prerequisites: CS514 and 60 hours as intern; Current CPR and First Aid. Permission of Clinic and Academic Dean.* This off-campus program provides a unique clinical experience for students at local Western medical centers. It is conducted at the intern level, or phase III of clinical practice, under the supervision of licensed acupuncture physicians associated with the college. EWCMN is proud to be partnered with HealthSouth, one of the largest healthcare organizations in America, and Sarasota Memorial Comprehensive pain center. Here students have the opportunity to work in a collaborative biomedicine clinic. The 60 hours earned in the Clinic Off-Site Internship will be applied to the 270 hours required in Clinical Phase III: Internship.

**\*HS405 Herbal Theory**

1 semester credit hour

Prerequisites: AHM415

The purpose of this course is to familiarize the student with medical botany, Chinese herb terminology, properties, function, actions and indications, channels entered, formulation principles, methods of preparation, formula modification, and methods of dispensing of herbs.

**\*HS406 Herbs and Formulas I**

4 semester credit hours

Prerequisite: HS405

The first half of the course will cover chapters 1 & 2 of the Materia Medica: herbs that release the exterior and herbs that clear heat. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 1 & 2. Modifications to formulas will also be presented.

**\*HS525 Herbs and Formulas II**

4 semester credit hours

Prerequisite: HS405

The first half of the course will cover chapters 3, 4, & 5 of the Materia Medica: downward draining herbs, herbs that drain dampness, and herbs that expel wind-dampness. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 3, 4, & 5. Modifications to formulas will also be presented.

**\*HS526 Herbs and Formulas III**

4 semester credit hours

Prerequisite: HS405

The first half of the course will cover chapters 6, 7, & 8 of the material medica: herbs that transform phlegm and stop coughing, aromatic herbs that transfer dampness, and herbs that relieve food stagnation. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, and actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 6, 7, & 8. Modifications to formulas will also be presented.

**HS526-L Herbs and Formulas III Lab**

.5 semester credit hours

Prerequisites: None

In this lab class the student will work in the herbal dispensary, becoming familiar with individual raw herbs. The student will learn how particular herbs are stored and how they are prepared for herbal formulas.

**\*HS527 Classical & Patent Formulas**

2 semester credit hours

Prerequisite: HS405 / AHM423

This course familiarizes the student with various brands of common herbal patents, how to differentiate each company's formula, and proper selection of a formula. This class will also cover Classical Chinese Herbal Formulas from the Shan Han Lun and other texts.

**\*HS528 Herbs and Formulas IV**

4 semester credit hours

Prerequisite: HS405

The first half of the course will cover chapters 9, 10, & 11 of the material medica: herbs that regulate qi, herbs that stop bleeding and regulate the blood, and herbs that warm the interior and expel cold. The student will learn each herb's therapeutic property and flavor, channels entered, dosage, ad actions and indications. The second half of the course will cover the associated Chinese herbal formulas from chapters 9, 10, & 11. Modifications to formulas will also be presented.

**HS528-L Herbs and Formulas IV Lab**

.5 semester credit hours

Prerequisite: HS405

In this lab class the student will work in the herbal dispensary, becoming familiar with individual raw herbs. The student will learn how particular herbs are stored and how they are prepared for herbal formulas.

\*HS529 Nutrition & Diet Therapy 2 semester credit hours

Prerequisites: None

This course discusses nutritional principles from an AHM (Acupuncture and Herbal Medicine) approach. It includes the categorization of common food with regard to temperature, taste, and function. It discusses dietary advice for various conditions, preparation of common food/herbal formulas, and treatment of selected diseases.

\*HS530 Herbs and Formulas V 4 semester credit hours

Prerequisites: HS405

This is the first half of the formula series. It provides an introduction to the clinical application of herbal formulas including the strategies of using formulas, composition of formulas, and types of formulas. This course covers the herbal formulas in Chapters 1-8 of the Chinese Herbal Formulas and Applications by Chen & Chen.

\*HS531 Herbs and Formulas VI 4 semester credit hours

Prerequisites: HS405

This is the second half of the formula series. It provides an introduction to the clinical application of herbal formulas including the strategies of using formulas, composition of formulas and types of formulas. This course covers the herbal formulas in Chapters 9-22 of the Chinese Herbal Formulas and Applications by Chen & Chen.

\*HS533 Herbs Review 2 semester credit hours

Prerequisites: HS405, HS406, HS525, HS526, HS526L, HS528, HS528L HS529, HS530, HS531

The course reviews the information to successfully take and pass AMC's Herbal Comprehensive Exam and the NCCAOM Herbal Board Exam. This includes single herbs, formulas, and other additional information. Single Herbs will be reviewed first by functional category followed by the secondary energetics of these herbs. Formulas are studied according to functional categories and other types of differentiation.

\*AHM412 Chinese Medical Terminology 1 semester credit hour

Prerequisites: None

Terms specific to history, science, theory, and clinical applications of Traditional Chinese Medicine are covered in this course. Students learn both pinyin and English terms for TCM anatomy, physiology, theory, clinical concepts, acupuncture, and Chinese herbs. They learn basic pronunciation, some character recognition, tones, and attitude.

\*AHM413 History & Philosophy of Chinese Medicine 1 semester credit hour

Prerequisites: None

This course introduces the student to AHM development over its 2,500-year history. Attention is given to the classics and the development of Chinese medicine from Daoism as well as the present status of acupuncture in the US and internationally. This course also examines the conceptual roots of AHM philosophy including Yin/Yang, Five Elements, Wu Qi, and the Three Treasures. Included in the topics are a discussion of the different traditions in AHM as these relate to Chinese history, and a discussion of current professional trends inside and outside of the US and China.

\*AHM414 Chinese Medical Physiology 2 semester credit hours

Prerequisites: None

This course surveys the basic concepts of AHM physiology including fundamental substances of Qi, Blood, Jing, Shen, and Body Fluids, the functions, and characteristics of the Zang, Fu, and curious organs, yin and yang organ interrelationships, and the twelve officials and their relationship to the viscera.

\*AHM415 Chinese Medical Etiology & Pathology of Disease 1 semester credit hour

Prerequisites: None

This course explores Chinese medicine pathology (*Bing Ji*) including the internal and external causes, mechanisms of disease including: the six pernicious influences (external evils), the seven emotions (*Qi Qing*), diet, lifestyle, sexual and physical activity, and other factors.

#### AHM416 Tai Qi /Qi Gong I

1 semester credit hour

Prerequisite: none

Tai Qi Chuan is an internal martial art emphasizing the integration of relaxation, alignment of body physics, deep breathing, circulation of Qi and mind intent into smooth refined elegant movements. Qi Gong is an ancient art that trains the body to manipulate and cultivate Qi. The best goal is to maintain well-being in mind and body, disease, belief sickness and prolong life.

#### \*AHM417 Evaluation & Diagnostic Methods

4 semester credit hours

Prerequisites: AHM415 / AC403

This course covers the AHM Four Diagnostic Methods. The techniques and implications of these methods are examined for development of treatment plans. This course teaches how to evaluate and diagnose patients according to Observation (Wang), Auditory and olfaction (Wen), Inquiry (Wen), palpation (Qie), differential diagnosis, and includes tongue & pulse diagnosis. The diagnostic implications uncovered by these methods are examined for the development of treatment principles.

#### \*AHM418 Differentiation of Syndromes: Pathogenic Factors & 8 Principles

2 semester credit hours

Prerequisites: AHM415 / AC403

The first half of this course covers the Process of identification of disease according to the Eight Principles, which include the categories of Yin/Yang, Interior/Exterior, Hot/Cold, and Excess/Deficient. The second half of this course investigates the pathological changes that occur when the body is affected by the 6 exogenous pathogenic factors, the seven emotions, food, overwork, trauma, and parasite damage.

#### \*AHM419 Differentiation of Syndromes: Qi, Blood & Fluids

1 semester credit hour

Prerequisites: AHM414 / AHM415

This course describes the patterns of the basic disharmonies of Qi, Blood, and Body Fluids, such as deficiency, stagnation, rebellion of Qi, stasis, heat, and loss of blood, edema, phlegm, and deficiency of fluids.

#### \*AHM420 Differentiation of Syndromes: Internal Organs

4 semester credit hours

Prerequisites: AHM417 / AHM418 / AHM419

This course teaches the differentiation of syndromes of the Zang and Fu internal organs based on the signs and symptoms that arise when these organs are out of balance. These diagnostic methods serve as the foundation for AHM diagnostic patterns upon which future advanced study rests.

#### \*AHM423 Differentiation of Syndromes: 6 Stages, 4 Levels, 3 Burners

1 semester credit hour

Prerequisites: AHM417 / AHM418 / AHM419 / AHM420 / HS405

This course focuses on the differentiation of syndromes for infectious diseases. Topics include: Six Stages Theory, Four Levels Theory, and Three Burners Theory as formulated by Zhang Zhong Jing, Ye Tian Shi, and Wu Ju Tong respectively.

#### AHM424 Tui Na II

2 semester credit hours

Prerequisites: AHM421

Tui Na includes massage, acupressure, and manipulation techniques used to re-establish normal flow of Qi in the body. This course introduces the student the principles and practice of Tui Na and teaches the treatment of specific disorders.

#### \*AHM528 Internal Chinese Medicine I

3 semester credit hours

Prerequisites: AC523 / AHM417 / AHM418 / AHM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

This course examines a number of medical diseases in the field of internal medicine. Each disease as identified in both the biomedical and AHM terminologies. The purpose of this course is to train the student to identify diseases by ideology, pathology, differentiation of syndrome, AHM treatment principle, method, appropriate modality, and other concepts.

#### \*AHM536 Clinical Applications of Five Elements

1 semester credit hour

Prerequisites: AC403 / AHM417 / AHM420

This course describes signs and symptoms identified with the five elements (Wu Xing) including fire, earth, metal, water, and wood. Clinical manifestations of promoting, acting, overacting, and insulting sequences of the Five Elements are presented.

\*AHM537 Gynecology 2 semester credit hours

Prerequisites: AC523 / AHM417 / AHM418 / AHM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

This course explores the health issues of women in detail by examining a number of specific gynecological diseases. Diseases such as menstrual diseases, leucorrhea diseases, pregnancy diseases, puerperalism and other gynecological diseases are identified in both the biomedical and Acupuncture and Herbal Medical terminologies. This course covers the etiology, diagnosis, differentiation, and AHM treatment methods. Case studies are presented.

\*AHM539 Case Studies & Therapy 4 semester credit hours

Prerequisites: AC523 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

This course presents and discusses case studies from clinical observation and experience as well as from selected readings including analyses of treatment plans and principles for selected diseases. Meanwhile, standards of medical records in TCM will be concerned in this course.

\*AHM540 Internal Chinese Medicine II 3 semester credit hours

Prerequisites: AC523 / AHM528

This advanced course examines a number of medical diseases in the field of internal medicine. Each disease is identified in both the biomedical and AHM terminologies. The purpose of this course is to train the student to identify diseases by etiology, pathology, differentiation of syndrome, AHM treatment principle, method, appropriate modality, and other clinical concepts are discussed.

\*AHM541 Pediatrics 1 semester credit hour

Prerequisites: AC523 / AHM417 / AHM418 / AHM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

The specialty of Pediatrics is the study of the health of children. According to AHM, there is a relationship between the internal organs and the five sense organs. The purpose of this course is to examine several diseases as to the AHM concept, the diagnosis, and the appropriate treatment methods.

\*AHM542 Eye, Ear, Nose & Throat (EENT) 1 semester credit hour

Prerequisites: AC523 / AHM417 / AHM418 / AHM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

The specialty of Ophthalmology and Otorhinolaryngology is the study of eye, ear, nose, mouth, and throat. According to AHM, there is a relationship between the internal organs and the five sense organs. The purpose of this course is to examine several diseases as to the AHM concept, the diagnosis, and the appropriate treatment methods.

\*AHM543 External Chinese Medicine 1 semester credit hour

Prerequisites: AC523 / AHM417 / AHM418 / AHM419 / HS405 / HS406 / HS525 / HS526 / HS528 / HS530

This course is the study of external Chinese medicine-dermatology, which deals with skin lesions, visible and palpable at the body surface. Treatment focuses are on skin disease and subcutaneous diseases.

\*AHM544 Foundations of Chinese Medicine Review 2 semester credit hours

Prerequisites: AHM412, AHM413, AHM414, AHM415, AHM416, AHM417, AHM418, AHM419, AHM420, AHM421, AHM424, AHM528, AHM535, AHM536, AHM537, AHM539, AHM540, AHM541, AHM542

This course reviews and guides students to prepare them to pass the NCCAOM exam for Foundations of Chinese Medicine. This course will cover Acupuncture and Herbal medical terminology, history and philosophy of Chinese medicine, basic concepts of AHM physiology including fundamental substances of Qi, Blood, Jing, Shen, and Body Fluids, the functions and characteristics of the Zang, Fu, and curious organs, yin and yang organ interrelationships, and the twelve officials and their relationship to the viscera, evaluation and diagnostic methods, qi, blood, and body fluids along with their disharmonies.

\*PL405 HIV/AIDS & Hepatitis Disease Prevention 2 semester credit hours

Prerequisites: None

The information covered in this class will discuss the known incidence and prevalence of HIV and AIDS globally and in the USA. The class will identify the viral agents and their means for transmission, emphasizing potential transmission to health care workers that might be exposed to blood. Rationale for sanitary needle technique will be emphasized.

- \*PL406 Human Service Skills & Ethics** 1 semester credit hour  
 Prerequisites: None  
 This is a course on communication skills, verbal and nonverbal, learning and teaching styles and their use in communication, listening, counseling, explaining, and teaching; trust and confidentiality; recognition of emotional stress and ability to make appropriate referral; counseling and integration of other therapeutic modalities; informed consent, difficult clients, family considerations and coping with family members; professional place in the community; selling what is prescribed; treatment of relatives and friends, ethical and boundary considerations; and sexual ethics in treatment relationships.
- \*PL407 Medical Records** 1 semester credit hour  
 Prerequisites: None  
 This course focuses on all aspects of proper record maintenance including patient files, HIPAA compliance issues, informed consent, and the basics of medical report writing.
- \*PL409 Clinical Research Methods and design** 1 semester credit hour  
 Prerequisites: None  
 This course is designed to provide the student with the skills to conduct general literature searches in the medical library and from on-line databases and introduces the methodology of clinical research.
- \*PL501 Herb-Drug Interactions & Ethics Using Herbs** 1 semester credit hour  
 Prerequisites: HS527  
 This course trains the student to recognize and understand the pharmacological nature and clinic consequences of herb- drug interactions. The information in this class will include the pharmacokinetics and pharmacodynamics of herbal compounds; and will discuss potential drug interactions of individual herbs. Evidence-based medicine related to sources of scientific information on herbal toxicity are discussed.
- \*PL502 Practice Management** 3 semester credit hours  
 Prerequisites: None  
 In this course students will learn how to set up, promote, and manage an acupuncture practice including general principles of accounting, marketing, insurance billing, fee schedules, regulatory requirements, liability insurance, and record keeping. This course will also explore ethics related to the practice of acupuncture and AHM. This course includes 2 hours of Medical Errors and 20 Hours of Florida Laws and Rules, which govern the professional practice of acupuncturists in Florida.
- \*WS415 Biomedical Terminology** 1 semester credit hour  
 Prerequisites: None  
 This course provides an overview of Western medical terminology used to describe biology, pathology, anatomy, and physiology or disease conditions and related clinical terms.
- \*WS416 General Biology** 2 semester credit hours  
 Prerequisites: None  
 This introductory course covers basic biological principles with an emphasis on biomedical topics including cellular and animal biology.
- \*WS417 Anatomy & Physiology I** 3 semester credit hours  
 Prerequisites: None  
 Western course in anatomy and physiology to review the structures, kinds, and functions of cellular organelles, tissues, and organ systems of integumentary and nervous systems of the body and functions of the skeletal and muscular systems will be covered.
- \*WS418 Anatomy & Physiology II** 2 semester credit hours  
 Prerequisites: None  
 Western course in anatomy and physiology to discuss the important aspects of anatomy of the bones, muscles, and joints.
- \*WS 421 Medical Biochemistry** 2 semester credit hours  
 Prerequisites: None  
 This course emphasizes the importance of the atoms, ions, and molecules which make up the human body. The student is introduced to the structure of atoms and how molecules are formed. Crucial ions and their actions in the body are

emphasized. Common chemical elements and their symbols are discussed. Students are introduced to salts, acids, bases and buffers, and their roles in the body. The major functions of organic molecules are discussed. The emphasis of this course is on human biochemistry in a physiological context that has clinical relevance.

**\*WS425 Applied Psychology and Addiction**

2 semester credit hours

Prerequisites: None

This fundamental course provides an overview of the various schools of psychological thought including theories of attention, development, personality, and theories of learning. The goal is to enhance students' understanding and interpersonal skills as they may occur in the clinic. It will provide the future practitioner with communication tools appropriate for the best practices with a wide variety of clients. The course also examines the psycho-social and cultural landscape of addiction.

**\*WS500 Anatomy & Physiology III**

4 semester credit hours

Prerequisites: WS417 / WS418

This course reviews the systems of the body and their functions and completes western anatomy and physiology requirements.

**\*WS502 Pathophysiology I**

4Semester Credit Hours

Prerequisite: WS500

This course introduces the student to the medical science concerned with diseases – pathology. It teaches the basic Concepts of pathogenesis an ideology and looks at disease from the perspective of clinical medicine. It provides knowledge necessary for the student to identify symptoms and emergency conditions that might require referrals. It reviews pathology and covers the major disease categories by organ systems.

**WS503 Diagnostic Skills & Imaging Techniques: Physical Examination and Lab Tests**

4 semester credit hours

Prerequisite: WS500

This course teaches two areas of biomedical diagnostics: (1) physical examination, and (2) laboratory tests. It introduces the student to the basic diagnostic skills required in the healthcare clinic including vital signs (blood pressure, heart rate, temperature), health history, techniques of examination (auscultation and palpation), and the clinical skills required to perform a competent exam. The clinical rationale behind examination and testing is explained as the basis for establishing a biomedical diagnosis. It also introduces the use of basic and comprehensive laboratory tests as a diagnostic method including CBC, blood chemistry, lipids, liver functions, electrolytes, and the urine analysis.

**\*WS504 Pathophysiology II**

4 semester credit hours

Prerequisite: WS500

This course introduces the student to the medical science concerned with diseases – pathology. It teaches the basic concepts of pathogenesis and etiology and looks at disease from the perspective of clinical medicine. It provides knowledge necessary for the student to identify symptoms and emergency conditions that might require referrals. It covers diseases of the urinary tract, male and female reproductive systems, endocrine system, skin, bones and joints, muscles, nervous system, eye and ear.

**\*WS506 Diagnostic Skills & Imaging Techniques: Orthopedic Evaluation**

3 semester credit hours

Prerequisite: WS500

This course is an overview of orthopedic and neurological patient assessment of the cervical and lumbar spine, shoulder, and extremities. Students are introduced to standards for charting musculoskeletal conditions and how to write their findings in a narrative report.

**\*WS507 Diagnostic Skills & Imaging Techniques: Radiology**

1 semester credit hour

Prerequisite: WS500

This course is the second in a three-part series designed to develop the skills needed to recognize the subjective and objective signs of disease seen in clinical practice. Radiology focuses on the fundamental knowledge and clinical relevance of the vast variety of imaging studies available, and the advantages and disadvantages of each kind.

**\*WS508 Pharmacology**

3 semester credit hours

Prerequisites: WS419 / WS501

This course presents an overview of the terminology of pharmacology and provides an overview of the pharmacology of common therapeutic agents. The course is designed to teach general concepts of clinical pharmacology. Students learn how to access and utilize resource material including the Physicians Drug Reference (PDR), Drug manuals, and online sites.

\*WS509 Clinical Nutrition

3 semester credit hours

Prerequisites: WS501 / WS500

This course is designed to integrate a working knowledge of nutritional science related to therapeutic approaches. Topics include terminology, biochemistry, metabolic balance, kinds of nutrients and various uses for those in body, problems with deficiencies or excesses, and examples of nutritional needs for certain common pathologies.

\*WS511 Biomedicine Review

2 semester credit hours

Prerequisites: WS415, WS416, WS417 WS418, WS419, WS500, WS501, WS502, WS503, WS504, WS505, WS506, WS507, WS508, WS509

This course reviews and guides students to prepare them to pass the NCCAOM exam for Foundations of Acupuncture and Herbal Medicine. This course will cover Acupuncture and Herbal medical terminology, history and philosophy of Chinese medicine, basic concepts of AHM physiology including fundamental substances of Qi, Blood, Jing, Shen, and Body Fluids, the functions and characteristics of the Zang, Fu, and curious organs, yin and yang organ interrelationships, and the twelve officials and their relationship to the viscera, evaluation and diagnostic methods, qi, blood, and body fluids along with their disharmonies.

<b>Name</b>	<b>Job Title</b>	<b>Subject Area</b>	<b>Credentials</b>
Feleke, Yoseph	Chief Academic Officer / Faculty	Biomedicine Acupuncture Chinese Medicine	MD – Shanghai Medical University PHD – University of Science of Art & Technology MSOM – Midwest College of Oriental Medicine
Wu, Halin	President / Faculty	Biomedicine Acupuncture Chinese Medicine	PHD – University of Science of Art & Technology DAOM – Midwest College of Oriental Medicine BS – Nutrition, MCOM, Chicago MS – DuPaul University
Wong, Shang Hong Li	TCM Department Head Adjunct Faculty	Acupuncture Chinese Medicine	MSOM – Acupuncture & Massage College
Matcha, Ramesh	Biomedicine Department Head Adjunct Faculty	Biomedicine	MD – Gandhi Medical College MS – Grand Canyon University MPH – Westcoast University
Park, David	Clinic Supervisor	Acupuncture Chinese Medicine	MSOM – South Baylor University
Hayden, Robert	Adjunct Faculty	Acupuncture Chinese Medicine	DACM – American College of TCM MSOM – Midwest College of OM
Morgues, William	Adjunct Faculty	Biomedicine	MD – St. Matthews University MSN – Florida International University
Wang, Chunyan	Adjunct Faculty	Acupuncture Chinese Medicine Biomedicine	PHD – University of South Florida MSOM – East West College of Natural Medicine MS – Fujian Normal University

## Administration Listing

Name	Job Title
Orien Tulp	President
Wu, Hailin	V/President
Yoseph Feleke	Campus director
Robert Hayden	Chief Academic officer
Evans, Margaret Carol	Director of Financial Aid & Administrative Services
Liu, Xiaodan	Registrar / Student Service
Jin, Lei	Administrative Assistant / Career Services Officer

## Academic Calendar

East West College of Natural Medicine schedules ten terms in a calendar year. Each term meets for five weeks. The Master of Science in Acupuncture and Herbal Medicine (MSAHM) program schedules three terms in a calendar year that meet for fifteen weeks each.

East West College of Natural Medicine observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787, signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

2024		2025	
Term Dates		Term Dates	
Start	End	Start	End
01/02/2024	04/14/2024	01/06/2025	04/20/2025

## Holidays and Make-Up Days

Holiday	2024		2025	
	Actual Day	Make-Up Day	Actual Day	Make-Up Day
Memorial Day	5/27/2024	5/31/2024	5/26/2025	05/30/2025
Independence Day	7/4/2024	7/12/2024	7/4/2025	7/11/2025
Labor Day	9/2/2024	9/6/2024	9/1/2025	9/5/2025
Thanksgiving	11/28/2024 - 12/01/2024		11/27/2025- 11/30/2025	
Winder Break	12/16/2024 – 01/01/2025	1/5/2025	12/19/2025- 1/4/2026	