

STUDENT GRIEVANCE POLICY

Students with a grievance about a specific staff or faculty member or any other concern are asked first to attempt to resolve the situation with the individual directly. If the student feels that the grievance was not resolved satisfactorily, the student then must submit his or her grievance in writing to the Director of Student Affairs. The Director will meet with the student, gather any additional information needed, and attempt to resolve the situation. If the student believes that the grievance has not been satisfactorily resolved, the student can request the grievance be brought to the Chancellor, who will meet separately with the student and with the individual grieved upon, and in consultation with the CEO/President, will make a final determination as to how the grievance will be resolved. If the student is not satisfied that ICAOM has adhered to this policy or been fair in its handling of the grievance, the student may contact the following agencies:

Hawaii Post-Secondary Education Authorization Program (HPEAP)

Dept. of Commerce & Consumer Affairs
335 Merchant Street, Rm. 310, Honolulu, HI 96813
cca.hawaii.gov/hpeap
(808) 586-PEAP (7327) hpeap@dcca.hawaii.gov

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

8941 Aztec Drive, Eden Prairie, MN 55347
www.acahm.org
(959) 212-2434 info@acahm.org

CAMPUS SECURITY AND THE CLERY ACT

The Federal Campus Security Act of 1990 requires that all colleges and universities receiving federal funds provide annual statistics on several specific categories of crime to the government and to the members of the college community by October 1st of each year. Any crime occurring on campus or on the streets and sidewalks directly adjacent to the campus must be reported to the President/CEO (808-521-2288). ICAOM's Annual Security Report can be found on U. S. Department of Education website:

<http://ed.gov/admins/lead/safety/campus.html#data>

According to published data for the past year, no violent crimes were reported at the Chinese Cultural Center building where ICAOM is located. Within a surrounding one mile radius, there were several reports of thefts from vehicles and vandalism. Overall, Honolulu tends to have a lower violent crime rate than other large cities, and a

somewhat higher rate of thefts from vehicles. Compared to 2020, the 2021 rate of violent crime is expected to continue a downward trend.

The area surrounding ICAOM has the characteristics of the downtown in any large city: During the daytime there are hundreds of people involved in business and shopping; late at night there are fewer people around. In other words, just use common sense. The Honolulu Police Chinatown Substation is less than three blocks from ICAOM, and provides a greater police presence than many other parts of the city. Specific data on reported crimes can be found on www.honoluluupd.org/statistics and www.crimemapping.com.

CRIME AWARENESS AND PREVENTION

Reporting Emergencies: Emergencies include crimes that are in progress or about to happen, and ones that have resulted in serious personal injury, property damage, or property loss. They also include situation in which the suspect may still be at the scene and some suspicious activities. By calling 9-1-1 you will be linked to the appropriate police as well as fire fighting, medical, and ambulance services.

Reporting Non-Emergencies: To report some non-emergency crimes you can file a police report online or call: Honolulu Chinatown Police substation on
79 North Hotel Street
808-529-3932.

Crimes and suspicious activities that fall into this category are:

- those that don't involve serious personal injury, property damage or property loss,
- ones in which there is no possibility that the suspect is still at the scene or is likely to return to the scene,
- and ones for which an immediate response is not needed.

If there is any doubt as to whether the situation is an emergency, it is better to be on the safe side and call 9-1-1.

24 hour security 864-1033
Garage Security 864-0528
Securitas Dispatch 842-4800

The names below provide the contact information for all reports related to actual or potential criminal activity on campus. ICAOM Campus Security Contacts:

Academic Coordinator at: 521-2288 or info@orientalmedicine.edu