



Institute of Clinical Acupuncture & Oriental Medicine

Master of Acupuncture (MAc)
with a
Chinese Herbal Medicine Specialization

Doctor of Acupuncture (DAc)
with a
Chinese Herbal Medicine Specialization

2021 - 2022 CATALOG
Revised 9/28/2021

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ICAOM ACADEMIC CALENDAR

SPRING 2022 – FALL 2024

	<u>SPRING 2022</u>	<u>SUMMER 2022</u>	<u>FALL 2022</u>
Registration Period	November 15 – December 11, 2021	March 28 – April 23, 2022	July 25 – August 20, 2022
Instruction Begins	January 10	May 9	September 6
Add Classes Last Day	January 17	May 16	September 13
Drop Classes Last Day	January 29	May 28	September 26
Final Exams	April 18-23	August 15 – 20	December 12 – 17
Instruction/Term Ends	April 23	August 20	December 17
Holidays	New Year's Day Martin Luther King Day	Memorial Day Independence Day	Labor Day Veterans Day Thanksgiving Day

	<u>SPRING 2023</u>	<u>SUMMER 2023</u>	<u>FALL 2023</u>
Registration Period	November 21 – December 17, 2022	May 27 - April 22, 2023	July 24 – August 19, 2023
Instruction Begins	January 9	May 8	Sep 5
Add Classes Last Day	January 16	May 15	Sep 12
Drop Classes Last Day	January 28	May 27	Sep 25
Final Exams	April 17 – 22	August 14 - 19	December 11– 16
Instruction/Term Ends	April 22	August 19	December 16
Holidays	New Year's Day Martin Luther King Day	Memorial Day Independence Day	Labor Day Veterans Day Thanksgiving Day

	<u>SPRING 2024</u>	<u>SUMMER 2024</u>	<u>FALL 2024</u>
Registration Period	December 1 – December 16, 2023	March 25 – April 20 2024	July 19 – August 14, 2024
Instruction Begins	January 8	May 6	September 2
Add Classes Last Day	January 15	May 13	September 9
Drop Classes Last Day	January 22	May 20	September 16
Final Exams	April 15-20	August 12 - 17	December 9 – 14
Instruction/Term Ends	April 20	August 17	December 14
Holidays	New Year's Day Martin Luther King Day	Memorial Day Independence Day	Labor Day Veterans Day Thanksgiving Day

(This calendar supersedes any previous edition published by ICAOM)

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Message from the Founder and President

Aloha! Thank you for your interest in our program of acupuncture and Oriental Medicine. We are proud to have a faculty who are among the best, with many years of experience behind them. The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is committed to the growth and development of each student. It offers students a learning environment that promotes the highest levels of academic performance.

During the last thirty years, Acupuncture and Oriental Medicine has been one of the fastest growing fields of health care in the United States. Since its entrance into mainstream American consciousness in 1971, it has rapidly become an important method in the prevention and treatment of disease. In May 1993, the United States Food and Drug Administration estimated that there was 9 to 12 million patient visits each year for acupuncture, and in March 1996 classified acupuncture needles safe and effective as Class II medical devices. The National Institute of Health issued a statement in 1997 stating that there is clear evidence that acupuncture is effective for treating pain and nausea associated with pregnancy, chemotherapy, surgery, and is helpful with many other pain related conditions.

In a study from Beth Israel Deaconess Medical Center and Harvard Medical School, researchers found that 1 in 30 Americans using mind-body therapies had been referred by a medical provider. The Archives of Internal Medicine published that 1 in 4 hospitals now offer an alternative medicine option. The 2012 survey from NHIS published that within a 5-year period, acupuncture users increased from 4% to 6% and that acupuncture can be used with conventional medicine in the treatment of both acute and chronic disease. NCCAOM announced that in the year 2018, 1) 47 states now endorse acupuncture practice, 2) the VA has accepted Board certified acupuncturists to treat pain and addiction for veterans and, 3) that the U.S. Bureau of Labor has recognized the acupuncturist as a federally recognized labor classification category.

The demand for qualified acupuncturists throughout the world continues to grow as more people turn to holistic health care and experience the wonderful results that acupuncture, and Oriental Medicine offers. It is our utmost concern that all students who graduate from our program are not only qualified but also completely confident in their ability to accurately diagnose and successfully treat diseases. The program at ICAOM is for anyone who wants to be challenged and has the desire to strive unremittingly towards excellence.

Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.
Founder, President/CEO

Message from the Chairman of the Governing Board

Thank you for looking into the Institute of Clinical Acupuncture and Oriental Medicine (ICAOM). You are looking to pursue an academic program to become a practitioner of one of the major healing arts in modern medicine.

The demand for qualified acupuncturists continues to grow as we see more integration of all traditional healing arts with western medicine practices, working together towards the best outcomes for individuals and their health concerns.

The Institute of Clinical Acupuncture and Oriental Medicine has evolved over the last twenty-five years and continues to improve in providing dedicated faculty, a strong academic curriculum and supporting facilities. This will give you an in-depth training environment and prepare you to become an exceptional healer with the essential elements to achieving and maintaining a balanced healthy lifestyle.

We welcome your interest and consider it a privilege to participate in fulfilling your educational and professional goals. Being here says that you care about others and want to make a difference. We are honored that you may choose to be with us, and I wish you all the best.

Eugene M.C. Lee, M.D.
Chairman of the Governing Board

ACCREDITATION AND AUTHORIZATION

The Institute of Clinical Acupuncture and Oriental Medicine and its Master of Acupuncture (M.Ac.) program with a Chinese herbal medicine specialization are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; www.acaom.org

The Institute of Clinical Acupuncture and Oriental Medicine Doctor of Acupuncture program, approved to begin enrolling students, is not yet accredited or pre-accredited by ACAHM. Graduates of this program are not considered to have graduated from an ACAHM-accredited or pre-accredited program and may not rely on ACAHM accreditation or pre-accreditation for professional licensure or other purposes.

This doctoral program is eligible for ACAHM accreditation, and ICAOM is currently in the process of seeking ACAHM pre-accreditation/accreditation for the program. However, ICAOM can provide no assurance that pre-accreditation or accreditation will be granted by ACAHM.

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
8941 Aztec Drive,
Eden Prairie, MN 55347
Phone (952) 212-2434, Fax: (301) 313-0912.
www.acaom.org

The Institute is authorized to operate by:

Hawai'i Post-Secondary Education Authorization Program (HPEAP)
Department of Commerce & Consumer Affairs
335 Merchant Street, Rm. 310, Honolulu, HI 96813
(808) 586-7327 www.cca.hawaii.gov/hpeap

The Institute is approved by:

California Acupuncture Board, Department of Consumer Affairs
1747 North Market Boulevard, Suite 180
Sacramento, CA 95834
(916) 515-5200
www.acupuncture.ca.gov

- ICAOM is approved by the Hawaii State Board of Acupuncture.
- ICAOM is licensed by the Hawaii State Department of Education.
- ICAOM is approved to participate in Title IV Students Loans by the United States Department of Education and approved to enroll non-immigrant students (F-1) by the United States Department of Immigration.
- ICAOM is approved for Veteran's education benefits by the State Approving Agency for Higher Education.
- ICAOM is a member of the Council of Colleges of Acupuncture and Herbal Medicine

MISSION STATEMENT

The Institute of Clinical Acupuncture and Oriental Medicine dedicates itself to the advancement of educational, clinical, and professional excellence, fostering the development of competent and skillful Oriental Medicine practitioners, and promoting Oriental Medicine in the local and global communities.

PROGRAM GOALS

Our graduates will understand and be able to apply the principles, philosophies, and methods of Oriental Medicine.

Our graduates will be knowledgeable about Biomedicine and other healing arts, and will be able to make informed and appropriate referrals.

Our graduates will meet the educational requirements to qualify for both National Board Certification and professional licensing in the State of Hawaii.

Our Institute will strive to provide opportunities for our faculty to advance their knowledge and skills in order to enhance their ability to become leaders in their fields.

MASTER'S PROGRAM STATEMENT OF PURPOSE:

The purpose of the Master of Acupuncture (MAc) program with a Chinese Herbal Medicine specialization is to prepare healthcare providers for private practice with a proficiency in Acupuncture and Chinese Herbal medicine.

DOCTORATE'S PROGRAM STATEMENT OF PURPOSE:

The purpose of the Doctor of Acupuncture (DAc) program with a Chinese Herbal Medicine specialization is to prepare graduates to become collaborative health providers with a foundation in evidence-based and evidence-informed practice.

PROGRAM LEARNING OUTCOMES

Graduates of the **Master of Acupuncture** with a Chinese Herbal Medicine Specialization program at ICAOM will be:

- be able to accurately formulate comprehensive treatment plans based on differential diagnoses utilizing acupuncture, Chinese Herbology, and adjunctive therapies that include tui na, moxibustion, cupping, auricular therapy, and diet and lifestyle principle;
- understand the body from the Biomedical perspective and identify conditions requiring referral to other healthcare providers when necessary;
- be able to communicate effectively with their patients, other healthcare providers and their community about the efficacy, safety and principles of acupuncture and Oriental Medicine;
- understand the ethical and legal requirements of the acupuncture and Oriental Medicine profession;
- enter the profession with the knowledge and skills necessary to provide compassionate, ethical and professional services to their community;
- be assets to the larger community of Oriental Medicine practitioners, supporting local, national and international organizations that promote the practice and education of Oriental Medicine.

Graduates of the **Doctor of Acupuncture** with a Chinese Herbal Medicine Specialization program at ICAOM will be:

- prepared to become licensed healthcare providers and abide by the ethical and legal requirements of the Acupuncture and Oriental Medicine (AOM) profession;
- able to formulate and implement a comprehensive treatment plan based upon a differential diagnosis consistent with the theories and practices of AOM, utilizing various modalities including acupuncture and herbology, in the service of their patients;
- prepared to work collaboratively with patients and other healthcare providers, as well as the broader medical community, communicating effectively about the safety and efficacy of AOM as an evidence-based and evidence-informed practice;
- knowledgeable of Biomedicine and able to make informed and appropriate referrals to other healthcare providers when it is in the best interests of their patients.
- committed to professional development through life-long learning, and supporting local, national, and international organizations promoting AOM.

STATEMENT OF INTEGRITY

ICAOM holds the core values of integrity and compassion in the practice of Acupuncture and Oriental medicine in the utmost esteem and seeks to graduate students who wish to engage at that level. ICAOM places the healing relationship first and the well-being of the individual as we strive to build a true community based on respect and caring.

At ICAOM, we adhere to the paramount standards of trust and honesty, of moral and ethical values through our personal principles and professional behavior by living our values and exemplifying those values every day. Trust and trustworthiness go in hand in hand with how we demonstrate our understanding of these principles and how we sustain a culture that is based on ethical conduct.

ICAOM ensures institutional stability, growth and innovation through strategic planning and best practices, and place institutional integrity at the forefront of all decisions and actions through transparency and honesty. We accept our responsibilities and shared leadership in a spirit of democracy and subject ourselves to the highest standards of public trust as we hold ourselves accountable to our words and actions.

To ensure integrity, we champion freedom of expression with academic freedom, and open inquiry in the best interest of education. We place a higher value on expanding and sharing knowledge in support of the standards of excellence than on recognition or ownership.

Our personal and professional development embraces human and intellectual diversity as we uphold the highest standards of fairness, respect, equality in the rights of others, and treat all individuals with dignity. We reject all manners of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the Institute, or any of the other differences among people which have been excuses for misunderstandings, dissension, or hatred.

We recognize and cherish the richness contributed to our lives by diversity.

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THE CAMPUS

The Institute of Clinical Acupuncture & Oriental Medicine (ICAOM) was established in 1996 in Honolulu, Hawaii, to provide education and training for students wishing to become acupuncture and Chinese medicine practitioners.

Initially, ICAOM offered a Certificate of Completion diploma in acupuncture and graduated its first class of practitioners in 1997. However, in that same year, the founders Drs. Catherine and Wai Low decided to offer a more mainstream model of education in Oriental medicine than had been available in Hawaii.

As a result, in 1999, ICAOM enrolled its first class in its Master of Science in Oriental Medicine program, and in 2002 the program was accredited by the Accreditation Commission for Acupuncture and Oriental Medicine that is the recognized agency for preparing acupuncture and Oriental Medicine practitioners recognized by the U.S. Department of Education.

ICAOM is located on the second floor of the Chinese Cultural Plaza in downtown Honolulu encompassing 3000 square feet of space. The school operates its own clinic, with a comfortable Waiting Room, several Treatment Rooms, and an Herbal Dispensary that is stocked with both dried loose herbs and many prepared (Patent) formulas. The Main Classroom can also accommodate seminars and continuing education events for as many as 30 people, and the Library is an ideal place for the individual student, a group study, or formal meetings. The Administrative Offices are also located on the premises (see floor plan back of catalogue).

ICAOM also offers the clinical externship in China as an elective for those students who wish to experience the roots of Chinese medicine. The opportunity embraces three weeks of study that includes hospital rotations at Guangzhou University of Traditional Chinese Medicine or at the Chengdu University of Traditional Chinese Medicine. In addition, students can visit the Guangzhou Chinese Medicine Museum.

The Chinese Cultural Plaza provides access to an enormous variety of cultural shops, restaurants, and attractions. ICAOM's student population is comprised of diverse cultures that provide a positive learning environment to support the healing mission.

TRANSPORTATION & PARKING

Reliable personal transportation is recommended, although Oahu has an inexpensive, extensive, and dependable public transportation system (TheBus). For TheBus schedules call 808-848-5555.

Parking is available in the Chinese Cultural Plaza, as well as along nearby streets. A list of current rates & hours of operation for parking in the Plaza with a validation stamp on the parking ticket will be provided upon request from the administration.

LIBRARY

The ICAOM has its own library of learning resources and supports the academic and clinical program by providing an ever-growing collection of books, journals, and audio-visual learning resources on Acupuncture and Oriental Medicine. In addition to this collection, ICAOM's library has many other books on the natural sciences, Biomedicine, nutrition, and Complementary and Alternative Medicine, as well as a Chinese Language collection. All of the materials, services, and related equipment are available to students, faculty, and staff in order to facilitate and improve learning, foster inquiry and intellectual development, and support the educational program. ICAOM also maintains a Reference library of important texts that are always available for use in the Teaching Clinic or classroom. The library has computer workstations with Internet access, broadband wireless Internet service for students to access learning resources and has developed an on-line library catalog.

The library is conveniently housed on the premises, and is open from 10:00 am to 5:00 pm, Monday through Friday, or by appointment for use during other hours. In addition, students should obtain a library card from the Hawaii State Library that is within walking distance from the Institute. The ICAOM library is an affiliate member of the National Network of Libraries of Medicine.

On line Library Catalog:

<http://maple.cybertoolsforlibraries.com/cgi-bin/CyberHTML?ICAOMHO>

The Master of Acupuncture (MAc) with a Chinese Herbal Medicine Specialization Degree Program

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) has created a comprehensive professional degree program that leads to a Master of Acupuncture (MAc) with a Chinese Herbal Medicine Specialization Degree Program. The curriculum, totaling 3,240 hours (180 credits) of academic and clinical education, is designed to provide our students with a strong foundation in the theory, philosophy, and practice of Oriental Medicine, the various treatment modalities employed, as well as the biomedical model of health and disease. As students' progress through the curriculum, they gradually move towards becoming independent practitioners in this rapidly growing field of health care.

The academic portion of the program is composed of four sections: Theoretical Foundations, Acupuncture, Herbal Medicine, and Biomedicine. Altogether, these four areas of study give our students a broad base of knowledge and understanding that they will apply in the clinical program. By structuring the courses in this manner, we ensure that our students build a strong foundation and gain the necessary knowledge and skills to progress in their studies.

The Department of Theoretical Foundations covers basic through advanced theory, diagnosis, disease pattern discrimination, Internal Medicine, history and classical literature, Medical Qi Gong, ethics, and practice management. The faculty and administration here at the Institute of Clinical Acupuncture and Oriental Medicine believe that a solid foundation in these areas, is necessary for every student in order to build a strong foundation in the practice of Oriental Medicine, and we have created a structure of learning to accomplish this goal.

The Department of Acupuncture is designed to help students develop a deep knowledge and understanding of this ancient art that has become the hallmark of Oriental Medicine in the United States. It includes a comprehensive study of point location, channel theory, functions and indications of all the regular channel points, as well as many Extra or New points, the various techniques of Acupuncture and Moxibustion, Tui Na (bodywork or manual therapy), Microsystems of Acupuncture (such as ear, scalp, and hand), Acupuncture Orthopedics which integrates acupuncture training with a study of the treatment of muscular-skeletal disorders and concludes with courses in Advanced Point Combination.

The Department of Chinese Herbal Medicine is designed for each class to build upon the foundation of the previous classes. The Introduction to Herbology includes a study of botany and basic herbal theories; the study of Chinese Dietary Therapy also falls under this section, since herbs and foods are really part of the same continuum. The individual herbs are studied over three courses and involve a detailed study of over 300 different herbs, followed by the study of herb combinations (Dui Yao). Similarly, the study of complex Herbal Formulas is covered in three courses where students will learn at least 150 different formulas. Finally, students will deepen their herbal knowledge through the study of one of the most profound and influential classics, the Shang Han Lun and Wen Bing (Treatise on Cold Induced Disorders and Warm Febrile Disease).

The Department of Biomedicine in the program is intended to broaden the students' understanding of the structure and function of the human body, as well as aid in the integration of Oriental Medicine and Biomedicine. Increasingly, practitioners of Oriental Medicine are working side by side with doctors of Biomedicine, and so it is important that students develop the ability to communicate between these two disciplines. This section includes a study of the History and Philosophy of Medicine, basic sciences including Biology, Chemistry, Nutrition, Anatomy, Kinesiology and Physiology. Advanced studies cover Pharmacology, Pathophysiology, Physical and Laboratory Assessment, Clinical Psychology, a Survey of Clinical Practices, Western

Nutrition and Case Management. Concluding this section is a course on East-West Research Methodology.

Perhaps the most important part of the education at the Institute of Clinical Acupuncture and Oriental Medicine is the Department of Clinical Medicine's Internship program. It is here that all the knowledge students have accumulated is brought together ultimately leading to a greater understanding of what it means to be a healer. Throughout the clinical program, the students will become knowledgeable of the operations of a professional clinic, including case management, and gain valuable experience in all of the skills needed in the practice of Acupuncture and Oriental Medicine, thereby preparing them to become an independent practitioner. Our busy teaching clinic offers high-quality, low-cost health care to the community, under the supervision of some of the finest practitioners in the state of Hawaii.

The Institute of Clinical Acupuncture and Oriental Medicine may offer additional courses beyond the required core curriculum to enhance the education experience and offer the opportunity for further study in areas of personal interest, areas of specialization, as well as the chance to learn from experts in the field. Our offerings may include opportunities to diverse experiences at foreign hospitals and other universities of Traditional Chinese Medicine.

The Doctor of Acupuncture (DAc) with a Chinese Herbal Medicine Specialization Degree Program

The Doctoral Program is an evolution of the Master's Degree curriculum with an emphasis on advanced clinical competencies together with Chinese Herbal Medicine. The DAc degree program totals 3,450 hours (192 credits) of standards in integrative and collaborative healthcare case management, evidence-informed practices, biomedical diagnosis, acupuncture therapeutics, and Chinese herbal medicine. To foster critical thinking while enhancing professional development, advanced courses on Research of Oriental Medicine, Thesis Research, Diagnostic Testing and Collaborative Care were added to strengthen the curriculum.

Students will have opportunities to treat patients at a hospital setting clinic. The advanced competencies are designed to equip our doctoral students to effectively communicate with patients, other health care providers, and the community about the safety, efficacy, and principles of AOM, including both classical theories and modern research. Furthermore, the DAc program will provide advanced training on causes and manifestations of disease according to both Chinese and Western medicine. The DAc program will critically assess the methodology and conclusions of quantitative and qualitative research.

Doctoral students will participate in a healthcare system that is multidisciplinary and collaborate in a team-based approach across all healthcare disciplines. Training will include identifying conditions requiring referral for emergency medical care, biomedical consultation and diagnostic testing, long-term case management, or the services of other health care providers.

ADMISSIONS POLICIES

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is seeking students who have the necessary desire, educational background and personal character to ensure their ability to complete the program, maintain good standing, and develop into a competent practitioner. ICAOM is open to all qualified applicants and provides equal educational opportunities regardless of racial origin, age, gender, religion, sexual orientation, marital status, or physical disability.

Admissions Requirements for the Master of Acupuncture (MAc) with a Chinese Herbal Medicine Specialization Degree Program

The MAc with a Chinese Herbal Medicine Specialization degree program admissions policy prerequisite for admission requires the satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical professional requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution of higher learning that is accredited by an agency recognized by the U. S. Secretary of Education. Credit must be at the college level and be applicable towards a degree program such as an associate degree or bachelor's degree.

A maximum of 50% (30 semester credits) of the prerequisite two-year education requirement may be earned through learning assessment using either, or a combination of, the following assessment techniques:

1. *Credit by examination through the use of standardized tests.* The only standardized tests accepted by ICAOM are those offered by the College Level Examination Program. Examination topics, passing scores and units accepted for transfer as a prerequisite are the same as those used by the University of Hawaii at Manoa. The CLEP website is clep.collegeboard.org
2. *Assignment of credit for military and corporate training based on recommendations established by the American Council of Education.* It is the applicant's responsibility to verify credit and obtain transcripts for any ACE program being offered as a prerequisite for admission at ICAOM. The American Council on Education website is www.acenet.edu

ICAOM prefers candidates who have completed the bachelor's degree from an accredited institution recognized by the U.S. Dept. of Education; however, an Associate degree or its equivalent (60 semester or 90 quarter credits) with a cumulative 3.0 GPA from an accredited institution would be the minimum requirements. However, students who have a 2.5 – 2.9 may be considered for admission and must provide a written statement explaining the circumstances. This is considered appropriate preparation for graduate level work.

Admissions Requirements for the Doctor of Acupuncture (DAc) with a Chinese Herbal Medicine Specialization Degree Program

The DAc with a Chinese Herbal Medicine Specialization degree program admissions policy prerequisite for admission requires the satisfactory completion of at least three academic years (90 semester credits/135 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical professional requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution of higher learning that is accredited by an agency recognized by the U. S. Secretary of Education. Credit must be at the college level and be applicable towards a degree program such as a bachelor's degree.

A maximum of 50% (30 semester credits) of the prerequisite two-year education requirement may be earned through learning assessment using either, or a combination of, the following assessment techniques:

1. *Credit by examination through the use of standardized tests.* The only standardized tests accepted by ICAOM are those offered by the College Level Examination Program. Examination topics, passing scores and units accepted for transfer as a prerequisite are the same as those used by the University of Hawaii at Manoa. The CLEP website is clep.collegeboard.org
2. *Assignment of credit for military and corporate training based on recommendations established by the American Council of Education.* It is the applicant's responsibility to verify credit and obtain transcripts for any ACE program being offered as a prerequisite for admission at ICAOM. The American Council on Education website is www.acenet.edu

ICAOM prefers candidates who have completed the bachelor's degree from an accredited institution recognized by the U.S. Dept. of Education; however, an equivalent (90 semester or 135 quarter credits) with a cumulative 3.0 GPA from an accredited institution would be the minimum requirements. However, students who have a 2.5 – 2.9 may be considered for admission and must provide a written statement explaining the circumstances. This is considered appropriate preparation for graduate level work.

The Master's and Doctoral program at the Institute is very demanding academically. To benefit and enhance the applicant's success in the program, a background related to the Health Sciences such as the biological sciences (nutrition, biology, chemistry, physiology and psychology) is recommended.

Additional Admission Requirements for both the MAc and DAc programs

Hawaii law require each student to present a report of a physical examination, a Certificate of Tuberculosis examinations, and a record of immunizations before attending the first day of school.

The State of Hawaii Department of Health requires that each student obtain a certificate of Tuberculosis (TB) examination dated within 12 months before first attending any post-secondary school in Hawaii in any course of study longer than 6 months. This requirement may **NOT** be deferred or postponed and students who have not complied with the law will not be allowed to enroll or attend classes. The certificate must be signed by a licensed United States physician.

Students must also present a record of Measles-Mumps-Rubella (MMR), Varicella, Tetanus-diphtheria-pertussis (Tdap) immunization, signed or stamped by a licensed MD, DO, APRN, PA, or clinic.

Exemptions to the immunization requirements:

- Students born prior to 1957.
- Laboratory evidence of immunity may be submitted in lieu of a record of immunization, provided that it includes both a copy of the laboratory report, and a signed statement by the Provider certifying that the student is immune to the specified disease.
- Medical exemptions to immunizations must state the length of time during which the vaccine would endanger student's health or life and must be signed by a licensed MD or DO.
- In some circumstances, a religious exemption may be granted.

Philosophical or personal belief exemptions are not allowed. ICAOM does not provide on-campus housing for students therefore Meningococcal Conjugate (MCV) is not required. All medical and/or religious exemptions will be reported to the Hawaii Department of Health (HAR 11-157).

Other requirements for admission into the master's program includes

- a completed application form with the \$50 non-refundable application fee (\$100 for international students),
- official transcripts sent directly to the Registrar at ICAOM,
- provide at least two letters of recommendation from individuals who are qualified to comment on your ability to succeed in graduate level work. These letters must include the legal name, names, address, phone, and email that we can contact if necessary.
- 2 official passport photos,
- Valid photo identification, (i.e., passport, driver's license, military),
- Curriculum Vitae,
- Statement of Long-Term Plans (500 word typed statement about yourself including what experiences have led you to apply to ICAOM and your personal interests and future professional development).

All applications and supporting documents for students who have been admitted to the program and have not enrolled will be held for one year from the date on the application form; after that the application will not be retained. Applicants who fail to enroll within one year of the initial application date will have to reapply, pay another application fee, and again provide all the required documents necessary for consideration for admission.

READMISSION POLICY

The following persons are subject to apply for readmission:

1. Students that have withdrawn from the program;
2. Students that have suspended from the program;
3. Students that fail to complete the program within 8 years;
4. Students that fail to register and pay for classes during the registration period.

The process for readmission includes a new application form with updated supporting documentation. Credits earned previously may be subjected to pass a challenge exam to determine the students' knowledge. If the deficiency or disparity is too great, the student will be required to re-take the course in question. The catalogue at the time of readmission will determine the graduation requirements.

Non-matriculated Students Policy

ICAOM does not enroll non-matriculated students into its programs or allows for non-matriculated students to attend any courses in either the MAc or DAc programs.

Incarcerated Students Policy

A student is considered to be incarcerated if he or she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution. A student is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends.

Incarcerated students are not eligible to receive federal student loans but are eligible for federal work study and federal supplemental educational opportunity grants (FSEOG). They are also eligible for Pell grants if not incarcerated in a federal or state penal institution.

A case-by-case review of the incarcerated student's charges must be made to determine eligibility prior to awarding. A student cannot receive a Pell Grant if he or she is subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI's Uniform Crime Reporting Program). A student cannot receive Federal Student Aid if they have been convicted for the possession or sale of illegal drugs while they were previously receiving federal student (such as grants, loans or work study).

ICAOM does not offer PELL Grant to Graduate students. Due to the composition of our Graduate Master and Doctoral programs, it would be challenging for incarcerated students to attend classes or clinic at ICAOM. Students must be in residency for hands on classes and clinics that provide the skills, knowledge, and abilities required for the Acupuncture and Oriental medicine degree. The hourly requirement for the MAc degree totals 3240 hours that includes residency of 1080 hours for the clinic. The hourly requirement for the DAc degree totals 3,450 hours that includes residency of 1140 hours for the clinic.

It is recommended that incarcerated students who wish to become a licensed acupuncturist, investigate their eligibility for licensing with the State of Hawaii Board of Acupuncture and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

FOREIGN STUDENTS

ICAOM is approved by the Federal Bureau of Citizenship and Immigration Services (BCIS) to offer F-1 Student Visas.

Foreign students who wish to enroll in the program need to have all foreign transcripts translated into English and evaluated to approximate comparable levels of education achievement in the United States by an agency recognized by the U.S. Secretary of Education as being qualified to make such assessments. ICAOM recommends the following:

Current Members of the National Association of Credential Evaluation Services

Website: www.naces.org

OR

World Education Services, Inc. (WES),

Website: www.wes.org.

In addition to the required documents for admission to the program, foreign applicants must

- provide proof of their financial status and ability to pay for tuition and living expenses for at least one calendar year while in the United States.
- Documentation may be in the form of a recent bank statement or affidavit of financial support.
- Form 1-20 will be provided to international students once all admission requirements have been met.
- Students are required to pay all relevant fees.

ENGLISH LANGUAGE COMPETENCY

English language competency is required of all students seeking admission to the **master's program**. This must be demonstrated by one of the following means:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution: (i) accredited by an agency recognized by the U.S. Secretary of Education, or (ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores: TOEFL iBT total score – 61 with minimum speaking score – 20 and minimum listening score – 17; or
- c) International English Language Testing System (IELTS) Academic Format - Acceptable scores: IELTS overall band score 6 with minimum speaking score – 6.5 and minimum listening score – 6.

English language competency is required of all students seeking admission to the **doctoral program**. This must be demonstrated by one of the following means:

- a) The student must have completed a two-year (60 semester credits or 90 quarter credits) undergraduate- or graduate-level, English-based education in an institution: (i) accredited by an agency recognized by the U.S. Secretary of Education, or (ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland. In all cases, English must have been both the language of instruction and the language of the curriculum used;
- b) Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable score: TOEFL iBT total score – 80; or
- c) c) International English Language Testing System (IELTS) Academic Format - Acceptable score: IELTS overall band score – 6.5.

Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the clinical experience. For information on the Test of English as a Foreign Language, please consult the Educational Testing Service's TOEFL website at www.ets.org/toefl. The ICAOM code number for the TOEFL is 7978.

TRANSFER CREDITS

A transfer student is one who has completed coursework at an accredited college or university and is seeking transfer credit as a result of that coursework.

VA students must provide transcripts of previous education, those credits will be evaluated by ICAOM, and the student will be informed of the evaluation.

Transfer students from another Acupuncture and/or Oriental program must complete a minimum of 50% of the total program credit requirements at ICAOM. Of that, 50% of the credits, but no more than 25% of the clinical training requirements may be accepted as transfer credit. The minimum time frame for a transfer student to complete and graduate will be two (2) academic years.

Upon enrollment in the program, a student will be given the opportunity to request transfer credit for specific classes that are essentially similar in description, content, level, and credits and were taken at an accredited college or university.

- Transfer credit must be requested and reviewed within 12 months of the student's matriculation.
- Elective credits and continuing education credits are non-transferrable and cannot receive credit.
- Submitting an application request does not guarantee that transfer credits will be awarded.

To be considered for transfer credit, the student needs to submit:

- A Transfer Credit Request Application Form obtainable from the Registrar's Office.
- A non-refundable application fee must accompany the completed Transfer Credit Request Application Form.
- Official Transcript(s) that document all the courses listed on the Transfer Credit Request Application Form.

The student may also be required to submit a course description from the year the course was taken from either a school catalog or course syllabus.

- A minimum grade of "C" (2.0) is required for all transfer courses.
- Transfer courses must have been completed within five (5) years before the enrollment date at ICAOM. Any classes exceeding this time limit must be re-taken or show proficiency through the request for a challenge exam. If the exam is not passed, the class will have to be retaken.

If a deficiency is suspected or identified, the President/CEO, in consultation with the course instructor, will determine whether the student must pass a challenge exam in the subject. If the deficiency or disparity is too great, the student will be required to re-take the course in question.

MAc program, no more than 25% of Clinical training (9.0 credits/270 hours) will be transferred.

DAC program, no more than 25% of Clinical training (9.5 credits/285 hours) will be transferred.

In fulfillment of the 350 patient treatments (100 with loose herb formulas) required for graduation, transfer students must complete a minimum of 265 patient treatments (75 with loose herb formulas) at ICAOM.

TUITION & FEES

The following is a list of the tuition and other expenses for the DAC and MAC with a Specialization in Chinese Herbal Medicine degrees program at the Institute for Clinical Acupuncture and Oriental Medicine (ICAOM). Unless other arrangements have been made, tuition must be paid in full for each trimester at the time of registration. All students must register at least three days prior to the first day of class. All fees are non-refundable.

Tuition

Tuition for Full-Time Students	\$330.00 per credit (Minimum 12 credits/trimester)
Tuition for Part-Time Students	\$360.00 per credit (Less than 12 credits/trimester)
Late tuition Fees & Interest	\$25.00 for 1-15 days \$50.00 for 16-30 days After 30 days, 0.5% interest per month on total amount past due.
Returned Check Fee	\$30.00 for each check

Fees

Program Application Fee	\$50.00/\$150.00 for International Students
Registration Fee	\$25.00 per trimester
Late Registration Fee (1 st week)	\$50.00
Transfer Credit Application Fee	\$150.00 (non-refundable)
Challenge Exam Fee (per credit)	\$50.00
Proctor fee (per hour)	\$25.00 (min. one hour)
Administrative Add fee (per course)	\$25.00
Administrative Drop fee (per course)	\$25.00
Textbooks and Supplies (out of pocket)	\$500.00 per trimester (approximately)
Herb Sample Fee	\$30.00 for each herb course
Make-Up Exam fee (per course)	\$50.00
Make-up Clinic Fee	\$100.00
Pre-Clinical Examination Fee	\$100.00
Stage Learning Exam (3 stage exams)	\$50.00 per exam
Retake Stage Learning Exam	\$25.00 per exam
Intern Permit (DCCA)	\$50.00 payable to DCCA
Malpractice Insurance Fee (for interns only)	\$100.00 per trimester
Student ID card Fee	\$10.00
Student ID replacement card	\$10.00 each
Graduation Fee	\$200.00
Clean Needle Technique Course	Payable to CCAOM – TBA

Estimated Total Program Cost: \$60,000.00

[All tuition and fees are subject to yearly increase and also subject to State General Excise Tax.]

FINANCIAL INFORMATION

You may pay your tuition by VISA, MasterCard, Money Order, or personal Checks. The ICAOM financial aid counselors are available Monday through Friday from 9:00 a.m. to 5:00 p.m. (Hawaii Time). You may write to us at the following address:

Financial Aid Office
Institute of Clinical Acupuncture and Oriental Medicine
100 North Beretania Street, Suite 203 B
Honolulu, HI 96817

TITLE IV STUDENT LOANS

ICAOM has obtained Title IV funding that provides students loans by the U.S. Department of Education and veterans education benefits by the State of Hawaii Commission on Higher Education. If you qualify on the basis of need, you can receive substantial assistance through grant and loan programs. You must be accepted for admission to ICAOM in order to receive your initial award letter. To qualify for a student loan, a student must enroll in at least 12 credits each trimester in order to receive the full award amount. The following constitutes full time, three quarter time, half time and less than half time credits:

- Full time is 12 credits or more
- Three quarter time is 9 credits
- Half time is 6 credits
- Less than half time is 5 credits or less

ICAOM's school code is **037353**. If you have any questions or concerns, please call us at: 808.521.2288

The <https://studentaid.gov> website provides information for federal requirements such as:

- the Free Application for Federal Student Aid (FAFSA),
- the on line application for DOE Direct Loans;
- Master Promissory Note
- Online entrance counseling;
- FAFSA renewal forms.

MILITARY TUITION ASSISTANCE WITH VA BENEFITS

If you wish to use your GI Bill® education benefits for our program, you are required to contact ICAOM's VA benefit coordinator to certify of your courses. You may contact us directly at:

808-521-2288 or **E-mail: faa@orientalmedicine.edu**

VA students can also contact the VA toll free number at: 1-888-GI-BILL-1 (1-888-442-4551). Please forward a copy of your application form directly to the VA for VA education benefits to:

U.S. Department of Veterans Affairs
PO Box 8888, Muskogee, OK 74402-8888

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

The VA educational benefits program requires ICAOM to ensure that it will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or require that a covered individual borrow additional funds, or any covered individual because of the individual's inability to meet his or her financial obligation to ICAOM due to the delayed disbursement of a payment to be provided by the VA under Chapter 31 or 33 of this title. (PL 115-407 Section 103 and 104).

REFUND POLICY

Dropping a course **before** the first day of class will result in a 100% refund of tuition paid for that course. Dropping a course after classes have begun, during the first three class sessions, will result in a prorated refund based on the following schedule:

Sessions Completed	Tuition Refund
1 session	75%
2 sessions	50%
3 sessions	25%
More than 3 sessions	No refund

NON-PAYMENT POLICY

In the event of non-payment after thirty (30) days the student will be dismissed from the program, unless other arrangements have been made with the administration.

ACADEMIC PERFORMANCE POLICIES

PROGRAM OF STUDY

The program of study is designed to ensure the student's smooth, timely and academically optimal progress through ICAOM's program. The minimum course load for a full-time student is 12 credits, but students normally average 15 credits per trimester. Students are expected to follow the program of study. The President/CEO must approve all modifications to the program of study. The program of study sequence of courses can be accessed on ICAOM's website.

REGISTRATION AND ADVISING:

Students must meet with the President/CEO prior to the start of each trimester to register for classes, pay tuition, and discuss any issues or questions. A student must sign a completed registration form and the President/CEO must approve any changes to this plan.

Dates for registration for each trimester, including dates to add and drop courses, are listed inside the front cover of the catalog. Enrollment is limited to 20 students per class.

Any student who fails to register during the registration period, without prior approval from the President/CEO, will be charged a late fee of \$25. Any student who fails to enroll and attend classes after the registration period, without prior approval from the President/CEO, will be considered withdrawn from the program.

Students may complete equivalent courses at another U. S. Institution accredited by the U. S. Department of Education recognized accrediting agency, or at a foreign institution. Foreign transcripts must be accompanied by an evaluation from an agency such as WES (World Education Services) that will determine what colleges and universities are equivalent to a U.S. accredited institution. All transfer credits must be evaluated and approved before graduation.

ATTENDANCE

It is expected that students attend all classes and clinics and should arrive and leave on time. Arriving late or leaving class or clinic early is disrespectful to both the instructor/supervisor and fellow classmates and is disruptive to the classroom and teaching environment.

ICAOM requires that students must attend at least 75% of attendance in a class/course. Excessive and habitual tardiness (more than 15 minutes late, on 3 separate occasions) is considered an absence and may lower the student's final grade for the course.

EXCUSED ABSENCES

Excused Absences may be granted in cases of severe illness, bereavement, or family emergency. The request must be in writing and verified by appropriate documentation. Students are responsible for contacting the President/CEO and their instructor(s) and/or clinical faculty, to make individual arrangements. It may be necessary for students to withdraw for the trimester. Please contact the President/CEO for assistance.

Didactic Courses

- For an excused absence, students must notify the instructor ahead of time if they will be unable to attend a class and make arrangements to make-up missed assignments and other course work.
- A student who misses 25% of attendance in a class/course will be considered automatically dropped from the class and receive the grade of “F”. The student will be required to repeat the course for credit in order to graduate.
- A student who misses an exam must reschedule the exam with the instructor and a Make-Up Exam fee (per course) will be charged.

Clinic Sessions

The State of Hawaii Board of Acupuncture (Hawaii Administrative Rules Title 16, Chapter 72) https://cca.hawaii.gov/pvl/boards/acupuncture/statute_rules/ requires documentation of participation and attendance of no less than 12 months and not less than 900 hours of clinical training under the direct supervision of a licensed acupuncturist.

- A student is allowed 2 excused absences per clinic session that must be made up and rescheduled to fulfill the required hours.
- The student must inform the Clinic Director in advance for approval if she/he must be absent during a clinic session.
- The Clinic Director is responsible to approve the absence.
- Students are required to make up a missed session.
- Students will be charged a Makeup Clinic Session fee (per session).

EXCESSIVE ABSENCES

Students will be placed on unsatisfactory academic progress due to absences that exceed the policies of didactic and clinic courses. The student will be placed on probation for one trimester.

DROPPING AND ADDING A CLASS:

Please note that the dates for each trimester for adding and dropping a class are listed inside the front cover the catalogue.

Students wishing to add, drop or withdraw from a class must first meet with the President/CEO and fill out the appropriate form that must be signed by the President/CEO in order to be effective. Students may not add a course without receiving prior approval from the President/CEO.

A registered student must first receive permission from the President/CEO to drop a course after the trimester has begun within the first three class sessions. The transcript will reflect a “W” and the student will have to repeat the class for graduation requirements. The student will be charged an Administration Drop Fee per course. (See tuition and fees).

If the student drops a class after three sessions, the transcript will reflect the grade of “F” for the course and the result could impact the student’s GPA and the academic standard for Satisfactory Student Progress. The student will have to repeat the class for graduation requirements. Please note that dropping a class may result in delays in eligibility for the Stage Learning Proficiency Exams and/or graduation.

Students who are on federal financial student loans and whose reduced course loads change their status from full to part-time must meet with the Financial Student Loan Officer to return excess funding.

LEAVE OF ABSENCE

Any student in good standing (i.e., without unresolved academic, financial or disciplinary issues or commitments) may apply for a formal leave of absence for up to two (2) trimesters.

During this time the student is entitled to return to ICAOM without reapplying. If a student is on a leave of absence for longer than two (2) trimesters and wishes to return to ICAOM, the student may be asked to apply for readmission.

At the discretion of the President/CEO or the instructor, a student returning from a leave of absence may be asked to audit or review courses already completed at ICAOM.

Any tuition refunds or remaining financial obligation to ICAOM will be determined based on the date of application for the leave of absence. See Refund Policy.

Any student who fails to inform the President/CEO or who fails to register for any classes will be considered by ICAOM to have withdrawn.

MEDICAL LEAVE OF ABSENCE

- The student must provide documentation from a physician for the need for a medical leave of absence to the President/CEO and in turn give to the Registrar.
- The student will be granted grades of “W” in all enrolled courses, even if the normal deadline for withdrawal with academic penalty has passed.
- If the leave of absence is in excess of three (3) trimesters, the student must seek counseling to determine their ability to continue in the program.
- If more than 3 trimesters, the student will be obligated to adhere to the readmission requirements outlined if he or she desires to return to ICAOM after the problem has been treated and resolved.
- At the time of reapplication, the student must submit a letter from the attending physician stating the student’s ability to continue in ICAOM’s program.
- And the student needs to submit an academic plan to the President/CEO of the student’s ability and wiliness to continue in the program.
- At the discretion of the President/CEO or the instructor, a student returning from a medical leave of absence may be asked to audit or review courses already completed.
- Students who are granted a medical leave of absence must meet the same requirements for graduation that were in effect at the time of enrollment.

WITHDRAWAL POLICY FROM PROGRAM

Students who wish to voluntarily withdraw from the program should notify the President/CEO in writing. The President/CEO will schedule an exit interview.

A student who withdraws from the program or is dismissed from the program with a financial obligation is still responsible to reconcile their account. Official transcripts will not be released until the obligation is fulfilled and approved by the President/CEO. ICAOM reserves the right to seek payment, by legal action, for any and all outstanding account balances due, minus the portion that is refundable. Also, any outstanding library books should be returned at this time.

Students who have withdrawn from ICAOM must reapply for admission.

Return of Title IV Funds Policy

Federal regulations require that when you officially withdraw or stop participating in classes, that the amount Federal Title IV financial aid assistance that you have “earned” up to that point must be calculated using a pro-rata formula based on the last date you participated in class (not the date notice was given). ICAOM has credit hour, term programs and the return is always calculated based on the payment period.

If you received more financial aid than earned, excess funds will be returned on your behalf by ICAOM to the program in which you received aid. Any returns will come from Unsubsidized Direct loans first and any remaining amount from Graduate PLUS loans. ICAOM will return the amount of unearned Direct Loans as soon as possible but always within 45 days after the determination date of the withdrawal.

In some instances, this will leave you owing ICAOM. If you have completed more than sixty percent (60%) of a period of enrollment, you have earned all of your Financial Aid and funds will not be returned. Anything less than earning 60% of your aid will require an adjustment and billing. If a withdrawn student has qualified for a disbursement of earned Title IV funds, the student will be notified and, upon accepting those funds, the funds will be made available within 30 days.

Upon receipt of the official withdrawal notification from the Registrar’s Office, the Financial Aid Administrator will perform the return calculation. You will be notified by mail or e-mail. If there is any outstanding balance with ICAOM, you are responsible for making payment arrangements with the ICAOM bookkeeper.

Students that withdraw from some or all of the courses, stop attending classes, and/or enroll for less than half-time status will be required to repay all or a portion of the student loans received. Students must inform the Financial Aid Administrator and Registrar in writing immediately if these changes occur.

The Higher Education Amendment of 1998 required ICAOM financial aid office to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal Direct PLUS Loan funds) OR has met the conditions that entitle the student to a late disbursement.

The Amendment states that Title IV funds are awarded to students with the assumption that he/she will attend school for the entire enrollment/payment period.

If a student receiving the above-mentioned assistance completely withdraws from school or ceases to attend classes up through the 60% point of the semester (as calculated by calendar days), the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs.

After the 60% point, the student is deemed to have earned 100% of the Title IV funds. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for federal Title IV purposes, that the student has “*unofficially withdrawn*”, unless the institution can document that the student completed the period. If the student did not attend any or all classes, the institution must determine if the student was entitled to the award(s). A return to Title IV funds must be calculated to determine how much the student must repay for classes that the student did attend but failed.

The withdrawal date is used to determine the point in time that the student withdrew or ceased to attend so that the percentage of the enrollment/payment period completed can be determined. A student’s withdrawal date will vary depending on the type of withdrawal. If a student officially withdraws, the date the institution would use would be the day the student started the withdrawal process or notifies their intent to withdraw whichever is earlier. However, the school may choose to use an earlier last date of attendance at an academically related activity as the student’s withdrawal date. If a student does not notify the institution that he/she has withdrawn, the date that the student withdrew would be the date the institution became aware that the student ceased to attend classes. The percentage of Title IV aid earned is equal to the percentage of the enrollment/payment period the student completed.

In cases where funds must be returned, the school's CFO will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Funds will be returned to the appropriate program in the following order: Federal Direct Unsubsidized loans, Federal Direct Subsidized Loans, Federal Direct PLUS loans, or other Title IV grant funds. Students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student's account by the institution, which will prohibit the student from registering in the future semesters, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the "post-withdrawal" disbursement via an award letter email.

EXIT COUNSELING

Any student, who wishes to withdraw from the program for any reason, including leave of absence, should submit a written notice to the President/CEO, who may conduct an exit interview. Also, any outstanding library books should be returned at this time.

Any student, who has received a student loan while attending ICAOM, must complete an on-line page on Federal Loan Exit Counseling. Once the form is completed, the student must print the confirmation page and give it to the Financial Aid Administrator. Please contact the President/CEO for more information.

Online website: <https://studentaid.gov>

AUDIT POLICY

An ICAOM student may audit any didactic course without charge that he/she has successfully completed. Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits and classes are available for auditing on a space available basis of a maximum of 20 students per class.

STAGES OF LEARNING EXAMINATION (SLE)

Students must pass a comprehensive written examination at three different stages in the program. The minimum passing score for each exam level is a score of 75%.

- Stage 1 SLE must be passed by a score of 75% or above before registering for any 200-level Clinic Internship course.
- Stage 2 SLE must be passed by a score of 75% or above before registering for any 400-level course (Clinical & Academic).
- Stage 3 SLE must be passed by a score of 75% or above before graduation.

GRADING STANDARDS

The standard of measurement for grades is as follows:

A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	75-76	2.0
F	74 or less	0.0
P	75 & above	0.0
I	Incomplete	0.0
W	Withdrawn	0.0

Pass: Student has achieved the required 75 and above grade. Students must integrate their skills and knowledge by demonstrating to the instructor that the student has achieved the proficiency stated in the educational/learning objectives.

Incomplete: The grade (I) indicates that the student has not completed the required work for a course. A grade of incomplete that is not converted to a passing grade within the 30-day deadline will automatically become a grade of "F".

Withdrawn: A student must first receive permission from the President/CEO to withdraw from a course after the trimester has begun within the first three class sessions.

The following courses are graded on a pass/no pass basis due to the hands-on activities that provide an interactive in-depth learning experience:

T105 Clinical Ethics and Safety (needs to demonstrate ethical boundaries, interpersonal skills and clean needle safety techniques)

T203 Medical Qi Gong (demonstrate breathing, meditation, personal awareness of and sensitive to energy forces)

A203 Techniques of Acu-Moxa (demonstrate basic needle insertion and manipulations for supplement and sedation, needle withdrawal, electrical stimulation, and intradermal needling)

A302 Tui Na (Applying the essentials and techniques of practicing Chinese bodywork therapy)

B302 Physical Examination (Students will learn to perform 20 minutes initial physical exam to identify and document health problems)

B401 Survey of Clinical Practices (Students investigate the diversity of fields in clinical practice of medicine, other health professions, and make appropriate referrals when necessary)

H302 Chinese Dietary Therapy (Students will learn the properties of food presented as medicine based on knowledge of Chinese nutrition. Included in the course are field trips to Chinatown markets; students must demonstrate their culinary skills by presenting a three course Chinese meal)

A grade of "Pass" is a score of 75 and above. A grade of "Fail" is a score of 74 or less. Pass grades are not used when determining the grade point average (GPA).

The student must bring discrepancies on the grade report to the attention of the Registrar or the President/CEO within thirty (30) days of receipt of the grade report. After the thirty-day period, all grades are final. Official Transcripts will not be issued until the student has fulfilled all financial obligations to the Institute.

SATISFACTORY ACADEMIC AND STUDENT PROGRESS

Satisfactory Academic Progress is defined as compliance with all academic policies, including conduct and attendance, maintaining a cumulative grade point average (GPA) of 2.5 or better, passing all didactic and clinical courses, passing the Stages of Learning Examinations, and maintaining a course load sufficient to complete the program within the maximum time frame of 8 years. Students who are not making satisfactory academic progress must schedule academic advising with the President/CEO.

The student will be notified in writing by the Registrar at the end of the trimester if the student is not making satisfactory academic progress. The student has 7 working days from the date they were notified that they must contact the President/CEO for academic advising. If the student does not comply, the student will not be able to register for the next trimester.

GRADE OF 'I' (Incomplete)

Incompletes require the prior approval of the faculty member and must be filed with the Registrar prior to the conclusion of the trimester during which the course was taken. An Incomplete grade (I) indicates that the student has not completed the required work for a course. Failure to complete course work does not automatically give the student an incomplete but is given by the Instructor due to extenuating circumstances.

A grade of incomplete that is not converted to a passing grade within the 30-day deadline will automatically become a grade of "F". The student will be required to retake the course (at full cost) in order to obtain credit for the failed course.

If the grade of "I" is due to an ongoing illness on the part of the student, and cannot be made up by the deadline, the student will be required to take a medical leave of absence for the trimester and a grade of "W" will be given for the class. Withdrawal will affect the student's ability to continue in certain course sequences in subsequent trimesters.

If a student feels that the grade of incomplete is not justified, the student must consult with the instructor for resolution. If that action proves unsatisfactory, the student may make an appointment to meet with the President/CEO for resolution.

It is the responsibility of the student receiving an "I" grade to complete the course requirements as specified by the instructor. The student will receive an updated transcript from the Registrar.

GRADE OF 'F' (Fail)

When a student receives a failing grade in a required course (including clinical rotation), she/he must repeat the course the next time it is offered, usually the next year. The student is prohibited from continuing in any courses for which the failed course is a prerequisite. The student will repeat the course at the current per-credit rate.

APPEALING A GRADE

A student may request a review of a grade given in an exam or a final grade for a course in the following manner.

A written request by the student for a review of the grade is submitted to the faculty member. The appeal must be within 10 days of the written notification of the grade. The faculty member will advise the student in writing of her/his decision within 7 days of receiving the request.

The student may appeal the faculty member's decision in writing to the Chancellor. This appeal must be made within 7 days of the faculty member's written notice to the student of the outcome of the review. The Chancellor will forward the appeal to the President/CEO who will review it with the Chancellor for the final decision. The student will be notified in writing of the decision.

STANDARDS OF STUDENT DISCIPLINE AND PERFORMANCE

NOTICE

A letter of Notice is a formal communication between the administration and the student alerting the student that they have failed a class and/or their cumulative GPA is close to the minimum standard of 2.5.

WARNING

A letter of Warning is a formal communication between the administration and a student pertaining a violation of ICAOM's rules or regulations or who's cumulative GPA has fallen below the minimum of 2.5. The time frame to remediate the issue will be the following trimester. This communication will be noted on the student's official transcript.

PROBATION

A written notice of Probation will occur

1. If the student fails to remediate the conditions in the Letter of Warning,
2. or whose cumulative grade point average (GPA) falls below a 2.5,
3. or who violates school policies and regulations,
4. or State acupuncture policies or regulations,
5. or received a citation for Driving Under the Influence (DUI)
6. or received a drug conviction,
7. or convicted of a crime in any jurisdiction.
8. or excessive absences

The student will be required to meet with the President/CEO (and if appropriate, the Clinic Director) to discuss the issue and the effect a failed course will have on the student's time frame for completion of the program, and if the student is operating competently in the body of knowledge required for graduation.

Students may only be on probation for two trimesters during the entire course of study. If the student continues to fail while under probation, does not raise their GPA to the minimum cumulative level of 2.5, or continues to violate school policies, the student shall be placed on Suspension (removed from all courses).

SUSPENSION

Suspension is the removal of a student from all courses and/or clinic for a minimum of one trimester. A student will be suspended for failing to meet the terms of their Probation. A student will also be either placed under Suspension for violation of school policies, gross misconduct, or gross negligence in clinic. The student must submit a petition to the Committee on Education Policy for consideration for reinstatement.

EXPULSION

Expulsion is removal from the program. A student may be expelled for failing academic standards, violation of school policies, gross misconduct, or gross negligence. Any violations of the State or federal government laws will also be subjected to expulsion. A student who is expelled will not be re-admitted to the program.

GRADUATION

GRADUATION REQUIREMENTS

In order to graduate from ICAOM with a MAc or DAc degree, a student must have:

- Satisfactorily completed the required courses (didactic & clinical) in their respective programs as stated upon admission to the program, including the required documentation verifying the minimum number of actual treatments performed as a student intern.
- Passed the three (3) Stages of Learning Examinations (SLE).
- Returned all library materials to the Institute.
- Satisfied all financial obligations to the Institute.
- Those with student loans must complete an online student loan exit counseling.
- Completed a Student Program Exit survey.
- Students who fail to complete any of the above listed graduation requirements within the 8 year time frame policy, shall be considered as withdrawn from the program.

STUDENT RECORDS AND TRANSCRIPTS

The student file is a confidential record kept by the Registrar and is the property of ICAOM. ICAOM protects student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. Under FERPA, no part of the file can be copied or released except when required by law and with the exception of eligible students to inspect, to review, and to seek amendment to student records.

An official transcript is a copy of the student's permanent academic record and lists in chronological order all courses taken at ICAOM and the grades received, including, but not limited to: admission, grade reports and transcripts, trimester registration, tuition payments, correspondence, stage learning examination scores, tuition agreement forms, and health documents. The transcript is official only if printed on official transcript paper. Upon graduation a student will be given one (1) official transcript free of charge. The Institute will not issue official transcripts for students with outstanding financial obligations to the Institute or other encumbrances such as unreturned library books.

ACUPUNCTURE LICENSURE IN HAWAII

The Hawaii State Board of Acupuncture, Department of Commerce and Consumer Affairs regulate the practice of Acupuncture in the State of Hawaii. The Board's address is:

Board of Acupuncture
DCCA, PVL Licensing Branch
PO Box 3469
Honolulu, HI 96801
(808) 586-2698

<https://cca.hawaii.gov/pvl/boards/acupuncture/>

The Board requires that students obtain an Acupuncture Intern permit after they have completed a minimum of three (3) trimesters of instruction. This permit will allow the student to engage in the practice of acupuncture under the immediate supervision of a licensed acupuncturist in the school or in another approved setting for a period of four (4) years.

Licensure as an acupuncturist in Hawaii requires proof of the completion of a program from a school accredited by a regional or national accrediting body recognized by the United States Department of Education. The Institute of Clinical Acupuncture and Oriental Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine, which is recognized as a national accrediting organization by the Department of Education.

Hawaii law requires all applicants for acupuncture licensure to pass the National Certification Commission for Acupuncture and Oriental Medicine's (NCCAOM) Exams. There are specific instructions regarding the exams and submission of verification to the licensing board on the DCCA website listed previously.

Information on taking the NCCAOM examinations can be found on the Commission's website: www.nccaom.org

LICENSURE IN OTHER STATES

The requirements for licensure as an acupuncturist vary by state and may require applicants to meet more stringent standards than does Hawaii. A guide to licensure requirements in each state can be found on the NCCAOM website at the following address:

<https://www.nccaom.org/state-licensure/>

ICAOM graduates are eligible to take the NCCAOM and California exams.

ICAOM's curriculum meets the following states educational requirements for licensure: AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OR, PA, RI, SC, TN, TX, UT, VT, VA, WA, WV, WI, WY, DC.

ICAOM'S curriculum does not meet OR has not made a determination the following states educational requirements for licensure: SD, OK, & AL

No guarantee can be made that completion of the program at ICAOM will result in passing the California and NCCAOM exams or lead to licensure by any agency.

TIME LIMITATIONS

Incomplete grades must be resolved in order to graduate. The grade (I) indicates that the student has not completed the required work for a course. A grade of incomplete that is not converted to a passing grade within the 30-day deadline will automatically become a grade of "F".

The programs are designed for completion in four (4) calendar years, i.e., 12 trimesters, based on full-time enrollment and the satisfactory completion of all program requirements. The minimum time for completion of the program is three (3) calendar years and requires a minimum of 120 instructional weeks. The maximum time frame for completion of the program is eight (8) calendar years.

Transfer students from another oriental medicine program must complete a minimum of 50% of the total program credit requires at ICAOM. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit. The minimum time frame for a transfer student will be two (2) academic years.

MASTERS OF ACUPUNCTURE (MAc)
WITH A CHINESE HERBAL MEDICINE SPECIALIZATION PROGRAM
Departmental Expected Learning Outcomes (DELO)

Foundations:

1. Graduates will understand the ethical and legal requirements of the Acupuncture and Oriental Medicine (AOM) profession, including risk management, and be able to practice accordingly.
2. Graduates will be able to effectively communicate with patients, other health care providers, and the community about the safety, efficacy, and principles of AOM, including both classical theories and modern research.
3. Graduates will be able to perform an efficient and complete patient interview and physical examination, clearly record relevant findings in the patient's medical chart, and use this data to support a differential diagnosis of the patient's chief complaint(s).
4. Graduates will be able to formulate a comprehensive treatment plan based upon the differential diagnosis utilizing acupuncture, Herbology, and related adjunctive therapies, as well as assess treatment outcomes, modify treatment plans as appropriate, and provide the patient with a realistic prognosis.

Acupuncture:

1. Graduates will understand both modern standards of safety in acupuncture, including Clean Needle Technique, as well as classical standards and techniques of acupuncture, and be able to apply these in clinical practice.
2. Graduates will understand the classical categories of Acupoints, as well as know commonly used regular, new, and miscellaneous Acupoint names (Pinyin & English translation), locations, numbers, primary functions, and common indications.
3. Graduates will be able to formulate an appropriate acupuncture prescription, based upon a differential diagnosis, using both classical theories and modern research.
4. Graduates will be proficient in adjunctive acupuncture modalities, including moxibustion, tui na, cupping, gwa sha, and auricular therapy, and will be able to use these appropriately.

Chinese Herbology:

1. Graduates will understand both modern standards of safety in Herbology, including drug-herb interactions and current good manufacturing practices, as well as classical standards of Herbology, including the principles of formula construction, modification, and preparation, and be able to apply these in clinical practice.
2. Graduates will know the Pinyin, pharmaceutical names, taste, temperature, functions, indications, combinations, contraindications, and appearance of commonly used substances in the Chinese materia medica.

3. Graduates will know the Pinyin, English translation, ingredients, dosages, functions, and indications for commonly used formulas in Chinese herbal medicine.

4. Graduates will be able to use adjunctive herbal modalities, including dietary therapy and the use of prepared medicines in various forms (pills, granules, topical liniments and plasters, etc.), in clinical practice.

Biomedicine:

1. Graduates will understand the structure and function of the human body, as well as the causes and manifestations of disease, according to the principles of modern Biomedicine, and be able to apply this knowledge appropriately in clinical practice.

2. Graduates will be able to perform a basic Biomedical physical examination and understand the significance of their findings, including the significance of commonly used Biomedical tests, in order to support an informed Biomedical clinical impression of a patient's condition.

3. Graduates will be able to identify conditions requiring referral for emergency medical care, Biomedical consultation and diagnostic testing, long-term case management, or the services of other health care providers.

4. Graduates will understand both the benefits and risks of surgery for Bio medically defined diseases, as well as the actions of commonly used pharmaceutical drugs, the conditions they treat, and potential adverse reactions or interaction.

Clinical Medicine:

The expected learning outcomes of all four academic departments (Foundations, Acupuncture, Herbology, Biomedicine) are aligned with the expected learning outcomes of clinical training.

Master of Acupuncture (MAc) with a Chinese Herbal Medicine Specialization

CURRICULUM BY DEPARTMENTS

<u>Department of Theoretical Foundations</u>			<u>CR</u>	<u>HR</u>
T101	Chinese Medical Terminology	2	30	
T102	Oriental Medicine I	3	45	
T103	Oriental Medicine II	3	45	
T104	History of Chinese Medicine	2	30	
T105	Clinical Ethics and Safety	2	30	
T201	Patterns of Disease I	3	45	
T202	Patterns of Disease II	3	45	
T203	Medical Qi Gong	2	30	
T204	Case Management	2	30	
T301	Internal OM I	3	45	
T302	Internal OM II	3	45	
T401	Internal OM III	3	45	
T402	Internal OM IV	3	45	
T403	Classics of Oriental Medicine	3	45	
T404	Practice Management	3	45	
Total		40	600	

<u>Department of Biomedicine</u>			<u>CR</u>	<u>HR</u>
B101	History & Philosophy Medicine	1	15	
B102	Western Medical Terminology	1	15	
B103	Biology	3	45	
B104	Chemistry	3	45	
B105	Physics	2	30	
B106	Functional Anatomy/Kinesiology	3	45	
B201	Anatomy & Physiology I	3	45	
B202	Anatomy & Physiology II	3	45	
B203	Clinical Psychology	3	45	
B302	Physical Examination	2	30	
B303	Pharmacology	3	45	
B304	Western Nutrition	2	30	
B401	Survey of Clinical Practices	1	15	
B402	East-West Research	2	30	
B403	Patho physiology I	3	45	
B404	Patho physiology II	3	45	
B405	Patho physiology III	3	45	
Total		41	615	

<u>Department of Acupuncture</u>			<u>CR</u>	<u>HR</u>
A100	Introductory Acupuncture	2	30	
A101	Acu-Points I	3	45	
A102	Acu-Points II	3	45	
A201	Acu-Points III	3	45	
A202	Acu-Points IV	3	45	
A203	Techniques of Acu-Moxa	2	30	
A301	Acupuncture Microsystems	2	30	
A302	Tui Na	3	45	
A303	Acupuncture Orthopedics	3	45	
A401	Advanced Techniques	2	30	
A402	Advanced Point Combination	2	30	
Total		28	420	

<u>Department of Clinical Medicine</u>			<u>CR</u>	<u>HR</u>
C101	Clinical Theater	3	90	
C102	Practitioner Observation	1	30	
C103	Intern Observation	2	60	
C201	Clinic Level I-Internship	9	270	
C301	Clinic Level II-Internship	9	270	
C401	Clinic Level III-Internship	9	270	
C405	Clinical Externship	3	90	
Total		36	1080	

<u>Department of Chinese Herbal Medicine</u>			<u>CR</u>	<u>HR</u>
H101	Introductory Herbology	3	45	
H102	Materia Medica I	3	45	
H201	Materia Medica II	3	45	
H202	Materia Medica III	3	45	
H301	Dui Yao	3	45	
H302	Chinese Dietary Therapy	2	30	
H303	Herbal Formulas I	3	45	
H401	Herbal Formulas II	3	45	
H402	Herbal Formulas III	3	45	
H403	Shang Han Lun	2	30	
H404	Wen Bing	2	30	
H405	Advanced Herbal Prescribing	3	45	
H406	Clinical Pearls (Case Studies)	2	30	
Total		35	525	

<u>Elective Courses (Optional)</u>			<u>CR</u>	<u>HR</u>
Fundamentals of Bodyworks		7	105	
Special Populations		2	30	
Foot Reflexology		2	30	
Trigger Points & Myofascial Release		3	45	
Hawaiian Lomi Lomi		2	30	
Sports Injury and Pain		2	30	
Clinical Bodyworks		3	90	

PROGRAM TOTALS:

Didactic 144 credits / 2160 hours

Clinical 36 credits / 1080 hours

MAc degree program with a Chinese Herbal Medicine specialization

GRAND TOTAL: 180 CREDITS / 3240 HOURS

STAGE LEARNING EXAMINATIONS (SLE) for MAc Degree

Students must pass a comprehensive written examination at three different stages in the program.

The Stage 1 SLE must be passed before registering for any 200-level Clinic Internship course.

The Stage 2 SLE must be passed before registering for any 400-level course (Clinical & Academic).

The Stage 3 SLE must be passed before graduation.

First Stage		CR	HR
T101	Chinese Medical Terminology	2	30
T102	Oriental Medicine I	3	45
T103	Oriental Medicine II	3	45
T104	History of Chinese Medicine	2	30
T105	Clinical Ethics and Safety	2	30
A100	Introductory Acupuncture	2	30
A101	Acu-Points I	3	45
A102	Acu-Points II	3	45
H101	Introductory Herbology	3	45
H102	Materia Medica I	3	45
B101	History & Philosophy Medicine	1	15
B102	Western Medical Terminology	1	15
B103	Biology	3	45
B104	Chemistry	3	45
B105	Physics	2	30
B106	Functional Anatomy/Kinesiology	3	45
C101	Clinical Theater	3	90
C102	Practitioner Observation	1	30
C103	Intern Observation	2	60

Stage Learning Exam I

Second Stage		CR	HR
T201	Patterns of Disease I	3	45
T202	Patterns of Disease II	3	45
T203	Medical Qi Gong	2	30
T204	Case Management	2	30
T301	Internal OM I	3	45
T302	Internal OM II	3	45
A201	Acu-Points III	3	45
A202	Acu-Points IV	3	45
A203	Techniques of Acu-Moxa	2	30
A301	Acupuncture Microsystems	2	30
A302	Tui Na	3	45
A303	Acupuncture Orthopedics	3	45
H201	Materia Medica II	3	45
H202	Materia Medica III	3	45
H301	Dui Yao	3	45
H303	Herbal Formulas I	3	45
B201	Anatomy & Physiology I	3	45
B202	Anatomy & Physiology II	3	45
B203	Clinical Psychology	3	45
B303	Pharmacology	3	45
B304	Western Nutrition	2	30
B302	Physical Examination	2	30
H302	Chinese Dietary Therapy	2	30
C202	Clinic Level I-Internship	9	270
C301	Clinic Level II-Internship	9	270

Stage Learning Exam II

Third Stage		CR	HR
T401	Internal OM III	3	45
T402	Internal OM IV	3	45
T403	Classics of Oriental Medicine	3	45
T404	Practice Management	3	45
A401	Advanced Techniques	2	30
A402	Advanced Point Combination	2	30
B401	Survey of Clinical Practices	1	15
B402	East-West Research	2	30
B403	Patho physiology I	3	45
B404	Patho physiology II	3	45
B405	Patho physiology III	3	45
H401	Herbal Formulas II	3	45
H402	Herbal Formulas III	3	45
H403	Shang Han Lun	2	30
H404	Wen Bing	2	30
H405	Advanced Herbal Prescribing	3	45
H406	Clinical Pearls (Case Studies)	2	30
C401	Clinic Level III-Internship	9	270
C405	Clinical Externship	3	90

Stage Learning Exam III

PROGRAM TOTALS:

Didactic 144 credits / 2160 hours

Clinical 36 credits / 1080 hours

MAc degree program with a Chinese Herbal
Medicine specialization

GRAND TOTAL: 180 CREDITS / 3240 HOURS

DOCTOR OF ACUPUNCTURE (DAc)
WITH A CHINESE HERBAL MEDICINE SPECIALIZATION
Departmental Expected Learning Outcomes (DELO)

Foundations:

1. Graduates will understand the ethical and legal requirements of the Acupuncture and Oriental Medicine (AOM) profession, including scope of practice and risk management, and be able to practice accordingly.
2. Graduates will be able to effectively communicate with patients, other health care providers, and the community about the safety, efficacy, and principles of AOM, including both classical theories and modern research.
3. Graduates will be able to perform an efficient and complete patient interview and physical examination, clearly record relevant findings in the patient's medical chart, and use this data to support a differential diagnosis of the patient's chief complaint(s).
4. Graduates will be able to formulate a comprehensive treatment plan based upon the differential diagnosis utilizing acupuncture, herbology, and related adjunctive therapies, as well as assess treatment outcomes, modify treatment plans as appropriate, and provide the patient with a realistic prognosis.
5. Graduates will be prepared to engage in professional development, participate in state and national AOM organizations, utilize emerging information technology systems, and demonstrate a commitment to life-long learning.

Acupuncture:

1. Graduates will understand both modern standards of safety in acupuncture, including Clean Needle Technique, as well as classical standards and techniques of acupuncture, and be able to apply these in clinical practice.
2. Graduates will understand classical channel theory, including internal and external pathways, functions of the primary, connecting, sinew, divergent, and extraordinary channels, as well modern biomedical theories on acupuncture's mechanisms of action.
3. Graduates will understand the classical categories of acu-points, as well as know commonly used regular, new, and miscellaneous acu-point names (*Pinyin* & English translation), locations, numbers, primary functions, and common indications.
4. Graduates will be able to formulate an appropriate acupuncture prescription, based upon a differential diagnosis, using both classical theories and modern evidence-based and evidence-informed practices.
5. Graduates will be proficient in adjunctive acupuncture modalities, including moxibustion, tui na, cupping, gwa sha, and auricular therapy, and will be able to use these appropriately.

Herbology:

1. Graduates will understand both modern standards of safety in herbology, including drug-herb interactions and current good manufacturing practices, as well as classical standards of herbology, including the principles of formula construction, modification, and preparation, and be able to apply these in clinical practice.
2. Graduates will know the *Pinyin*, pharmaceutical names, taste, temperature, functions, indications, combinations, contraindications, and appearance of commonly used substances in the Chinese materia medica.
3. Graduates will know the *Pinyin*, English translation, ingredients, dosages, functions, and indications for commonly used formulas in Chinese herbal medicine.
4. Graduates will be able to formulate an appropriate herbal prescription, based upon a differential diagnosis, using both classical theories and modern evidence-based and evidence-informed practices.
5. Graduates will be able to use adjunctive herbal modalities, including dietary therapy and the use of prepared medicines in various forms (pills, granules, topical liniments, and plasters, etc.), in clinical practice.

Biomedicine:

1. Graduates will understand the structure and function of the human body, as well as the causes and manifestations of disease, according to the principles of modern Biomedicine, and be able to critically assess the methodology and conclusions of quantitative and qualitative research.
2. Graduates will be able to perform a basic Biomedical physical examination and understand the significance of their findings, including the significance of commonly used Biomedical tests, in order to support an informed Biomedical clinical impression of a patient's condition.
3. Graduates will be able to identify conditions requiring referral for emergency medical care, Biomedical consultation and diagnostic testing, long-term case management, or the services of other health care providers in order to work collaboratively within established medical systems.
4. Graduates will be able to explain the indications, risks, benefits, and procedures of biomedical diagnostic imaging and laboratory tests, assess the findings from diagnostic reports, and effectively communicate with the patient and other healthcare providers regarding the results.
5. Graduates will understand both the benefits and risks of surgery for Biomedically defined diseases, as well as the actions of commonly used pharmaceutical drugs, the conditions they treat, and potential adverse reactions or interactions.

Clinical Medicine:

The expected learning outcomes of all four academic departments (Foundations, Acupuncture, Herbology, Biomedicine) are aligned with the expected learning outcomes of clinical training.

Doctor of Acupuncture (DAc) with a Chinese Herbal Medicine Specialization
Curriculum by Departments

Department of Theoretical Foundations		CR	HR
T101	Chinese Medical Terminology	2	30
T102	Oriental Medicine I	3	45
T103	Oriental Medicine II	3	45
T104	History of Chinese Medicine	2	30
T105	Clinical Ethics and Safety	2	30
T201	Patterns of Disease I	3	45
T202	Patterns of Disease II	3	45
T203	Medical Qi Gong	2	30
T204	Case Management	2	30
T301	Internal OM I	3	45
T302	Internal OM II	3	45
T401	Internal OM III	3	45
T402	Internal OM IV	3	45
T403	Classics of Oriental Medicine	3	45
T404	Practice Management	3	45
T500	Oriental Medicine Research	2	30
T510	Thesis Research	1	15
Total		43	645

Department of Acupuncture		CR	HR
A100	Introductory Acupuncture	2	30
A101	Acu-Points I	3	45
A102	Acu-Points II	3	45
A201	Acu-Points III	3	45
A202	Acu-Points IV	3	45
A203	Techniques of Acu-Moxa	2	30
A301	Acupuncture Microsystems	2	30
A302	Tui Na	3	45
A303	Acupuncture Orthopedics	3	45
A401	Advanced Techniques	2	30
A402	Advanced Point Combination	2	30
Total		28	420

Department of Biomedicine		CR	HR
B101	History & Philosophy Medicine	1	15
B102	Western Medical Terminology	1	15
B105	Physics	2	30
B106	Functional Anatomy/Kinesiology	3	45
B110	Research Literacy	1	15
B201	Anatomy & Physiology I	3	45
B202	Anatomy & Physiology II	3	45
B203	Clinical Psychology	3	45
B302	Physical Examination	2	30
B303	Pharmacology	3	45
B304	Western Nutrition	2	30
B401	Survey of Clinical Practices	1	15
B402	East-West Research	2	30
B403	Patho physiology I	3	45
B404	Patho physiology II	3	45
B405	Patho physiology III	3	45
B500	Diagnostic Testing	3	45
Total		39	585

Department of Chinese Herbal Medicine		CR	HR
H101	Introductory Herbology	3	45
H102	Materia Medica I	3	45
H201	Materia Medica II	3	45
H202	Materia Medica III	3	45
H301	Dui Yao	3	45
H302	Chinese Dietary Therapy	2	30
H303	Herbal Formulas I	3	45
H401	Herbal Formulas II	3	45
H402	Herbal Formulas III	3	45
H403	Shang Han Lun	2	30
H404	Wen Bing	2	30
H405	Advanced Herbal Prescribing	3	45
H406	Clinical Pearls (Case Studies)	2	30
Total		35	525

Department of Clinical Medicine		CR	HR
C101	Clinical Theater	3	90
C102	Practitioner Observation	1	30
C103	Intern Observation	2	60
C201	Clinic Level I-Internship	9	270
C301	Clinic Level II-Internship	9	270
C401	Clinic Level III-Internship	9	270
C405	Clinical Externship	3	90
C500	Collaborative Care	2	60
Total		38	1140

Pre-requisites/Co-requisites		CR	HR
B103	Biology	3	45
B104	Chemistry	3	45
B107	General Psychology	3	45

Elective Courses (Optional)		CR	HR
Fundamentals of Bodyworks		7	105
Special Populations		2	30
Foot Reflexology		2	30
Trigger Points & Myofascial Release		3	45
Hawaiian Lomi Lomi		2	30
Sports Injury and Pain		2	30
Clinical Bodyworks		3	90

PROGRAM TOTALS:
Didactic 154 credits / 2310 hours
Clinical 38 credits / 1140 hours

DAc degree program with a Chinese Herbal Medicine specialization

GRAND TOTAL: 192 CREDITS / 3450 HOURS

STAGE LEARNING EXAMINATIONS (SLE) for DAc Degree

Students must pass a comprehensive written examination at three different stages in the program.

The Stage 1 SLE must be passed before registering for any 200-level Clinic Internship course.

The Stage 2 SLE must be passed before registering for any 400-level course (Clinical & Academic).

The Stage 3 SLE must be passed before graduation.

Stage I			Stage III					
	CR	HR		CR	HR			
T101	Chinese Medical Terminology	2	30	T401	Internal OM III	3	45	
T102	Oriental Medicine I	3	45	T402	Internal OM IV	3	45	
T103	Oriental Medicine II	3	45	T403	Classics of Oriental Medicine	3	45	
T104	History of Chinese Medicine	2	30	T404	Practice Management	3	45	
T105	Clinical Ethics and Safety	2	30	T500	Oriental Medicine Research	2	30	
A100	Introductory Acupuncture	2	30	T510	Thesis Research	1	15	
A101	Acu-Points I	3	45	A401	Advanced Techniques	2	30	
A102	Acu-Points II	3	45	A402	Advanced Point Combination	2	30	
H101	Introductory Herbology	3	45	B401	Survey of Clinical Practices	1	15	
H102	Materia Medica I	3	45	B402	East-West Research	2	30	
B101	History & Philosophy Medicine	1	15	B403	Patho physiology I	3	45	
B102	Western Medical Terminology	1	15	B404	Patho physiology II	3	45	
B103	Biology	3	45	B405	Patho physiology III	3	45	
B104	Chemistry	3	45	B500	Diagnostic Testing	3	45	
B105	Physics	2	30	H401	Herbal Formulas II	3	45	
B106	Functional Anatomy/Kinesiology	3	45	H402	Herbal Formulas III	3	45	
B110	Research Literacy	1	15	H403	Shang Han Lun	2	30	
C101	Clinical Theater	3	90	H404	Wen Bing	2	30	
C102	Practitioner Observation	1	30	H405	Advanced Herbal Prescribing	3	45	
C103	Intern Observation	2	60	H406	Clinical Pearls (Case Studies)	2	30	
<u>Stage Learning Exam I</u>				C401	Clinic Level III-Internship	9	270	
<u>Stage II</u>			CR	HR	C405	Clinical Externship	3	90
T201	Patterns of Disease I	3	45	C500	Collaborative Care	2	60	
T202	Patterns of Disease II	3	45	<u>Stage Learning Exam III</u>				
T203	Medical Qi Gong	2	30	<u>PROGRAM TOTALS:</u>				
T204	Case Management	2	30	Didactic 154 credits / 2310 hours				
T301	Internal OM I	3	45	Clinical 38 credits / 1140 hours				
T302	Internal OM II	3	45	DAc degree program with a specialization in Chinese Herbal Medicine				
A201	Acu-Points III	3	45	GRAND TOTAL: 192 CREDITS / 3450 HOURS				
A202	Acu-Points IV	3	45					
A203	Techniques of Acu-Moxa	2	30					
A301	Acupuncture Microsystems	2	30					
A302	Tui Na	3	45					
A303	Acupuncture Orthopedics	3	45					
H201	Materia Medica II	3	45					
H202	Materia Medica III	3	45					
H301	Dui Yao	3	45					
H303	Herbal Formulas I	3	45					
B201	Anatomy & Physiology I	3	45					
B202	Anatomy & Physiology II	3	45					
B203	Clinical Psychology	3	45					
B302	Physical Examination	2	30					
B303	Pharmacology	3	45					
B304	Western Nutrition	2	30					
H302	Chinese Dietary Therapy	2	30					
C202	Clinic Level I-Internship	9	270					
C301	Clinic Level II-Internship	9	270					
<u>Stage Learning Exam II</u>								

COURSE DESCRIPTIONS

(100 to 400 level courses are Master requirements)

(100 to 500 level courses are Doctoral requirements)

Department of Theoretical Foundations

T101 Chinese Medical Terminology

Students will be introduced to the Chinese language through a study of the 100 most common characters relevant to the study of Oriental Medicine, including the *pinyin* Romanization system and common English language translations of the terms found in the diversity of modern texts.

Prerequisite: None.

Credits/Hours: 2/30.

T102 Oriental Medicine I

A foundation in the basic theories of Oriental Medicine will be provided. The goal of this course is to familiarize students with the basic concepts of Oriental Medicine, including the theories of Yin and Yang, Qi and Blood, the Five Elements, the Zang Fu, the causes of disease, and the overall Oriental model of health and disease.

Prerequisite: None.

Credits/Hours: 3/45.

T103 Oriental Medicine II

Both the lecture and practical experience will teach students the basics of Eight-Principle and Qi & Blood diagnosis, and the methods of observation, auscultation, olfaction, palpation, and inquiry. Emphasis is placed upon preparing the students for their clinical internship as they learn to take a complete Oriental medical exam, record the information in a chart, and to formulate a diagnosis based upon the information gathered.

Prerequisite: T102.

Credits/Hours: 3/45.

T104 History of Chinese Medicine

This course is a systematic study of the historical development of Chinese Medicine, from its ancient roots, the classical texts and their relevance to specific dynastic periods, the evolution of the medicine into the modern world, and its spread to countries around the globe.

Prerequisite: None.

Credits/Hours: 2/30.

T105 Clinical Ethics and Safety

To introduce students to the ethical and legal requirements of the Acupuncture and Oriental Medicine (AOM) profession, modern standards of safety, and strategies for effective communication with patients, other health care providers, and the community.

Prerequisite: None

Credits/Hours: 2/30.

T201 Patterns of Disease I

An in-depth study of the disease pattern discrimination, with an emphasis on the Zang-Fu diagnostic model. The course emphasizes practical, clinical diagnostic skills, and introduces both

acupuncture and herbal treatment strategies. The first level covers the patterns of the Zang Organs: Heart, Liver, Lung, Spleen, Kidney, and combined patterns.

Prerequisite: T102 and T103

Credits/Hours: 3/45.

T202 Patterns of Disease II

An in-depth study of the disease pattern discrimination, with an emphasis on the Zang-Fu diagnostic model and emphasizes practical, clinical diagnostic skills, and introduces both acupuncture and herbal treatment strategies. The second level of the course covers the patterns of the Fu Organs: Stomach, Small Intestine, Large Intestine, Gall Bladder, Urinary Bladder, as well as patterns of the Six Stages and Four Levels.

Prerequisite: T102 and T103.

Credits/Hours: 3/45.

T203 Medical Qi Gong

Students are introduced to the practice of Qi Gong by personal experience, awareness of, and sensitivity to Qi that is imperative to preventative health care and person health maintenance and the successful practice of classical Chinese Medicine. Emphasis is on breathing, meditation, the practice of the Eight Pieces of Treasure Qi Gong series and is supplemented with a study of various Qi Gong postures and movements, as well as a discussion of Tai Ji Quan.

Prerequisite: None.

Credits/Hours: 2/30.

T204 Case Management

To develop student's understanding of the ethical and legal requirements of the Acupuncture and Oriental Medicine (AOM) profession, modern standards of safety, and strategies of effective communication with patients, other health care providers and the community.

Prerequisite: T105 Clinical Ethics and Safety.

Credits/Hours: 2/30

T301 Internal OM I

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM I covers respiratory, urogenital, hepatic, neurological disorders and emergentology.

Prerequisite: T201, T202 or concurrent enrollment.

Credits/Hours: 3/45

T302 Internal OM II

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM II covers circulatory and digestive disorders.

Prerequisite: T201, T202 or concurrent enrollment.

Credits/Hours: 3/45.

T401 Internal OM III

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and

differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM III covers family medicine, gynecology, pediatrics, and geriatrics.

Prerequisite: T201, T202 or concurrent enrollment.

Credits/Hours: 3/45.

T402 Internal OM IV

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM IV covers ophthalmology, dermatology and modern medical disease categories, and a review of modern Oriental Medicine literature on the nature of disease.

Prerequisite: T201, T202 or concurrent enrollment.

Credits/Hours: 3/45.

T403 Classics of Oriental Medicine

Students will be provided with a solid foundation in the theoretical roots of many of the modern principles of clinical practice through the study of the more important classical texts in the field of Oriental Medicine. Texts covered include the Jing Gui, Wen Bing/Shang Han, Huang Di Nei Jing Su Wen & Ling Shu, Shen Nong Ben Cao, Mai Jing, and Pi Wei Lun.

Prerequisite: T202.

Credits/Hours: 3/45.

T404 Practice Management

To encourage high levels of professional development, students will learn the basics of running their own practice in a healthcare environment and building healthy business relationships. The course will cover developing a business plan, business ethics and professional standards, practice growth and development, operations, regulatory compliance and jurisprudence, business written communication, financial management, risk management and insurance issues, medical-legal report writing, expert medical testimony, independent medical review, collaborating with other CAM professionals, and ability to practice in interdisciplinary medical settings, and other aspects of practice management.

Prerequisite: T204.

Credits/Hours: 3/45.

T500 Oriental Medicine Research

This course critically examines the current state of published, peer-reviewed, research on Oriental Medicine, including diagnostics, acupuncture, and herbology, that can support evidence-based and evidence-informed practices. Students will be knowledgeable of the various approaches to research relevant to Oriental Medicine and be able to critically analyze the methodology and findings of published studies to support evidence-based and evidence-informed clinical practice. Student will also demonstrate the ability to work collaboratively.

Prerequisite: B403.

Credits/Hours: 2/30.

T510 Thesis Research

This course requires students engage in independent qualitative and/or quantitative research into a topic of Oriental Medicine at the direction of a faculty advisor. Student will provide a thesis that must be approved by a faculty committee. Students will demonstrate comprehensive knowledge of a subject area in Oriental Medicine, and the ability to apply this in clinical practice.

Prerequisite: T500.

Credits/Hours: 1/15.

Department of Acupuncture

A100 Introductory Acupuncture

To introduce students to the modern and classical standards of safety, needling, techniques, categories of channels and acu-points, principles of prescription formulation based on a differential diagnosis, and adjunctive modalities within the field of acupuncture.

Prerequisite: None.

Credits/Hours: 2/30.

A101 Acu-Points I

A102 Acu-Points II

The first two levels of this four course series provides students an introductory study of Acupuncture, including surface anatomy, the system of proportional measurement, the complete channel system, Acu-Point classifications, and the location, name, number, functions, and indications of both regular channel points and extra points. Acu-Points I covers the channels of the Ren, Du, Lung, Large Intestine, Stomach, Spleen, and Heart. Acu-Points II covers the channels of the Small Intestine, Urinary Bladder, Kidney, Pericardium, San Jiao, Gall Bladder, and Liver.

Prerequisite: None.

Credits/Hours: 3/45 each.

A201 Acu-Points III

A202 Acu-Points IV

The last two levels of this four course series provide students an in-depth study of Acupuncture, emphasizing the clinical usage of the Acu-Points. Included is a review of the location, classifications, functions, and indications of regular channel points, and the additional study of many extra points. Acu-Points III covers the channels of the Ren, Du, Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder. Acu-Points IV covers the channels of the Kidney, Pericardium, San Jiao, Gall Bladder, Liver, as well as the Eight Extraordinary Channels and many extra points.

Prerequisite: A101 for A102.

Credits/Hours: 3/45 each.

A203 Techniques of Acu-Moxa

Students learn how to apply various treatment modalities, from basic needle insertion (including a study of needle types, lengths, and gauges), manipulations for tonification and sedation, needle withdrawal, electrical stimulation, and intradermal needling. Also covered will be cold and heat therapy, including direct/indirect moxibustion and ultrasound, as well as adjunctive therapies such as bleeding, cupping, gua sha, magnets, beads, and dermal tacks. Finally, students will learn the contraindications for acupuncture treatment, and the management of accidents and emergencies that might occur during an acupuncture treatment. The goal of this course is for students to gain proficiency in the skills they will need as they begin their clinical internship.

Prerequisite: A100.

Credits/Hours: 2/30.

A301 Acupuncture Microsystems

This course introduces students to some of the various Microsystems of acupuncture (ear, scalp, hand, laser, zone therapy, etc.), and ways of integrating these systems into their treatment strategies. Knowledge of these systems will enhance the student's overall education and offer them greater possibilities in the clinical setting.

Prerequisite: None.

Credits/Hours: 2/30.

A302 Tui Na

Students will learn the essentials and techniques of practicing Chinese bodywork therapy, called Tui Na. This unique system will assist students in developing their abilities to apply what they learn in the clinic. Proper body mechanics will be emphasized to reduce the strain on the practitioner, while maximizing the effect for the patient.

Prerequisite: None.

Credits/Hours: 3/45.

A303 Acupuncture Orthopedics

The course provides a study of the application of Acupuncture and related modalities in the treatment of musculo-skeletal disorders. The course covers orthopedic assessment from both an Eastern and a Western approach, accurate charting of conditions, functional outcome measurements, and the development of a comprehensive treatment plan.

Prerequisite: A202 or concurrent enrollment.

Credits/Hours: 3/45.

A401 Advanced Techniques

Students are to achieve mastery in the modern and classical standards of safety, needling techniques, categories of channels and acu-points, principles of prescription formulation based on a differential diagnosis, and adjunctive modalities within the field of acupuncture.

Prerequisite: A203.

Credits/Hours: 2/30.

A402 Advanced Point Combination

Based on acupuncture principles and theory, this course is to improve the students critical thinking skills and ability to create a comprehensive acupuncture point prescription based upon a differential Oriental medical diagnosis, including the integration of groupings of acu-points that are known to be clinically effective, the use of local and distal points, and many other combinations.

Prerequisite: A202.

Credits/Hours 2/30.

Department of Chinese Herbal Medicine

H101 Introductory Herbology

This course combines the study of botany, as a western science, and an introduction into the study of Chinese herbal medicine. Students will learn the structure of plants and their biochemical components, the scientific terminology, and the botanical families and taxonomy, as well as the principles and theory of Chinese herbal medicine, traditional Oriental categories and properties of herbs (taste, temperature, channels entered), and principles regarding dosages, toxicity, contraindications, and methods of preparation and delivery.

Prerequisite: None.

Credits/Hours: 3/45.

H102 Materia Medica I

H201 Materia Medica II

H202 Materia Medica III

This three-trimester course is a comprehensive study of over 300 medicinal substances that traditionally comprise the Oriental Materia Medica. These substances are presented according to their Chinese and Latin scientific name, the categories (such as Release the Exterior or Tonify Qi), taste, temperature, channels entered, toxicity, functions and indications, cautions and contraindications, and dosage. Also covered will be recent research and developments in the field of Chinese herbal medicine, as well as endangered species and appropriate substitutions.

Prerequisite: H101 or concurrent enrollment.

Credits/Hours: 3/45 for each. 9/135 total.

H301 Dui Yao

Students will be taught Dui Yao, the practice of combining medicinals to increase their therapeutic actions. The course is a bridge between the study of individual substances in the Materia Medica, and the more complex combinations used in the construction of herbal formulas.

Prerequisite: H101.

Credits/Hours: 3/45.

H302 Chinese Dietary Therapy

Traditional Chinese dietary therapy, which is the application of food, as medicine, will be introduced. The properties of foods are presented, including their taste, temperature, and function as well as dietary approaches to therapy for specific conditions or disease patterns. Students will learn how to counsel patients with Chinese medical nutritional advice based on presenting conditions and symptoms, as well as give appropriate lifestyles and self-care recommendations based on knowledge of Chinese nutrition.

Prerequisite: H101.

Credits/Hours: 2/30.

H303 Herbal Formulas I

H401 Herbal Formulas II

H402 Herbal Formulas III

A three-trimester course teaches students the highest expression of herbal medicine: the creation of an herbal formula. Covered are many of the classic formulas, the meaning of their names, the herbal composition, functions and indications, cautions and contraindications, a detailed analysis of the formula, and ways to modify it to suit the needs of the individual patient.

Prerequisite: H102, or concurrent enrollment;

Credits/Hours: 3/45 for each. 9/135 total.

H403 Shang Han Lun

This course provides an advanced study of Chinese herbal medicine through an examination of Zhang Zhong Jing's classic work, the Shang Han Lun (Treatise on Cold Induced Disorders). Covered are many of the classic formulas, the meaning of their names, the herbal composition, function and indications, cautions and contraindications, a detailed analysis of the formulas, and ways to modify to suit the needs of the individual patient.

Prerequisite: H303, or concurrent enrollment;

Credits/Hours: 2/30.

H404 Wen Bing

This course provides an advanced study of Chinese herbal medicine through an examination of Wen Bing (Warm Febrile Disease). Covered are many of the classic formulas, the meaning of their names, the herbal composition, function and indications, cautions and contraindications, a detailed analysis of the formulas, and ways to modify to suit the needs of the individual patient.

Prerequisite: H303, or concurrent enrollment;

Credits/Hours: 2/30.

H405 Advanced Herbal Prescribing

Students are to achieve mastery in all aspects of herbal prescribing, including modern standards of safety, classical principles of formula construction, modification, and preparation, knowledge of individual medicinal functions and indications, commonly used formulas, and commercially prepared prescriptions.

Prerequisite: H303, H401, H402.

Credits/Hours: 3/45.

H406 Clinical Pearls (Case Studies)

Students are to achieve mastery in all aspects of herbal prescribing through a study of the successful practices of experienced practitioners.

Prerequisite: H303 – H402 Herbal Formulas I-III.

Credits/Hours: 2/30.

Department of Biomedicine

B101 History & Philosophy of Medicine

An historical and philosophical perspective of traditional and Western medicines, how they diverged, and how to assess their relationship between science, Western allopathic medicine and other medical systems.

Prerequisite: None.

Credits/Hours: 1/15.

B102 Western Medical Terminology

A basic study of the language of science and medicine, including word roots, suffixes, prefixes, and combining forms. The course provides students with the foundation of a working medical vocabulary.

Prerequisite: None.

Credits/Hours: 1/15.

B103 Biology

This course is designed to provide our students with a basic understanding of the foundation science of biology. This course will cover principles of general and cellular biology, taxonomy, scientific method, genetics, evolution and natural selection, and energy flow in the ecosystem.

Prerequisite: None.

Credits/Hours: 3/45.

B104 Chemistry

This course is designed to provide our students with a basic understanding of the foundation science of chemistry. This course will cover principles of general chemistry, organic chemistry, and biochemistry, the elements, atoms, molecules, and chemical reactions.

Prerequisite: None.

Credits/Hours: 3/45.

B105 Physics

A general survey of physics, including biophysics, that covers the basic principles of energy, motion, heat, states of matter, electricity, magnetism, light, and theories of general and special relativity and quantum mechanics.

Prerequisite: None.

Credits/Hours: 2/30.

B106 Functional Anatomy and Kinesiology

This class is designed for students to understand the body's structures, regions, and layers, from bones to ligaments, to superficial and deep muscles. Muscle profiles indicate origin, insertion, and innervations points while step-by-step instructions teach effective bone and muscle palpation. Students will also learn how structures help the body move through joint motion, and passive and resisted range of motion techniques.

Prerequisite: None.

Credits/Hours: 3/45.

B107 General Psychology

This course provides comprehensive knowledge on general psychology from introductory psychology, experimental psychology, social psychology, developmental psychology, personality theory, humanistic psychology to biopsychology. Students will be exposed to the foundations of psychology, which is aimed to foster practical knowledge to understand human behavior and mental processes. This course is designed to provide foundations for clinical psychology. The course is designed for entry-level health care practitioners who utilize their communication skills and observation skills to treat patients effectively.

Prerequisite: None.

Credits/Hours: 3/45.

B110 Research Literacy

This course introduces students to standard types of published, peer-reviewed, original research in science and medicine for the purpose of informing clinical practice based on a critical analysis of the validity and applicability of the evidence. Students will be familiar with various approaches to research relevant to Oriental Medicine and be able to critically analyze the methodology and findings of published studies to support evidence-based and evidence-informed clinical practice.

Prerequisite: None.

Credits/Hours: 1/15.

B201 Anatomy and Physiology I

A survey of human anatomy and physiology, including study of microscopic and gross anatomy of the integumentary system, musculoskeletal system, and neuroanatomy, and basic physiology of the above – including neurophysiology and a discussion of neurochemistry. The goal of this course is to provide the student with the basic knowledge of human anatomy and physiology needed for entering an academic program in health care fields and its practical application in the health care professions.

Prerequisite: B103.

Credits/Hours: 3/45.

B202 Anatomy and Physiology II

A detailed study of the anatomy and physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, metabolic, urinary, and reproductive systems. The goal of this course is to provide the student with the basic knowledge of human anatomy and physiology needed for entering an academic program in health care fields and its practical application in the health care professions.

Prerequisite: B103.

Credits/Hours: 3/45

B203 Clinical Psychology

This course provides the student with an understanding of psychopathology, as well as practical instruction regarding communication skills such as good listening, nutritional and lifestyle counseling, explaining health care issues, and general patient education, as well as managing psychological reactions that may arise during treatment, and when it is appropriate to make referrals. This course is designed for entry level health care practitioners to learn and practice communication skills, interview skills, motivational interviewing and general counseling techniques which can further enhance their life style and nutritional counseling techniques.

Prerequisite: None.

Credits/Hours: 3/45.

B302 Physical Examination

This course will familiarize students with the biomedical methods of assessment, clinical reasoning and problem solving. Students will learn how to perform general 20-minute initial physical exam to identify and document health problems, including neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose, throat examinations, and functional assessment exams. Students will also learn how to measure and record vital signs, understand the results of many diagnostic tests, conduct a comprehensive health history interview, and understand how functional measurement outcomes are used in case management, thus building confidence in their abilities of clinical reasoning and becoming a skilled health practitioner.

Prerequisite: B106.

Credits/Hours: 2/30.

B303 Pharmacology

Students will learn a basic understanding of the use of pharmaceuticals in Biomedicine, with an emphasis on the classification, actions, and side effects of the more commonly prescribed medications. Also covered will be the potential for negative interactions between pharmaceuticals and herbs or nutritional supplements.

Prerequisite: B104.

Credits/Hours: 3/45.

B304 Western Nutrition

Basic Western nutrition, including the role of specific vitamins and minerals in health, as well as common dietary programs and practices, mainstream supplements and supplement companies, and how to assess and conduct a clinical nutritional history taking in order to assess for possible nutritional risk factors and deficiencies.

Prerequisite: None.

Credits/Hours: 2/30.

B401 Survey of Clinical Practices

This course is a survey of the diversity of fields in clinical practice of medicine, including homeopathy, naturopathy, osteopathy, podiatry, dentistry, psychology, nursing, chiropractic, and midwifery, to familiarize students with the practices of other health professionals.

Prerequisite: None.

Credits/Hours: 1/15.

B402 East-West Research Methodology

The course is designed for graduating seniors and provides an understanding of both eastern and western clinical research in Evidenced and Traditional Based Medicine. Students will learn about various components of a research proposal, research designs such as the double-blind placebo controlled trials, controls and how they are utilized, methods of critical analysis of published research, and how to apply this information into their future practice. This course will also cover the ethics of research, critique of research methods, and provide an overview of the academic peer review process.

Prerequisite: None.

Credits/Hours: 2/30.

B403 Pathophysiology I

This is part two of Biomedical Pathology and Diagnosis courses describing the pathological process and essentials of diagnosis of many common diseases, from the paradigm of Biomedicine. Students will learn the etiology, pathophysiology, signs, symptoms, diagnosis and prognosis of common infectious diseases and disorders of the blood, gastrointestinal, liver, gallbladder, pancreas, and lungs. In addition, this course will include of evolutions of the study of disease in the 21st century, including psychosomatic illness, the relationship of stress and disease, and psychoneuroimmunology, substance abuse and addiction.

Prerequisite: B201, B202.

Credits/Hours: 3/45.

B404 Pathophysiology II

This is part two of Biomedical Pathology and Diagnosis courses describing the pathological process and essentials of diagnosis of many common diseases, from the paradigm of Biomedicine. Students will learn the etiology, pathophysiology, signs, symptoms, diagnosis and prognosis of common diseases of the heart, geriatric disorders, diseases affecting women's health, and men's health. In addition, this course will cover an overview of the use of radiology and provide a discussion of surgery in biomedicine.

Prerequisite: B201, B202.

Credits/Hours: 3/45.

B405 Pathophysiology III

This is part three of Biomedical Pathology and Diagnosis courses describing the pathological process and essentials of diagnosis of many common diseases from the paradigm of Biomedicine. Students will learn about the etiology, pathophysiology, signs, symptoms, diagnosis and prognosis of the diseases discussed in Immunology, Dermatology, Endocrinology, Neurology, Cardiology, and Epidemiology. Students will also learn about red flag conditions and what warrants emergency referrals. An emphasis will be placed on the clinically relevant information that graduates will find useful in their practice, and that may be essential for knowing when to refer their patients.

Prerequisite: B201, B202.

Credits/Hours: 3/45.

B500 Diagnostic Testing

This course provides students with a comprehensive study of currently available Biomedical diagnostic tests, the necessary equipment to perform the various tests, the normal and abnormal ranges of potential findings, their clinical significance, and the benefits and risks to the patient. Upon completion of the course, students will be able to communicate effectively with patients and other healthcare providers about the findings of diagnostic tests.

Prerequisite: B403-B405.

Credits/Hours: 3/45.

Department of Clinical Medicine

C101 Clinic Theater

This course prepares the observer to become interns at our teaching clinic. Observers are exposed to clinical risk management, including HIPAA and OSHA regulations, clean needle technique, herb formulation, CPR and First Aid techniques and provided resources to prepare for pre-clinical exams. A didactic review of theoretical foundations, acupuncture theory, and herbal medicine will be conducted in order for students to be prepared for a basic level of application. Students will be provided with opportunities to experience a mock treatment and witness treatments given by licensed practitioners in a theater-style clinic. In this setting, students will be able to gain experience developing their own clinical skills. Students will be required to complete a clean needle technique portion of the course and demonstrate hygienic standards.

Prerequisite: Clinic Orientation, HBV Acknowledgment Form.

Credits/Hours: 3/90.

C102 Practitioner Observation

Students observe senior licensed practitioners treat patients in our teaching clinic, with opportunities for observation and limited participation, to learn the procedures essential for effective clinical practice. Students will also be given an opportunity to visit and observe senior practitioners in their professional clinical settings in the community.

Prerequisite: C101.

Credits/Hours: 1/30.

C103 Intern Observation

This course introduces the new intern to the basic operations of the student clinic. Students will be given the experience of observing our interns in our teaching clinic, with the attending supervisor. Students will learn how the clinic operates, HIPAA compliance regarding confidentiality of clinic records, observing the entire clinical process, from appointment and scheduling, to patient intake, assessment and treatment and other essential information to prepare them for the next step of internship.

Prerequisite: C101.

Credits/Hours: 2/60.

C201 Clinic Level I - Internship

This first level of Clinical Internship introduces the new intern to clinical practice. Interns will learn to perform a complete intake and accurately record the information in the patient's chart, as well as develop their needling techniques, point location skills, and herbal knowledge.

Prerequisite: C101, C102, C103.

Credits/Hours: 9/270.

C301 Clinic Level II - Internship

As students enter the next level of clinic internship, they gradually progress towards assuming more of the responsibilities of the diagnosis and treatment of their patients, with assistance and guidance from the Clinical Supervisor. Able to accurately describe the tongue shape, coat, moisture, and color, be able to describe the pulse rate, strength, and organ positions, and be able to accurately make a Channel (Jing Luo Diagnosis)

Prerequisite: C202.

Credits/Hours: 9/270.

C401 Clinic Level III - Internship

As students' progress through the third level, they continue assuming more of the responsibilities of the diagnosis and treatment of their patients. Interns will build on their clinical and academic experience and develop their diagnostic skills, needling techniques, as well as Acu-point and herbal prescribing ability.

Prerequisite: C301.

Credits/Hours: 9/270.

C405 Clinic Level IV – Externship

Clinical Specialty Externship: Students spend up to 90-hours in externship rotations, working with senior AOM and/or CAM practitioner/mentors of their choice in any location. The ICAOM President/CEO must approve the mentors and learning goals prior to beginning the externship. Students are responsible for identifying and contacting potential mentors and working out the logistical details of the externship and develop a set of learning goals. Mentors must generally have a minimum of 10 years of clinical experience to be approved. Mentors not associated with ICAOM must sign a contract of agreement with ICAOM that outlines expectations and requirements prior to approval and must also agree to evaluate student progress using standard ICAOM evaluation forms. ICAOM will provide the mentor with an honorarium. Students must cover any additional fees, expenses or costs of the externship directly.

Prerequisite: C401.

Credits/Hours: 3/90.

C500 Collaborative Care

During this clinic rotation, students must engage in collaborative care of patients in an integrative healthcare facility, demonstrating their ability to communicate effectively with other healthcare providers and guide patients into other healthcare systems as needed. Interns will demonstrate their ability to work collaboratively with other healthcare providers in an integrative healthcare facility. Interns will demonstrate their knowledge about the results of diagnostic tests and their ability to communicate its significance to their patients and other healthcare providers, making referrals as appropriate.

Prerequisite: C401.

Credits/Hours: 2/60.

OTHER CLINICAL EXTERNSHIP OPTIONS: (subject to location change based on availability.)

China Externship: - Students may spend up to three consecutive weeks in externship rotations at Chengdu or Guangzhou University of Chinese Medicine. The student will pay tuition directly to ICAOM. This will cover both externship and lectures. Additional expenses and costs, including flights, accommodations, and meals, are to be covered by students directly.

Credits/Hours: 3/90.

REGULATIONS, POLICIES AND INFORMATION

Students, faculty, and staff are responsible for knowing and complying with the policies and procedures of ICAOM. By enrolling as a student or accepting employment with ICAOM, an individual acknowledges that they have an obligation to uphold lawful and ethical standards of behavior in the school and the community at large. Conduct deemed improper may result in discipline such as academic suspension for a minimum of one trimester (removal from all courses), expulsion from the program, or termination of employment. The President/CEO and/or the Governing Board will determine the sanctions based upon the severity of the misconduct.

All members of the Institute community are expected to create and maintain an environment that will ensure that students, faculty, and staff have the opportunity to achieve their educational objectives without unnecessary inconvenience, and assist in protecting the physical and emotional safety, welfare, and property of the Institute and its members.

Professional and collegial interaction between students, faculty, and staff is encouraged so as to maintain communication and promote respect. However, close personal relationships (including romantic or sexual relationships) between students and faculty, staff, or patients is strongly discouraged as they may reduce objectivity or present an actual or potential conflict of interest. Such relationships may also create the potential for breaches of privacy, discrimination, favoritism, or violation of professional ethical standards. In addition, behavior or circumstances that create an uncomfortable working environment may make individuals subject to the Policy Prohibiting Sexual and Other Forms of Harassment.

The following policies also apply:

- Students will not provide acupuncture treatment – whether compensation is received or not – outside of regular school activities and when not directly supervised by a licensed acupuncturist.
- The possession of firearms, explosives (including illegal fireworks), knives, and other articles usable as weapons is forbidden on the premises or at school activities.
- Students may not commercialize or reproduce for profit course material without the specific written consent of the instructor.
- No person shall engage in any commercial activity on the ICAOM campus without approval of the President/CEO.

ACADEMIC INTEGRITY AND ACADEMIC HONESTY

Academic honesty is an essential aspect of all academic activities and endeavors. Wikipedia, the Internet free encyclopedia, defines academic misconduct as “any type of cheating that occurs in relation to a formal academic exercise.” Academic dishonesty or cheating also includes Plagiarism in any form.

Plagiarism is defined by Wikipedia as “the adoption or reproduction of ideas or words or statements of another person without due acknowledgment.” Plagiarism is a serious offense and is against the copyright law and represents fraud. Academic misconduct and Plagiarism may constitute disciplinary sanctions and can lead to dismissal from ICAOM.

For your reference, our Library resources include a book called "Doing Honest Work in College" by Charles Lipson. In citing references for paper writing, ICAOM generally recommends the APA format style. However, your instructor will provide you with specific written guidelines for each topic or focus of assigned papers or reports.

INTELLECTUAL PROPERTY AND COPYRIGHT

All materials presented in ICAOM classes are the intellectual property of the instructor. This includes all materials that the instructor creates (power points, slides, handouts). Therefore, these materials cannot be reproduced or duplicated without the written permission of the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with ICAOM students and teaching assistants.

APPEARANCE AND DRESS STANDARDS

Professional attire is required in all ICAOM campus situations. Especially, in the Teaching Clinic, the specific dress code described in the Clinic Manual must be followed. ICAOM recognizes that student practice of Oriental medicine techniques on peers may require various stages of undress; Oriental medicine must be done in approved, scheduled clinic areas with appropriate draping.

ICAOM requests that students, staff, and faculty be sensitive to others when using scented products when attending ICAOM as some individuals may have an allergic reaction. In balance, appropriate personal hygiene is important especially when working in close contact with others. Also refer to the Student Resource Manual for more information,

DRUG, ALCOHOL, AND TOBACCO-FREE CAMPUS POLICY

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendments of 1989, ICAOM is committed to the prevention of drug and alcohol use. Therefore, the illegal possession, use, sale, or distribution of controlled drugs, narcotics, stimulants, depressants, hallucinogens, or drug paraphernalia, or the misuse of prescription drugs or alcohol is strictly prohibited. Violation of this policy is considered unprofessional conduct and is subject to disciplinary action up to and including suspension, expulsion from the program, or termination of employment.

Substance abuse in a medical setting can pose a threat to the safety of patients and others. Any student or employee, administration or instructional staff member who you believe to be under the influence of illegal drugs or alcohol may be requested to leave. Failure to immediately leave upon request will require notification of law enforcement for assistance. Refusal to cooperate may result in suspension, expulsion, or termination of employment.

The use of tobacco (smoking or smokeless-products) is a documented health risk and is prohibited at the school or at any ICAOM function. Smoking is also prohibited within the Chinese Cultural Center under their rules.

Students Rights and Responsibilities

As members of the ICAOM community, students shall have certain rights. These include freedom of expression and inquiry, the right to receive the transmission and application of knowledge, the freedom to pursue education goals, the right to privacy and confidentiality of records and the right to due process as established in the ICAOM Code of Student Conduct.

STUDENT CODE OF CONDUCT

ICAOM strives to be a community of shared values, based on justice and personal responsibility inherent in the Institute's mission statement and principles of community. ICAOM expects the highest standards of honesty and integrity from all members of the community. ICAOM seeks students who are knowledgeable, forthright, and honest, and to that end, this policy and these procedures are addressed. At the discretion of the Institute, a student may be sanctioned including expelled for behavior disruptive of the mission, for dishonesty, and for acts or omissions that violate professional ethics in patient care.

The following is partial list of the potential grounds for sanctions:

1. Cheating or plagiarism in connection with an academic program.
2. Needling any person without being under the direct supervision of a licensed acupuncturist in a class or clinic (HRS 436-e),
3. Forgery, alteration or misuse of Institute documents, records or identification, or knowingly furnishing false information to the Institute.
4. Misrepresentation of oneself [or an organization] of being an agent of ICAOM.
5. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
6. Threatened or actual physical abuse, on or off campus, of the person or property of any member of the campus community, or of members of his/her family.
7. Theft of, or intended damage to, ICAOM's Property or property in the possession of or owned by a member of the ICAOM community.
8. Unauthorized entry into, unauthorized use of, or misuse of ICAOM's property.
9. The unlawful possession use or sale of alcohol, sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in Hawaii statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
10. Being under the influence of alcohol or drugs that impair judgment, performance or behavior.
11. Engaged in lewd, indecent, abusive, or obscene behavior.
12. Violation of any order of ICAOM's President/CEO, notice of which has been given prior to such violation and during the academic term in which the violation occurs. Notice may be given either by publication or by posting on an official bulletin board designed for this purpose.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.
14. Any behavior that results in a misdemeanor or felony.

The Committee on Educational Policy or President's designated committee may place on probation, suspend or expel a student for one or more of the causes enumerated above. No fees or tuition paid by or for such student for the term in which he or she is suspended or expelled shall be refunded, if the student is readmitted before the close of the term in which he or she is suspended. No additional tuition or fees shall be required of the student on account of the suspension.

The President/CEO, or his or her designated representative, may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required to protect lives or property and to ensure the maintenance of order. A student placed on interim suspension shall be given prompt notice or charges and the opportunity for a hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or a designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim, suspension shall be grounds for expulsion. Admission or readmission may be qualified or denied to any person, who, while a student, commits acts, which are subject to disciplinary action pursuant to the above.

STUDENT GRIEVANCE POLICY

- 1) 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.
- 2) The grievance must be presented within 30 calendar days of the incident.
- 3) The student may wish to seek mediation to resolve the matter, after/he/she has discussed the grievance with the Chair of the Faculty, and the President/CEO.
- 4) If the student feels that the grievance was not resolved satisfactorily, the student then must submit his or her grievance in writing by using the Student Grievance form to the Director of Student Affairs to include:
 - The statement of facts as the grievant perceives them, citing specific violations where possible;
 - The respondent's statement of actions, if any, during or after the consultation, and
 - The remedy sought by the grievant.
- 5) must acknowledge the complaint to the grievant and inform the individual grieved upon.
- 6) The Director will then meet with the student, gather any additional information needed, complete any consultation, and notify in writing the grievant of the determination and decision, with a copy of the findings to the individual grieved upon, within 10 days.
- 7) If additional time is needed, the time may be extended by agreement of both parties or extenuating circumstances, as determined by the administrator to whom the grievance is presented.
- 8) If the student believes that the grievance has not been satisfactorily resolved, the student can request the grievance be brought to the Chancellor, who in consultation with the CEO/President, will meet separately with the student and with the individual grieved upon, and will make a final determination as to how the grievance will be resolved.
- 9) 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.
- 10) If the grievant does not meet the stated time limitations, the process will be terminated, and the grievance cannot be resubmitted.
- 11) If the student is still 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:

Hawai'i Post-Secondary Education Authorization Program (HPEAP)
335 Merchant Street, Rm. 310, Honolulu, HI 96813
(808) 586-7327 hpeap@dcca.hawaii.gov cca.hawaii.gov/hpeap

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
8941 Aztec Drive
Eden Prairie, MN 55347
Phone (952) 212-2434 Fax: (301) 313-0912 www.acaom.org

POLICY PROHIBITING SEXUAL AND OTHER FORMS OF HARASSMENT

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made an explicitly or implicitly a term or condition of instruction, employment or participation in other activities at ICAOM,
- (2) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work/study environment.

Examples of conduct that is deemed to be unwelcome are unwanted sexual advances, offering employment benefits in exchange for sexual favors, threatening reprisal after a sexual advance is declined, leering, displaying suggestive pictures, making sexual comments or jokes, and sending sexual letters or e-mails. Words and actions can be perceived differently from how they were intended. It is important to note that it is the **impact** of the behavior on others, not the **intent**, which is used to determine whether the behavior constitutes sexual harassment.

Behavior that discriminates against, or creates a hostile or intimidating environment for individuals, who are not the direct target of the behavior, may also be sexual harassment. Sexual harassment may even occur in relationships that seem to be voluntary or consensual. Even if there are no conflicts of interest and both parties appear to have consented to the relationship, it may result in a perception of favoritism that can adversely affect the learning or working environment.

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is committed to creating and maintaining a community in which all persons who participate in the Institute's programs and activities can work together in an atmosphere free of all forms of harassment (including sexual), exploitation or intimidation.

COMPLAINT PROCEDURES FOR SEXUAL HARASSMENT

Any student, faculty, employee, applicant for employment, customer, patient, or member of the general public who feels that he or she has been subjected to conduct that is prohibited by this Policy should immediately report the matter to the Title IX Officer/Registrar or any member of the administration. Such report does not have to be in writing.

TIME LIMITS for Sexual Harassment Grievances:

A grievance must be filed within 30 days from when the grievant knew or should have known of the event being reported.

Upon receipt of a complaint regarding prohibited conduct, the person receiving the complaint shall, within 7 calendar days, prepare a written report of the matter and deliver it to the President/CEO, who should then conduct or delegate an investigation that is accomplished in a prompt, unbiased, effective, and appropriately confidential manner.

CORRECTIVE ACTION/DISCIPLINE

ICAOM shall take necessary corrective actions to prevent future occurrences of prohibited conduct under this section concerning sexual harassment. After an investigation and findings of fact, if the person who is determined to have engaged in conduct prohibited by this Policy is a student or employee, he or she shall be subject to appropriate disciplinary action as determined by the CEO/President and/or the Board of Directors, which may include immediate dismissal from the program and/or termination of employment.

POLICY AGAINST RETALIATION

The Federal Law and ICAOM expressly prohibit retaliation against any individual that has brought a complaint of sexual harassment or taken part in an investigation or hearing. Retaliation can consist of threats, reprimands, negative evaluations, harassment in or out of the workplace, hazing, and other types of adverse treatments, such as surveillance and exclusion from business-related activities that are reasonably likely to deter protected activity by that individual or other students or employees. Any students or employee who engages in retaliation prohibited by this Policy shall be subjected to appropriate disciplinary action, up to and including immediate dismissal from the program or termination of employment.

EDUCATION AND TRAINING

Each student or employee shall receive a copy of this Policy and acknowledge his or her receipt. New students or employees shall receive a copy of this Policy during orientation. A copy of this Policy shall be available on the premises. Also, to ensure that students and employees understand their rights and obligations and managers and supervisors understand their duties and responsibilities, ICAOM shall provide regular training about this Policy.

AMERICANS WITH DISABILITIES ACT:

An equal opportunity institution of higher education, ICAOM is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is ICAOM's policy that no qualified individuals shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any ICAOM sponsored program or activity. ICAOM reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ICAOM makes every effort to comply with the Family Educational Rights and Privacy Act (FERPA). The following briefly presents information about FERPA. The complete set of FERPA regulations is posted on the United States Department of Education website:

<http://www.ed.gov/offices/OM/fpco/ferpa>

FERPA grants specific rights to adult students:

- The right to request amendment to their records based on errors or omissions;
- The right to have a formal hearing if the request for amendment is denied;
- The right to prevent unauthorized disclosure of any or all of the information in their education record, subject to specific exceptions identified in FERPA;

- The right to file a complaint with the FERPA Office in Washington; and
- The right to waive these rights in writing.

FERPA permits the release of “directory information” on a student unless a student requests in writing that directory information be withheld. ICAOM has designated the following as directory information: the student’s name, address, e-mail address, telephone number, gender, date of birth, enrollment status, major field of study, dates of attendance, degrees, awards received, most recent previous educational institutions attended, past and present academic activities, and academic status.

If you do not wish to authorize the release of directory information, you must inform the Registrar. You should be aware that restricting the release of your directory information has significant consequences. For instance, a FERPA restriction makes it difficult or impossible for the school to verify your attendance or degree issued in response to inquiry by potential employers, application for national board (NCCAOM) examinations, or state license applications.

Under FERPA, certain types of records are excluded by law from inspection:

- Financial records of the student’s parents or guardians;
- Confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
- Records of instructional, administrative and educational personnel which are kept in the sole possession of the maker, and are not accessible or revealed to any other individual except a temporary substitute for the maker;
- Records of law enforcement units;

MANDATORY REPORTING FOR CHILD WELFARE AND ELDER ABUSE:

If you become informed and/or concerned that a child or elderly person may have been treated in an abusive manner, it is your responsibility to report this to your supervisor or professor. It is recommended that the student not intervene but allow the administration from ICAOM to proceed in the appropriate manner. The links for information and policies are listed for both child welfare and elder abuse. It is your responsibility to familiarize yourself with these legal requirements.

Policy and information regarding Mandatory Reporting for Child Welfare:

<http://rainn.org/public-policy/legal-resources/hawaii/mandatory-reporting-children>

Policy and information regarding Mandatory Reporting of Elder Abuse:

<http://rainn.org/public-policy/legal-resources/hawaii/mandatory-reporting-elderly>

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. Any crime committed in a building under the control of an educational institution within the same contiguous geographic area on campus or on the streets and sidewalks directly adjacent to the campus must be reported to the President/CEO (808-521-2288). Even if you do not witness a crime but become AWARE of a crime covered by the Clery Act, you are required by law to report the crime to the President/CEO who will then contact the Police.

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. Honolulu has been ranked the 2nd safest city in the United States and tends to have a lower violent crime rate than other large cities, and a somewhat higher rate of thefts from vehicles – particularly cars parked in tourist areas.

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. 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.honolulu.gov.

It is the policy of ICAOM to fully cooperate with law enforcement agencies in providing a safe environment for students, faculty, patients, employees, and guests. This includes the prompt and accurate reporting of all crimes and possible criminal events to appropriate agencies whether the victim elects or is unable to make such a report, or where reporting of an event or circumstance is required by law.

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 situations 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	989-5990
Garage Security	940-9206
Securitas Dispatch	531-3911

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

Cultural Plaza Security Contacts: 808-521-4934

ICAOM: 808-521-2288

IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES:

While a crisis incident at the school is highly unlikely, we should be prepared.

In the event of an earthquake, hurricane, fire or another incident at the school of a threatening nature, students should leave the facility if it is safe to do so. Faculty and employees should ensure that patients and guests are notified and evacuated safely. Call 911 once evacuation is underway. At the Chinatown facility the designated emergency assembly point is the corner of Beretania and Maunakea Streets. If this area seems unsafe, continue evacuating on Maunakea towards the police substation. If it does not seem safe to leave the school, then use the faculty office or library as a locking place of refuge; also, each location has an emergency exit.

MEMBERS OF THE CORE FACULTY

Lauren Anderson, N.D.

Dr. Lauren Anderson earned her bachelor's degree in Nutritional Science with honors from Michigan State University in East Lansing, Michigan and went on to complete her dietetic internship at Henry Ford Hospital in Detroit. After working as a Registered Dietitian for over 10 years, she returned to school to complete her medical degree at Southwest College of Naturopathic Medicine in Tempe, Arizona. She is currently licensed in the State of Hawaii as a Naturopathic Doctor with special privileges in Minor Surgery and Parenteral Therapy. In addition to teaching at ICAOM, she maintains a private practice where she specializes in Integrative Family Medicine, Pediatrics, Massage and IV Therapy. She also works as part of the Sacred Healing Arts medical team and is a Certified Yoga Instructor.

Yasuko Akiyama-Bevett, M.H.C., M.S.O.M., L.Ac.

Yasuko Akiyama-Bevett completed her B.A. in Psychology at the Kansai University in Japan in 1994. She also completed an M.S. degree in Counseling Psychology at the State University of New York at Albany in 1995 and completed an externship at Ackerman Institute for the Family in New York specializing in marital and family therapy training from 1997–1999. She received an award for research excellence in 2004 while attending the Japan Women's University. In 2011, Ms. Akiyama-Bevett was awarded an M.S.O.M. degree from ICAOM in Honolulu, Hawaii. She is a Certified Clinical Psychologist and has served as an onsite counselor and clinical manager providing training for staff counselors and nurses and assisting patients at the Mind and Body Health Plaza, Tokyo, Japan. She has published numerous articles in established journals in Japan.

Ray DeLa Cruz, D.Ac (Hawaii), L.Ac., LMT

Dr. DeLa Cruz completed a 3 year Master level program in acupuncture with the Oriental Medical Institute of Hawaii in 1993. He received his doctorate training at the University of Health Sciences, Hawaii, in the year 2000. His specialty is in acupuncture sports therapy and he has operated his own practice since 1993 in Honolulu. He also practices Hawaiian Lomi Lomi massage therapy. Currently, he teaches Functional Anatomy and Kinesiology, and Acupuncture Orthopedics classes at ICAOM.

Catherine Yu-Ling Low, B.A. (Taiwan), DAc. (Hawaii) Dipl. Ac., Dipl. C.H., L.Ac.

Dr. Cathy Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. Dr. Low is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.

Dr. Low graduated from the Oregon College of Oriental Medicine with a Doctoral of Acupuncture and Oriental Medicine (2008). Dr. Low graduated from Chaminade University with a Master in Business Administration (2008). Dr. Low completed a 3-year master level program in Acupuncture with the Oriental Medical Institute of Hawaii in 1996. He is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). He is a certified Acupuncture Detoxification Specialist from NADA (2005) and is a national certified Clean Needle Technique Instructor from CCAOM (2004). Dr. Low studied advanced Acupuncture under the supervision of Senior Professor Li Shan Gao at Guanmen Hospital in Beijing, China, in 1997.

Vanessa King, MSTCM, L.Ac.

Ms. King attended the University of California at Berkeley and received a B.S. in Environmental Sciences and minored in Chinese Language in 1998. After that she received a Master of Science in Traditional Chinese Medicine from the Five Branches Institute in Santa Cruz, CA, in 2003. From 2004 to 2011, Ms. King was employed as an acupuncture instructor at the Traditional Chinese Medicine College of Hawaii (later to be named The Hawaii College of Oriental Medicine) in Waimea on the Big Island. In 2003, Ms. King also began a private practice in Acupuncture and Chinese Herbs in Kailua-Kona and is still continuing her practice.

Timothy Nguyen, MSTCM, L.Ac., Dipl. OM

Mr. Nguyen is a practitioner and owner of Acupuncture & Wellness Center in Honolulu. Mr. Nguyen received a Bachelor of Science in 1994 from University of Southern California (USC), and earned his Masters in TCM in San Francisco at the American College of Traditional Chinese Medicine in 2006. Before moving to Hawaii, he was practicing for 10 years in Palo Alto, CA at the Energy Wellness Center. Mr. Nguyen did a postgraduate externship at the Zhejiang Chinese Medical University in China and is a Licensed Acupuncturist in both California and Hawaii. He is also certified by NCCAOM as a Diplomate of Oriental Medicine since 2006.

Liberata J. Orallo, D.A.C.M., Dipl. Ac. (NCCAOM), D.Ac., L.M.T.

Dr. Orallo earned her Doctorate in Acupuncture and Chinese Medicine (DACM) from the renowned Pacific College of Health and Sciences in San Diego, California, her MSOM from The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) in 2003, and her Bachelor of Science from Mills College in Oakland, California. Dr. Orallo is NCCAOM Board certified and Hawaii licensed. Currently, she is in Private Practice and the Clinic Supervisor for the Acupuncture students at the Rehabilitation Hospital of the Pacific. Presently, she is one of the few in the State to have a Neuro Acupuncture Specialist Certificate from the Neuro-Acupuncture Institute in New Mexico. She received training from Jerry Tennant, M.D., founder of the Tennant Institute in Texas, in which he utilizes the knowledge of Eastern and Western medicine. Her practice encompasses a compilation of various forms of acupuncture, biomedicine, herbal therapy, and nutraceuticals to provide an effective customized treatment for each patient. Dr. Orallo was also trained by Aunty Margaret Machado – Hawaii's Living Treasure – in the art of Hawaiian Lomilomi. Dr. Orallo believes that competency and integrity stand at the forefront of her practice. Listening and understanding the unique needs of each patient bring the value of empathy to her delivery of TCM. In addition, Dr. Orallo brings a diverse background of legislative experience having worked for the State of Hawaii in the State House and Senate. She loves to travel and has a second residence in Rome, Italy.

Randy Otaka, B.A., M.T.O.M., L.Ac.

Mr. Otaka earned his Bachelor of Arts Degree in Religion from William's College, where he also completed the Pre-Medical program, graduating Cum Laude in 1994. He earned his master's Degree in Traditional Oriental Medicine from Emperor's College of Traditional Oriental Medicine, graduating Summa Cum Laude in 1999. Mr. Otaka is in private practice in Honolulu, where he integrates Shiatsu and Thai bodywork into his Oriental Medicine practice and is also a Tai Chi instructor in the community.

Mai Wang, B.S., M.S.O.M., D.A.O.M., Dipl. O.M., L.Ac.

Dr. Mai Wang is an instructor and a clinic supervisor at ICAOM. Prior to practicing Chinese Medicine, Dr. Wang worked as a Software Engineer and Product Marketing Manager in the Silicon Valley for 13 years, after receiving her Bachelor of Engineering from Monash University in Australia in 1992. She majored in Electrical and Computer System Engineering and graduated with Honors. Fascinated by the great wisdom of Chinese Medicine, Dr. Wang decided to re-enter school and study TCM in 2003. She received her M.S. in Traditional Chinese Medicine from

University of East West Medicine in 2006 and eventually earned her Doctorate of Acupuncture and Oriental Medicine from Five Branches University in 2009. Dr. Wang is a Licensed Acupuncturist in both California and Hawaii. She is also certified by NCCAOM as a Diplomate of Oriental Medicine.

John Welden, PhD, MSOM, Dipl. Ac., L.Ac.

Growing up in Hawaii, Dr. Welden was immersed in Asian culture and philosophy from an early age. After completing his undergraduate studies at the University of Hawai'i at Mānoa (UHM), he earned his M.S.O.M. from Southwest Acupuncture College (1997) in Santa Fe, NM. He is a Diplomat in Acupuncture of National Commission for the Certification of Acupuncture and Oriental Medicine and a Licensed Acupuncturist (HI) since 1997. He has been an active member of the ICAOM faculty since 1999, where he also served as the Academic Dean for 8 years (1999-2007). Dr. Welden then earned his M.A. (2011) and Ph.D. (2015) in History at University of Hawaii, Manoa, researching Chinese medical history.

Andre R. West, D.C.

Dr. R. Andre West earned his Bachelor of Arts degree in biology from Temple University in Philadelphia, Pennsylvania in 1994. While at Temple, Dr. West worked as a student research assistant in the endocrinology section of the Temple University General Clinical Research Center. Dr. West graduated from Life Chiropractic College West with a Doctor of Chiropractic in 1997. He is certified as a Corrective Exercise Specialist with the National Academy of Sports Medicine and as a Level 1 Certified Nutrition Coach with Precision Nutrition. Dr. West served in the active and reserve US Navy as a general duty Hospital Corpsman and as a Field Medical Service Technician from 1987-2001. Dr. West has taught clinical and science courses at post-secondary institutions since 2004. Dr. West is in private practice in Kailua, Hawaii.

Shi Zhong Xiao, DTCM (China), Dipl. Ac., L.Ac.

Dr. Xiao was awarded Doctor of Traditional Chinese Medicine by Suzhou Hospital of Traditional Chinese Medicine in 1967. He completed the Third Traditional Chinese Medicine certification course approved by the Suzhou Public Health Bureau in 1966. Dr. Xiao is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) and a Licensed Acupuncturist in the State of Hawaii. Dr. Xiao has been in private practice since 1994.

MEMBERS OF THE ADJUNCT FACULTY

Joe Bright, MSTCM, L.Ac.

Joe Bright is the owner-founder of Kama'aina Acupuncture in Kapahulu. Joe Bright received a Bachelor of Fine Arts degree in 1993 from the Cooper Union for the Advancement of Arts and Science in New York. He started his TCM training under his tai chi teacher in New York, Dr. Mou Chuan Jing, and eventually went on to his Masters in TCM in San Francisco at the American College of Traditional Chinese Medicine in 2005. After school, he remained in San Francisco and mentored under various doctors with specialties in skin diseases, Tui Na and pain management, and mental-emotional disorders. Besides clinical work, and prior to returning home to Hawaii, Joe Bright worked for several years in the Chinese herb industry, including running his own small company that focused on organic herb sourcing. Currently, he balances his time in the clinic with teaching as well as his pursuits in the arts of painting and calligraphy.

Christine Cannon, DAOM, L.Ac., Dipl.OM

Dr. Cannon received her education at the Colorado School of Traditional Chinese Medicine, and has been in clinical practice since 1992, providing Chinese herbal medicine, acupuncture, and dietary and lifestyle counseling in both the private practice and teaching clinic setting. She has

completed two clinical internships in China, both with an emphasis on Chinese herbal medicine and received her clinical doctorate in acupuncture and oriental medicine (DAOM) from the American College of Traditional Chinese Medicine in 2014. Dr. Cannon has been teaching acupuncture and Chinese herbal medicine since 1995. Courses she specializes in are TCM Diagnosis, TCM Internal Medicine, Chinese herbal materia medica and formulas, TCM Gynecology and advanced clinical supervision

Ruthie Moss, M.S.O.M., L.Ac.

Ms. Moss currently maintains a private acupuncture practice in which she focuses on women's health and chronic pain conditions. In the past, she founded Mama Group Acupuncture Clinic, a community women's clinic in Portland centered around conditions affecting conception, pregnancy, labor and postpartum. Ms. Moss studied Traditional Chinese Medicine in Portland at the Oregon College of Oriental Medicine, graduated with a Master of Acupuncture and Oriental Medicine degree in 2009, and is a Licensed Acupuncturist in the State of Hawaii. She also holds a Bachelor of Science degree in biology and physics from Tel-Aviv University.

ACADEMIC LEADERSHIP

COMMITTEE ON EDUCATIONAL POLICY

It is the Mission of ICAOM's Committee on Educational Policy to provide a process for effective curriculum development and ongoing program assessment for the Institute. The CEP will formulate all educational policies and will review all curricula, evaluation procedures, and any other academic or clinical issues that relate to the effective education of ICAOM's students. Those issues will include but not be limited to the following:

The CEP is responsible for all curricula, including the expansion of ICAOM's curriculum to meet the requirements for California certification and, longer-term, the development of a doctoral program.

The CEP is responsible for the evaluation of all elements of ICAOM's educational programs, including but not limited to:

- Courses, including syllabi, peer review, comprehensive examinations
- Issues with the Clinic, Library, Faculty
- Students, including programs, retention, financial aid
- Professional development of faculty and staff
- Overall program assessment

The CEP is responsible for the development of policies affecting the quality and effectiveness of ICAOM's educational program. The CEP provides a forum for the discussion of all academic and clinical issues related to ICAOM's educational program. The Committee on Educational Policy reports to ICAOM's CEO and to its Governing Board.

The CEP is composed of the CEO, the Faculty Chair, the Clinic Director, the Registrar, the Library Coordinator, Director of Student Affairs, the Financial Aid Administrator, and a Student Representative. The CEP will meet monthly or as called by the CEO. The CEO shall provide an agenda for those meetings, and the Registrar shall keep minutes of its proceedings.

MEMBERS OF THE ADMINISTRATION

President/CEO

Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.

Dr. Low graduated from the Oregon College of Oriental Medicine with a Doctoral of Acupuncture and Oriental Medicine (2008). Dr. Low graduated from Chaminade University with a Master in Business Administration (2008). Dr. Low completed a 3-year master level program in acupuncture with the Oriental Medical Institute of Hawaii in 1996. He is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). He is a certified Acupuncture Detoxification Specialist from NADA (2005) and is a national certified Clean Needle Technique Instructor from CCAOM (2004). Dr. Low studied advanced acupuncture under the supervision of senior professor Li Shan Gao at Guanmen Hospital in Beijing, China, in 1997.

Faculty Chair

John Welden, PhD, MSOM, Dipl. Ac., L.Ac.

Growing up in Hawaii, Dr. Welden was immersed in Asian culture and philosophy from an early age. After completing his undergraduate studies at the University of Hawai'i at Mānoa (UHM), he earned his M.S.O.M. from Southwest Acupuncture College (1997) in Santa Fe, NM. He is a Diplomat in Acupuncture of National Commission for the Certification of Acupuncture and Oriental Medicine and a Licensed Acupuncturist (HI) since 1997. He has been an active member of the ICAOM faculty since 1999, where he also served as the Academic Dean for 8 years (1999-2007). Dr. Welden then earned his M.A. (2011) and Ph.D. (2015) in History at University of Hawaii, Manoa, researching Chinese medical history.

Director of Student Affairs

Craig Twentyman, Ph.D., M.S.O.M., L.Ac.

Dr. Twentyman received a Ph.D. from the University of Wisconsin in Clinical Psychology (1978) and a Master of Science degree in Oriental Medicine from the Institute of Clinical Acupuncture and Oriental Medicine (2006). He has been on the faculty of several universities and founded a child abuse treatment center at the University of Rochester. While at the University of Hawaii, he received a five-year research award examining psychosocial variables and coronary heart disease. He is a licensed clinical psychologist and acupuncturist, certified substance abuse counselor, and certified detoxification specialist.

Clinic Director

Liberata J. Orallo, D.A.C.M., Dipl. Ac. (NCCAOM), D.Ac., L.M.T.

Dr. Orallo earned her Doctorate in Acupuncture and Chinese Medicine (DACM) from the renowned Pacific College of Health and Sciences in San Diego, California, her MSOM from The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) in 2003, and her Bachelor of Science from Mills College in Oakland, California. Dr. Orallo is NCCAOM Board certified and Hawaii licensed. Currently, she is in Private Practice and the Clinic Supervisor for the Acupuncture students at the Rehabilitation Hospital of the Pacific. Presently, she is one of the few in the State to have a Neuro Acupuncture Specialist Certificate from the Neuro-Acupuncture Institute in New Mexico. She received training from Jerry Tennant, M.D., founder of the Tennant Institute in Texas, in which he utilizes the knowledge of Eastern and Western medicine. Her practice encompasses a compilation of various forms of acupuncture, biomedicine, herbal therapy, and nutraceuticals to provide an effective customized treatment for each patient. Dr.

Orallo was also trained by Aunty Margaret Machado – Hawaii’s Living Treasure – in the art of Hawaiian Lomilomi. Dr. Orallo believes that competency and integrity stand at the forefront of her practice. Listening and understanding the unique needs of each patient bring the value of empathy to her delivery of TCM. In addition, Dr. Orallo brings a diverse background of legislative experience having worked for the State of Hawaii in the State House and Senate. She loves to travel and has a second residence in Rome, Italy.

Chief Financial Officer

Catherine Yu-Ling Low, B.A. (Taiwan), M.Ac., Dipl. Ac., Dipl. C.H., L.Ac.

Ms. Yu-Ling (Catherine) Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. She is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Registrar / Title IX Coordinator

Jeanne E. Bernauer

Ms. Bernauer served as the Assistant Dean of Academic and Staff Personnel, College of Letters and Science, at the University of California, at Davis (UCD) from 1996-2001. Prior to this, she was the Manager for the Dean’s Office, College of Letters and Science, UCD, from 1989-1996. She has further experience as a manager for the both the Department of Geology (1985-89) and the Department of Art (1964-85), also at UCD. In addition, she served as Interim Director for the Sexual Harassment Education Program representing the Davis Campus.

Financial Aid Coordinator

Devon Izumigawa, B.F.A., L.Ac.

Mr. Izumigawa graduated with a B.F.A. from University of Hawaii at Manoa (2014) and received a Masters of Science in Oriental Medicine at the Institute of Clinical Acupuncture and Oriental Medicine in 2018. He is currently licensed in Hawaii.

Clinic Coordinator

Jacqueline Marie Jung, MSOM, L.Ac.

Jacqueline is originally from Southern Germany where she attended Ruprecht Karl University in Heidelberg (East Asian Studies), FDH Heilpraktiker college in Baden-Baden and got licensed as Heilpraktiker (Naturopathic profession in Germany) in 2011. She also completed a TCM externship at Zhejiang Chinese Medical University in China. Jacqueline graduated with a Master of Science in Oriental Medicine from the Institute of Clinical Acupuncture and Oriental Medicine in 2015 and is currently holding acupuncture licenses in Germany and Hawai’i.

MEMBERS OF THE GOVERNING BOARD

Chair

Eugene M.C. Lee, M.D.

Dr. Lee completed both his undergraduate degree in Psychology in 1978 and his Master's in Physiological Psychology in 1982 from the University of Hawaii. He completed his Medical Degree in 1994 from the University of Washington School of Medicine. He completed his residency in Internal Medicine and Pediatrics at the University of Hawaii Residency Program from 1994 through 1998. He has been in private practice at Kuakini Medical Plaza since 1999 as well as worked at several hospitals on Oahu since 1998.

Vice Chair

Leanne Chee, Dipl. C.H., L.Ac.

Ms. Chee came from a family of Chinese physicians. She followed her father in the study of Chinese Herbology and received her education from the Chinese Medical Institute in Hong Kong, graduating in 1978. Ms. Chee has a very successful acupuncture and Chinese herbal medicine practice in Honolulu, and specializes in women's health, pediatrics, and internal medicine. She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Treasurer

Catherine Yu-Ling Low, B.A. (Taiwan), M.Ac., Dipl. Ac., Dipl. C.H., L.Ac.

Ms. Yu-Ling (Catherine) Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. She is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Secretary

Liberata J. Orallo, D.A.C.M., Dipl. Ac. (NCCAOM), D.Ac., L.M.T.

Dr. Orallo earned her Doctorate in Acupuncture and Chinese Medicine (DACM) from the renowned Pacific College of Health and Sciences in San Diego, California, her MSOM from The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) in 2003, and her Bachelor of Science from Mills College in Oakland, California. Dr. Orallo is NCCAOM Board certified and Hawaii licensed. Currently, she is in Private Practice and the Clinic Supervisor for the Acupuncture students at the Rehabilitation Hospital of the Pacific. Presently, she is one of the few in the State to have a Neuro Acupuncture Specialist Certificate from the Neuro-Acupuncture Institute in New Mexico. She received training from Jerry Tennant, M.D., founder of the Tennant Institute in Texas, in which he utilizes the knowledge of Eastern and Western medicine. Her practice encompasses a compilation of various forms of acupuncture, biomedicine, herbal therapy, and nutraceuticals to provide an effective customized treatment for each patient. Dr. Orallo was also trained by Auntie Margaret Machado – Hawaii's Living Treasure – in the art of Hawaiian Lomilomi. Dr. Orallo believes that competency and integrity stand at the forefront of her practice. Listening and understanding the unique needs of each patient bring the value of empathy to her delivery of TCM. In addition, Dr. Orallo brings a diverse background of legislative experience having worked for the State of Hawaii in the State House and Senate. She loves to travel and has a second residence in Rome, Italy.

Director

Wai Hoa Low, D.A.O.M., M.B.A., Dipl. Ac., L.Ac.

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MEMBERS OF THE ADVISORY BOARD

Regina Taylor, Esq. (Chair)

Regina Taylor received her B.A. in English from Creighton University, Nebraska, in 1974, and her Juris Doctor degree from the Richardson School of Law at the University of Hawaii in 1983. Her areas of legal practice include Family Law, Small Businesses, Estate Planning, and Real Estate. Other interests are Martial Arts, tennis, reading, alternative medicine, and creative writing.

Romella O. Javillo-Doble, B.A., M.B.A., C.P.A.

Romella O. Javillo-Doble received her Bachelor of Business Administration with Distinction in Accounting with in December 1999 from the University of Hawaii at Manoa. She earned her Master's in Business Administration at Chaminade University of Honolulu (2007). She is a member of Phi Theta Kappa Honor Society and the All-American Scholar Association. She worked as a Certified Public Accountant from 2000 to 2005 and then became an Internal Auditor in 2005 to the present. She is a member of the American Institute of Certified Accountants and a member of Toastmasters International.

Elizabeth Fujiwara, M.S.W., Esq.

Elizabeth Fujiwara received a B.A. in Sociology from Loyola University in New Orleans, LA, in 1967, a Master of Social Work from the University of Hawaii in 1971, and a Juris Doctor Degree from the University of Hawaii School of Law in 1983. Her professional associations include: Founder of the National Employment Lawyers Association, Hawaii Chapter, where she served as President from 1993-1996; American Trial Lawyers Association; Association of Plaintiff Lawyers of Hawaii, Board of Governors; Hawaii Trial Lawyers Association; Hawaii Women Lawyers; Hawaii Bar Association, Labor and Employment Law Committee; and Civil Rights Consortium.

Patricia Lai, B.A., M.L.I.S.

Ms. Lai graduated with a Master's in Library Information Science from the University of Hawaii at Mania in 1985. She also has a Bachelor of Arts in Hawaiian Studies from UH, Manoa, in 1983. She also has published two articles entitled "Na Mea Imi I Ka Wa Kahiko; An Annotated Bibliography of Hawaiian Archaeology", from the University of Hawaii, Manoa Presses (Social Science Research Institute), and an "Index to the Pacific Island Articles in the Deutsche Kolonialzeitung, 1886-1915," from the Bishop Museum Press. Her background experience includes serving as Archivist for the State of Hawaii, and a Librarian at the Bishop Museum.

Tate Rolfs, D.C.

Dr. Rolfs earned his Bachelor of Science Degree in Chemical Engineering from Tulane University in 1970 and earned his Doctor of Chiropractic from Palmer College graduating Magna Cum Laude in 1980. Dr. Rolf also served as a Fighter Pilot for the U.S. Air Force from 1970 to 1976. He is also licensed in Iowa and Kentucky and specializes in musculoskeletal, low back and disc disorders. He has been in private practice in Hawaii since 1980.

Andre R. West, D.C.

Dr. R. Andre West earned his Bachelor of Arts degree in biology from Temple University in Philadelphia, Pennsylvania in 1994. While at Temple, Dr. West worked as a student research assistant in the endocrinology section of the Temple University General Clinical Research Center. Dr. West graduated from Life Chiropractic College West with a Doctor of Chiropractic in 1997. He is certified as a Corrective Exercise Specialist with the National Academy of Sports Medicine and as a Level 1 Certified Nutrition Coach with Precision Nutrition. Dr. West served in the active and reserve US Navy as a general duty Hospital Corpsman and as a Field Medical Service Technician from 1987-2001. Dr. West has taught clinical and science courses at post-secondary institutions since 2004. Dr. West is in private practice in Kailua, Hawaii.

HELPFUL INFORMATION

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)
8941 Aztec Drive, Eden Prairie, MN 55347
Phone: (952) 212-2434 Fax: (301) 313-0912
www.ACAHM.org

California Acupuncture Board
1747 N. Market Blvd, Suite 180, Sacramento, CA 95834
Phone: 916-515-5200 Fax: 916-928-2204
www.acupuncture.ca.gov/

Council of Colleges of Acupuncture and Herbal Medicine
3909 National Drive, Suite 125, Burtonsville, MD 20866
Phone: (301) 476-7790
www.ccaom.org

Federal Student Aid Information Center
P.O. Box 84, Washington, D.C. 20044-0084
Phone: 1-800-433-3242 (1-800-4-FED-AID)
www.studentaid.ed.gov

Hawaii State Board of Acupuncture
DCCA, PVL Licensing Branch, P.O. Box 3469, Honolulu, HI 96801
Phone: (808) 586-2698
www.hawaii.gov/dcca

Hawaii Acupuncture Association (HAA)
P.O. Box 372011, Honolulu, HI 96817
<http://homma.org>

Hawaii State Library
478 South King Street
Honolulu, Hawaii 96813-2901
www.librarieshawaii.org

Hawai'i Post-Secondary Education Authorization Program (HPEAP)
Department of Commerce & Consumer Affairs
335 Merchant Street, Rm. 310, Honolulu, HI 96813
cca.hawaii.gov/hpeap

Institute of Clinical Acupuncture and Oriental Medicine
100 North Beretania Street, Suite 203 B, Honolulu, HI 96817
Phone: (808) 521-2288 Fax: (808) 521-2271
www.orientalmedicine.edu

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
2025 M Street NW, Suite 800
Washington, D.C. 20036
www.nccaom.org

SCHEDULE OF COURSE OFFERINGS BY ACADEMIC TERM

FIRST YEAR

FALL		SPRING		SUMMER	
T101	Chinese Medical Terminology	A102	Acu-Points II	T105	Clinical Ethics and Safety
T102	Oriental Medicine I	T103	Oriental Medicine II	B101	History & Philosophy Medicine
A100	Introductory Acupuncture	T104	History of Chinese Medicine	B102	Western Medical Terminology
A101	Acu-Points I	B103	Biology	B104	Chemistry
H101	Introductory Herbology	B105	Physics	H102	Materia Medica I
B110	Research Literacy	B106	Functional Anatomy/Kinesiology	B107	General Psychology
C103	Intern Observation	C102	Practitioner Observation	C101	Clinical Theater

SECOND YEAR

FALL		SPRING		SUMMER	
T201	Patterns of Disease I	T202	Patterns of Disease II	T203	Medical Qi Gong
A201	Acu-Points III	A202	Acu-Points IV	T204	Case Management
A203	Techniques of Acu-Moxa	B202	Anatomy & Physiology II	A301	Acupuncture Microsystems
B201	Anatomy & Physiology I	B203	Clinical Psychology	B302	Physical Examination
H201	Materia Medica II	H202	Materia Medica III	H303	Herbal Formulas I
C202	Clinic Level I-Internship	C202	Clinic Level I-Internship	C202	Clinic Level I-Internship

THIRD YEAR

FALL		SPRING		SUMMER	
A302	Tui Na	T301	Internal OM I	H301	Dui Yao
A303	Acupuncture Orthopedics	B304	Western Nutrition	T302	Internal OM II
H302	Chinese Dietary Therapy	B403	Patho physiology I	B404	Patho physiology II
H401	Herbal Formulas II	H402	Herbal Formulas III	H404	Wen Bing
B303	Pharmacology	H403	Shang Han Lun	T403	Classics Oriental Medicine
C301	Clinic Level II-Internship	C301	Clinic Level II-Internship	C301	Clinic Level II-Internship

FOURTH YEAR

FALL		SPRING		SUMMER	
T401	Internal OM III	T402	Internal OM IV	B500	Diagnostic Testing
T404	Practice Management	A401	Advanced Techniques	T500	Oriental Medicine Research
B405	Patho physiology III	A402	Advanced Point Combination	T510	Thesis Research
B401	Survey of Clinical Practices	H406	Clinical Pearls (Case Studies)	C500	Collaborative Care
B402	East-West Research	H405	Advanced Herbal Prescribing	C405	Clinical Externship
C401	Clinic Level III-Internship	C401	Clinic Level III-Internship	C401	Clinic Level III-Internship

*500 series courses are doctoral level classes.

EQUAL OPPORTUNITY & NONDISCRIMINATION

The Institute is committed to a policy of equal opportunity and nondiscrimination in all aspects of its relations with faculty, students, staff members and applicants, regardless of race, sex, color, religion, national origin, age, disability, sexual orientation, marital or parental status. Inquiries regarding these policies may be addressed to the CEO/President. The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) prohibits the harassment of any students, faculty, employee, applicant for employment, customer, patient, or member of the general public based on an individual's race, religion, national origin, age, sex, handicap status, disability, arrest and court record, marital status or sexual orientation.