

CHICAGO COLLEGE OF ORIENTAL MEDICINE

STUDENT CATALOG



2025 - 2027



Chicago College of Oriental Medicine
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CHICAGO COLLEGE OF ORIENTAL MEDICINE

Mission Statement

The Chicago College of Oriental Medicine is established to trailblaze new ways to educate, train and graduate our traditional healthcare professionals. Our curriculum and clinical experience are uniquely designed to promote the philosophy of medical pluralism, fostering cooperation between TCM and other medical models, and preserving the integrity of each through multidisciplinary education and open communication.

Statement of Purpose

The purpose of the Chicago College of Oriental Medicine is to instill into its students and equip them with the knowledge and skills necessary to become competent practitioners of acupuncture and Chinese Herbal Medicine with the ability to participate as independent health care providers in a variety of settings. This will be done through classroom instructions, clinical practices, research and specialization opportunities.

Approved by the Board of Governors: October 3, 2023

Approved by the Strategic Planning Committee: November 10, 2023

Approved by the Faculty and Staff: November 3, 2023

Approved by the Students: October 25, 2023

Mission

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Philosophy

The philosophy of CCOM is to unify the educational forces between the medical traditions of the East and the West. CCOM strives to help students understand the culture from where Acupuncture and Chinese Herbal Medicine originated. Acupuncture and Chinese Herbal Medicine must also be studied, learned, and practiced in a way that blends it into modern Western approaches to healthcare. CCOM transforms students into healers who treat the whole person as an energetic system and promote well-being that establishes balance and harmony in a person's body, mind, and spirit.

Vision

To be meaningful, medicine must be relevant. To do this, the medicine must be inclusive, while facing the health challenges that face everyone. CCOM's vision statement is predicated on the premise that medicine is a universal right that should embrace Diversity, Equity, and Inclusion. Given that tenet, CCOM aspires to address healthcare inequity by providing natural, fast, effective, safe, and affordable medicine for all patients. To do this, the medicine must answer where the profession is going and where does it need to go, and then train students to meet the future challenge. That challenge lies in advancing the practice of hospital-based and research-based training for the students CCOM trains and by delivering the education to those already practicing.

Institutional Goals

To realize the Chicago College of Oriental Medicine's mission and vision, the administration and faculty have established the following institutional goals:

- Recruit students who possess the skill sets, maturity, and personal commitment to become competent and caring practitioners.
- Structure a portion of the curricular framework around scientific research and evidence-based practice in Acupuncture and Chinese Herbal Medicine.
- Educate students to conduct clinical research and remain current with scientific literature in the profession.
- Provide a supportive educational environment that nurtures students' personal and professional growth.
- Develop clinical training sites in diverse environments that promote deep learning and real-world experience in the clinical applications of Acupuncture and Chinese Herbal Medicine.
- Maintain the highest levels of effective and compassionate healthcare services for patients in the College's clinics.
- Graduate exceptional healthcare practitioners who serve their communities with the ability to practice as independent healthcare providers in a variety of settings.
- Expand the scope, definition, and treatment of health and wellness options.
- Improve the well-being of Chicagoland communities through CCOM's outreach programs.
- Foster an atmosphere that encourages cross-cultural cooperation by creating opportunities for open dialogue with other members of the healthcare community in metropolitan Chicago.

Program Goals

Master of Acupuncture

Graduates of the Master of Acupuncture program at the Chicago College of Oriental Medicine will:

- Accurately formulate comprehensive treatment plans based on differential diagnoses utilizing acupuncture.
- Be technically competent in applying adjunctive therapies including tui na, moxibustion, cupping, auricular therapy, and diet and lifestyle principles.
- Demonstrate a fundamental understanding of the body from a biomedical perspective and identify conditions requiring referral to other healthcare providers when necessary.
- Communicate professionally and knowledgeably with patients, other healthcare providers, and the community about the efficacy, safety, and principles of acupuncture and Chinese medicine.
- Understand the ethical and legal requirements of the acupuncture and Chinese medicine profession and enter the field with the knowledge and skills necessary to provide compassionate, ethical, and professional services.
- Serve as assets to the broader Chinese medicine community by supporting state, national, and international organizations that promote the practice and education of Chinese medicine.

Master of Acupuncture and Chinese Herbal Medicine

Graduates of the Master of Acupuncture and Chinese Herbal Medicine program, in addition to meeting the goals listed above, will:

- Accurately formulate comprehensive treatment plans based on differential diagnoses utilizing Chinese herbal medicines.
- Demonstrate clinical competencies required to apply herbal knowledge safely and effectively in treating illness and promoting health.
- Develop a foundation in the basic biosciences and a fundamental understanding of clinical biomedicine as it pertains to patient care.
- Communicate professionally and knowledgeably with patients, other healthcare providers, and the community about the efficacy, safety, and principles of Chinese herbal medicine.

Approved by the Board of Governors: October 3, 2023

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Educational Objectives

In addition to meeting the College's goals as outlined above, CCOM graduates will be able to:

- Demonstrate a solid understanding of the philosophy, theories, and systems of Acupuncture and Chinese Herbal Medicine.
- Demonstrate a fundamental understanding of Western medical science and incorporate those principles into patient care.
- Demonstrate the ability to perform clinical research, including accessing healthcare information, utilizing general medical resources, analyzing and interpreting scientific data, and critically appraising medical literature.
- Effectively integrate the skills and knowledge of both medical approaches in the clinical setting.
- Meet all requirements for licensure and practice in Illinois and with the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), and pass the state and national board certification examinations.

Core Values

- Compassion and Service
- Harmony and Balance
- Flexibility and Openness
- Diversity and Inclusiveness
- Excellence and Integrity
- Integration and Innovation
- Accountability and Transparency

Message from the Founder

Thank you for choosing the Chicago College of Oriental Medicine. We appreciate your interest and consider it a privilege to participate in fulfilling your educational goals.

CCOM offers science-based graduate education through the Masters of Acupuncture and the Masters of Acupuncture and Chinese Herbal Medicine programs. The academic programs are backed by dedicated faculty, a resourceful learning network, and a strong academic support system. Specifically, CCOM is dedicated to the integration of proven traditional methods with Western medicine practices. CCOM provides students with the knowledge, skills, and attitudes learned from the ancient wisdom that has developed over 4,000 years and makes them relevant to the healthcare environment in the 21st-century.

Acupuncture and Oriental Medicine has been my life for over 30 years. It brings me great joy to practice this time-honored profession. My dream, through CCOM, is to introduce you to the satisfaction of this holistic learning experience, which realizes your professional career along with achieving your personal growth.

We invite you to visit our beautiful campus in Chicago downtown for an individual info session. You will have the opportunity to evaluate the programs first-hand. Meanwhile, visit our website at www.ccoom.org to explore what CCOM has to offer.

If, at any time, you have questions or concerns, please contact us. It is imperative that we build a culture of continual improvement. Your input, therefore, is critical to CCOM's growth. Being here says that you care about others and are willing to heal the hurting. Together we can make you better. I am honored that you are with us and I wish you all the best.

Sincerely,

Dr. Yong Gao Wang.

Founder

The Reason for Founding the Institution

The Chicago College of Oriental Medicine was founded by Dr. Yong Gao Wang. The College was his response to the limited exposure in the Midwest to the centuries-old practice of Chinese Herbal Medicine and its contemporary applications. While both the East and West Coasts have experienced increased trust and demand for this alternative medical approach—supporting holistic health and promoting healing—the Midwest has had far fewer opportunities. Those regions have answered this demand with the growth of several Eastern medicine colleges, while Chicago currently has only two.

As CCOM's Chancellor and Founder, Dr. Wang has experienced firsthand the positive effects of Eastern medicine. He was both a student and a physician in China and is now a practicing acupuncturist in Chicago. Observing the benefits of these healing traditions and the growing demand for integrative healthcare, he felt compelled to expand Chinese Herbal Medicine as a complementary practice within Western healthcare delivery.

To meet this need, Dr. Wang recognized that trained practitioners were essential. He began developing the partnerships, organizational structures, and academic frameworks needed for degree-granting programs in acupuncture and Chinese Herbal Medicine. He established a solid educational system designed to promote wellness through the practice of clinical diagnosis, acupuncture, and other forms of complementary therapy.

Legal Control

The Chicago College of Oriental Medicine is incorporated as CCOM 2 LLC an Illinois for-profit corporation.

The Chicago College of Oriental Medicine Board of Governors

The names of the members of the governing board for The Chicago College of Oriental Medicine are as follows:

- Cameron Mummery, Board Chair (Public Member) Senior Account Manager at NFP
- David Riggle, Vice-Chair (Public Member) Attorney, Riggle & Craven
- Lillian McClain, Board Secretary (Public Member) Director of Operations, Pure ART Education

Board Members:

- Anne Nguyen Parker (Public Member) Assistant Director, Division of Corporation Finance, U.S. Securities and Exchange Commission
- Francis (Frank) Yurasek (Public Member) Director of Acupuncture at Stroger Hospital
- Janice Parker (Private Member) President/CEO, Taylor Business Institute
- John Jenkins (Public Member) Retired college president, V.P marketing and sales Professional counselor
- Long Huynh (Private Member), Vice President of Clinical Operations for the Chicago College of Oriental Medicine
- Ryan Davenport (Public Member) Doctor of Acupuncture and Chinese medicine, Edward Elmhurst Healthcare
- Yili Guo (Private Member) Vice President of Operations for the Chicago College of Oriental Medicine

Location and Facility

The College is located in the historic Chicago Loop, a major hub of business activity encompassing the financial and theater districts as well as numerous parks. At the center of business, commerce, and retail activity, the school sits one block east of Chicago's "Magnificent Mile," south of the world-renowned Art Institute and the famous Grant and Millennium Parks, and west of the Harold Washington Library, the Chicago Stock Exchange, City Hall, and other major municipal buildings.

The campus is situated within a robust educational corridor, with Harold Washington Community College directly across the street and several other higher education institutions nearby. The location is easily accessible by all major forms of public transportation and is supported by convenient parking accommodations both next door and across the street. The proximity of commuter trains and buses—bringing students within one or two blocks of the College—is especially important for a student population that primarily relies on public transit. Numerous affordable dining and retail establishments are also within walking distance.

The Chicago College of Oriental Medicine is located on the 19th floor, Suite 1919, of the 180 N. Michigan Avenue office building. The College shares library and lounge facilities with Taylor Business Institute, which is located in the lower level at 29 E. Madison Street, Chicago, IL 60602.

Accreditation/Approvals

Chicago College of Oriental Medicine and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization

The programs listed above may offer courses via distance education.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

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 practitioners. ACAHM is located at:

ACAHM

500 Lake Street, Suite 204,
Excelsior, Minnesota 55331;
phone 952/212-2434;
<https://acahm.org>

Public Disclosure Statement Effective as of 12 September 2025.

The Chicago College of Oriental Medicine (CCOM) has been granted authorization by the Illinois Board of Higher Education (IBHE) to grant the “Master of Science in Acupuncture” and the “Master of Science in Acupuncture and Chinese Herbal Medicine.”

Questions about the college’s approval and/or licensure status may be directed to the following agencies:

Illinois Board of Higher Education

1 N. Old State Capitol Plaza #333
Springfield, IL 62701

Cross-Reference

- For detailed consumer information, including accreditation, state authorization, Title IV participation, and complaint procedures, see the “Consumer Information and Title IV Compliance Summary” section of this catalog.

Affirmative Action and Title IX

Affirmative Action, Title IX, and Accessibility Policy

The Chicago College of Oriental Medicine (CCOM) is committed to providing an environment free from discrimination, harassment, or retaliation in all educational programs and activities.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Age Discrimination Act of 1975, CCOM prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, veteran status, or any other category protected under federal or state law.

CCOM's nondiscrimination policies apply to all academic, clinical, and employment activities—both on campus and at affiliated training sites.

The Chicago College of Oriental Medicine is subject to, and complies fully with, these requirements. In hiring and promotion, CCOM gives consideration only to those characteristics constituting bona fide occupational requirements for the educational programs or activities it operates.

Title IX Coordinator

Florence Davis

Title IX Coordinator

Chicago College of Oriental Medicine

180 N. Michigan Avenue, Suite 1919

Chicago, IL 60601

Phone: 312-658-5106

Email: florence.davis@ccom.edu

Office Hours: 10:00 A – 5:00 P/Central

Individuals who believe they have experienced discrimination, harassment, or retaliation may file a complaint with the Title IX Coordinator. CCOM prohibits retaliation against any person who files a complaint or participates in an investigation under this policy.

Formal grievance procedures for resolving discrimination or harassment complaints are described in the **Student Grievance and Complaint Procedures** section of this catalog and in the Student Handbook.

CCOM is an equal opportunity institution and complies fully with all federal nondiscrimination and accessibility laws, including Title IX, Title VI, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Age Discrimination Act of 1975.

Students with Disabilities

CCOM is committed to providing equal access to all educational programs and activities for qualified students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

All students, with or without reasonable accommodation, must be able to carry out clinical assignments and diagnostic interpretation. Qualified persons with disabilities must be able to pass oral, written, and practical examinations and meet all clinical requirements, with or without reasonable accommodation.

It is in the best interest of both the student and the College to assess the degree of limitation caused by any disability. The College will make the final determination of whether an individual meets all qualifications for study at CCOM. Requests for accommodation or questions regarding disability services should be directed to the Office of the Chief Academic Officer.

Family Educational Rights and Privacy Act (FERPA)

Under federal law, students have certain rights with respect to their educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires colleges to inform students of the rights guaranteed under this Act.

General Provisions

FERPA protects educational records containing personally identifiable information from disclosure to third parties, except as permitted by law. FERPA also grants students the right to examine certain files, records, or documents maintained by the College.

Colleges must:

- Permit students to inspect their “educational records” within 45 days of receiving a written request, and
- Provide copies of such records upon payment of reproduction costs.

Students may request that CCOM amend their records if they believe information is inaccurate, misleading, or violates privacy rights. If the College denies the request after following its complaint procedures, the student may request a hearing. Hearing requests must be submitted in writing to the Office of the President.

Notification of Rights under FERPA

FERPA affords students the following rights regarding their education records:

1. The Right to Inspect and Review Records
 - a. Students must submit a written request identifying the records they wish to inspect to the Registrar, Dean of Academic Affairs, or another appropriate official. The student will be notified of the time and place for inspection.
2. The Right to Request an Amendment
 - a. Students may request that records be amended if they believe they are inaccurate or misleading.
 - b. If the College decides not to amend the record, CCOM will notify the student in writing and inform them of their right to a hearing.
3. The Right to Provide Consent Before Disclosure

- a. Students must provide written consent before CCOM discloses personally identifiable information (PII) from education records, except as permitted by FERPA.

Disclosure without Student Consent

CCOM may disclose education records without prior written consent to:

- **School officials with legitimate educational interests.**

A school official may be:

- An employee in an administrative, supervisory, academic, research, or support role (including health or law enforcement staff),
- A company or contractor providing services on behalf of CCOM (e.g., attorney, auditor, collection agency),
- A student serving on an official committee or assisting another official.

A legitimate educational interest exists when the official requires the information to fulfill professional responsibilities.

CCOM may also disclose records without consent to:

- Officials at another school where the student seeks to enroll,
- Authorized federal and state representatives,
- Accrediting agencies,
- Parents of dependent students (as defined by IRS regulations),
- Appropriate individuals in connection with financial aid,
- Parties complying with judicial orders or subpoenas (with prior notice to the student),
- Appropriate persons in health or safety emergencies,
- Other instances permitted by 34 CFR § 99.31.

Notice of Annual FERPA Disclosure

CCOM provides annual FERPA notice by:

1. Publishing this policy in the College Catalog, and
2. Sending electronic notification to all enrolled students at the start of each academic year.

The annual notice explains rights related to access, amendment, disclosures, and filing complaints.

FERPA Recordkeeping and Financial Aid Compliance Addendum

Record of Disclosures

CCOM maintains a record of each request for, and disclosure of, personally identifiable information from student records. This record:

- Identifies the requesting party,

- Specifies the legitimate interest for the request, and
- Includes the date of disclosure.

Records of disclosure are maintained with the student's file for as long as the underlying education record is retained.

Integration with Federal Financial Aid (Title IV)

FERPA protections extend to all student financial aid records, including those connected to federal Title IV programs. Such information may be shared only with:

- School officials, or
- Authorized representatives requiring access for administration, verification, or audits.

Educational Records

Educational records include all records maintained by CCOM that contain information directly related to a student, including academic, clinical, placement, and financial aid files.

Only individuals with a legitimate educational or administrative interest — or those authorized by law, access such records without student consent.

Exemptions

The following are not considered educational records for FERPA access rights:

- Parents' Confidential Statements, Financial Need Analysis Reports, and Pell Grant documentation,
- Confidential letters of recommendation received before January 1, 1975, or after that date if the student waived access,
- Records kept solely by instructional or administrative personnel for personal use,
- Security or law enforcement records,
- Employment records of non-student employees,
- Medical or psychological treatment records maintained solely for treatment.

Directory Information

FERPA permits release of directory information unless a student requests otherwise in writing.

CCOM directory information includes:

- Name, addresses, telephone numbers
- Date and place of birth
- Program of study
- Extracurricular activities
- Degrees and awards received
- Last school attended

- Post-graduation employer(s) and job title(s)
- Academic honors
- Dates of attendance

Students wishing to restrict release of directory information must file a written request with the Registrar at enrollment or within 10 days of the academic year's start.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-5901

Retention of FERPA-Related Documentation

All FERPA-related documentation—including directory-information opt-outs, amendment requests, consent forms, and disclosure logs—is retained for **a minimum of three (3) years** after the student's last term of attendance, or longer if required for administrative or legal purposes.

Cross-References

- Federal Financial Aid Participation Policy
- Verification and Record Retention Policy
- Consumer Information and Title IV Compliance Summary

Academic Freedom Policy

Goal

The goal of the Academic Freedom policy is to ensure a high level of effectiveness, professionalism, and integrity in the delivery of Chicago College of Oriental Medicine's educational programs. Because this policy is broad in scope, it is supported through guidance and resources provided by the Faculty Senate and the Chief Academic Officer.

Policy

Definition and Scope of Academic Freedom

CCOM acknowledges and supports the academic freedom of faculty in their scholarly research, instruction, curriculum engagement, and all related academic activities within their teaching fields.

Academic freedom refers to the autonomy to pursue, discuss, and express ideas and opinions relevant to one's discipline without fear of repression, intimidation, or retribution from supervisors or institutional authorities.

Institutional Alignment

All academic activity conducted at or on behalf of CCOM must:

- Support the College's published mission, values, policies, and procedures.
- Align with the approved curriculum, program design, and course syllabi.

Scholarship and Professional Contribution

- CCOM encourages faculty to apply theory developed through scholarly research and professional experience. Instructors are invited to bring this knowledge into curriculum development and review processes.

Curriculum Supplementation

Instructors may supplement the approved curriculum with:

- Local market information,
- Professional experiences,
- Additional resources that enhance learning, engagement, and professional development.

When supplementing curriculum, instructors must:

- Adhere to CCOM's grading policy and all other academic policies,
- Ensure that all required learning objectives and clock-hour requirements are met,
- Maintain alignment with course and program outcomes.

Curricular Consistency and Change Process

Any proposed change to curriculum or syllabi must be:

- Considered collaboratively with other instructors teaching the subject, and
- Approved by the Program/Department Chair and the Chief Academic Officer.

Instructional Boundaries and Responsibilities

Faculty must:

- Avoid delivering content unrelated to stated course objectives,
- Respect intellectual property and privacy laws,
- Obtain appropriate permissions before using copyrighted materials or content subject to rights of publicity.

Syllabus Disclosure Requirement

If supplemental information introduced by the instructor has any bearing on a student's grade, that information must be stated in the syllabus and provided to students at the start of the course.

Academic Calendar

The Chicago College of Oriental Medicine operates its academic calendar on a semester format. Each semester is 15 weeks.¹ There are two scheduled semesters within an academic year.

Term	Semester Start Date	Semester End Date	Holidays
Fall 2025	September 2, 2025	December 12, 2025	9/1/25: Labor Day 11/27/25: Thanksgiving (Campus Closed)
Winter Break: December 15, 2025 – January 9, 2026			
Winter 2026	January 5, 2026	April 17, 2026	1/19/26: M. L. King, Jr. Day 2/17/26: Lunar New Year 2/16/26: Presidents Day
Spring Break: April 20, 2026 – April 24, 2026			
Summer 2026	April 27, 2026	August 7, 2026	5/25/26: Memorial Day 7/4/26: Independence Day
Summer Break: August 10, 2026 – September 4, 2026			
Fall 2026	September 8, 2026	December 18, 2026	9/7/26: Labor Day 11/26/26: Thanksgiving (Campus Closed)
Winter Break: December 21, 2026 – January 8, 2027			
Winter 2027	January 11, 2027	April 23, 2027	1/18/27: M. L. King, Jr. Day 2/15/27: Presidents Day 2/7/27: Lunar New Year
Spring Break: April 26, 2027 – April 30, 2027			
Summer 2027	May 3, 2027	August 13, 2027	5/31/2027: Memorial Day 7/4/2027: Independence Day
Summer Break: August 16, 2027 – September 3, 2027			
Fall 2027	September 7, 2027	December 17, 2027	9/6/2027: Labor Day 11/25/2027: Thanksgiving (Campus Closed)
Winter Break: December 20, 2027- January 3, 2028			

Admissions Information

Admission to the College

Requirements for admission to the Chicago College of Oriental Medicine are as follows:

Master's Level Programs

1. Applicants must provide evidence of an associate's or higher degree or have completed the minimum equivalent of 60 semester/90 quarter credits through an official transcript from an accrediting authority recognized by the U.S. Department of Education or the Council for Higher Education or a degree from another country evaluated for U.S. equivalence, by a recognized credentials evaluation service.

The college will request transcripts for all students seeking admission to the college. Transcripts will become a part of the applicant's file and must be evaluated by the Chief Academic Officer to ensure that these minimum standards have been met prior to an applicant's acceptance to the Chicago College of Oriental Medicine.

In evaluating applicants for admission to the Chicago College of Oriental Medicine's programs, and in addition to the information stipulated in its application response, **candidates to the Chicago College of Oriental Medicine must complete their 60 semester/ 90 quarter credits at the bachelor's degree level in an institution accredited by an agency recognized by the U.S. Secretary of Education.**

This education must be the appropriate preparation for graduate-level work or the equivalent (e.g., certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution accredited by an agency recognized by the U.S. Secretary of Education. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

2. A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by examination using standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.
3. Pre-requisite and co-requisite credits must not be counted towards degree completion credits.
4. English language competency is required of all students seeking admission to the master's-level program. See International Applicants description below.
5. Applicants must demonstrate an overall minimum of 2.5 on a 4.0 scale.
6. A completed essay (Optional)
7. A current resume (if applicable)
8. Complete a mandatory admission interview
9. Complete an application for admission which includes a \$50 non-refundable application fee.
10. A background check will be conducted, and a fee will be charged.

Any extenuating circumstances regarding admission into the program will be referred to the Admissions Committee for consideration.

International Applicants

In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.

International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

- The applicant must have completed one of the following:
 - a. four years at a U.S. high school demonstrably delivered in English.
 - b. at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education.
 - c. at least two-years (60 semester credits or 90 quarter credits) of undergraduate or graduate-level education demonstrably delivered in English.
 - d. high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.
 - e. In all cases, English must have been both the language of instruction and the language of the curriculum used.

OR

- The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English	Test 90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

The college will not admit individuals who have been convicted of a misdemeanor of a violent or sexual nature or any felony. CCOM will deny admission to applicants with such convictions. The College therefore will conduct a criminal background check on all applicants seeking admissions.

Entrance Expectations

Students must demonstrate the physical capability and sufficient maturity to function as a health care professional. The expectations of students in CCOM's health care programs include but are not limited to:

- The ability to manage professional boundaries.
- The ability to properly place acupuncture needles within a patient's body and manipulate them appropriately.
- The ability to perform appropriate clinical techniques and procedures and follow a supervisor's directions.
- The ability to perform in all laboratory and clinical settings without posing a threat to herself/himself or to the safety and well-being of fellow students or patients.
- The ability and willingness to receive acupuncture and accessory treatment.
- The ability to see with or without reasonable accommodation.
- Students in the Master of Acupuncture and Chinese Herbal Medicine degree program must pass the following physical abilities, with or without reasonable accommodation, for completion of their degree:
 - The ability to see with or without reasonable accommodation.
 - The ability to identify odors, tastes, colors and other physical properties of herbs and other organic and mineral substances utilized in Oriental medical therapy and
 - The ability to document and prepare herbal formulae in accordance with Oriental medicine therapeutic principles, including but not limited to reading, writing, chopping, reading, mixing, and grasping.

Transfer Students and Transfer Policy

Students wishing to transfer from another Acupuncture or Oriental Medicine program, or any other college or program must follow the same application procedures as new students (see Admission Information above) but with the following exceptions:

- Forward all official transcripts from any other Acupuncture or Oriental Medicine program(s) they have attended.
- Submit two letters of recommendation written by faculty members from the acupuncture or Oriental medicine program(s) they attended and one from outside third party that is not a relative. (At the discretion of the Chief Academic Officer)
- Provide a letter from the registrar at that Acupuncture or Oriental Medicine program indicating that the students are in good academic standing and could continue studies at that institution, if so desired. (At the discretion of the Chief Academic Officer). Courses may transfer to CCOM if the student has received grades of C or better. Transfer courses must have similar course content, name, length, or objective and correspond to courses within CCOM's Acupuncture and Chinese Herbal Medicine curriculum. The Chief Academic Officer will determine comparability. A syllabus or other detailed course description and a copy of the catalog from the original institution may be required. Normally, the course must be an academic course from an accredited institution at the bachelor's degree level or better and passed within the past five years with a grade of C (an overall CGPA of 2.5) or better.
- Transfer credit may be awarded for equivalent coursework documented by an official transcript that indicates the credits are from a post-secondary accredited institution recognized by the U.S. Department of Education.

- Transfer courses must have similar course content to courses within CCOM's Acupuncture and Oriental Medicine curriculum.
- A grade of "Pass" or "C" (2.0) or above in a given course with an overall CGPA of 3.0 is required for transfer.
- Credit must have been earned within the last five years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested e.g., a physician for clinical science. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
- Transfer credit is granted only when the total hours for any given course have been documented.
- Coursework taken at another institution after admission to the Chicago College of Oriental Medicine is not transferable unless approved in advance in writing by the Chief Academic Officer.
- At least 50% of the program must be completed at the Chicago College of Oriental Medicine.
- Applicants with life experience can request a review with the Chief Academic Officer to determine credit eligibility.
- Transfer credit accepted will decrease the number of hours of study at the Chicago College of Oriental Medicine. The tuition will be adjusted accordingly.

Responsibility of Applicant

It is the responsibility of the applicant to meet the entrance requirements of CCOM and make sure all the requirements are met in order for the applicant to graduate. In exceptional circumstances, as determined by the Chief Academic Officer, applicants may be admitted through **conditional enrollment** with the understanding that they must satisfy all admissions requirement in order to be considered as a graduate. If the student does not meet the requirements of the college, the student will not be allowed to enroll or to continue at CCOM.

Illinois Immunization Requirement

Students must provide evidence of immunity as stipulated by the State of Illinois as a condition of enrollment in the following areas: diphtheria, tetanus, measles, rubella, and mumps per Title 77: Public Health, Chapter I: Department of Public Health, Subchapter K: Communicable Disease Control and Immunizations Part 694 College Immunization Code and Section 694.100 Proof of Immunity.

Application Procedure and Selection of Candidates

Applicants seeking admission to CCOM will be expected to do the following:

- The steps in the application process must include:
- Submitting a properly completed application for admission.
- An application processing fee of \$50. This fee is non-refundable.
- Official transcripts from all colleges attended sent directly to the Chief Academic Officer at the Chicago College of Oriental Medicine. High school transcripts are not required.

NOTE: Indicate if your transcripts will be arriving under another name.

- A current resume (if applicable)

Selection of Candidates

The Admissions Committee in general seeks to admit students who can demonstrate motivation, a solid general education foundation, a sense of service, a caring attitude, and the ability to communicate effectively. Students interested in seeking transfer credit should apply as early as possible, in order to assure that the admission

committee has sufficient time to obtain relevant documents prior to the first day of class. CCOM strongly encourages campus visits.

Students with Disabilities

All students, with or without reasonable accommodation, must be able to carry out clinical assignments and diagnostic interpretation. Qualified persons with disabilities, with or without reasonable accommodation, must be able to pass oral, written, and practical examinations and meet all of the program's clinical requirements. It is in the best interest of both the student and the College to assess the degree of limitation caused by any disability. However, the College will make the final determination of whether or not an individual meets all qualifications for study at the College. Questions regarding qualifications or accommodations should be directed to the Chief Academic Officer.

Tuition Deposit and Payment Policy

Applicants will be notified in writing of the Admissions Committee's decision regarding their application following receipt and review of all information and materials. Upon notification of acceptance, a non-refundable tuition deposit of \$200 (US dollars) is required to secure a place in the program. The tuition deposit will be applied to the first semester tuition.

Students who are not using financial aid must demonstrate the financial ability to pay. The college expects accepted non-Title IV students to pay each semester in advance of starting or prepare a payment plan to have tuition prorated and paid prior to completion of any given semester.

The Chicago College of Oriental Medicine Tuition and Fees

Effective May 1, 2023

Tuition

Cost per Credit Hour (All Programs)	\$360.00
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Tuition per Program

Master's Degree in Acupuncture (8 Semesters)	\$44,136.00
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Master's Degree in Acupuncture and Chinese Herbal Medicine (9 Semesters)	\$57,456.00
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Other Fees

Application Fee	\$50.00
Background Check Fee	\$30.00
Lab Fee	\$50.00
Insurance Fee	\$50.00 per semester
Ventra Fee/UPass (optional)	\$155.00 per semester
Master's Tuition Deposit	\$200.00
CPR / First Aid Certification (paid by provider by student)	\$150.00

Graduation Fee
Late Tuition Fees

\$100.00
\$25

Tuition

Tuition is quoted on a semester basis and must be paid in advance unless other arrangements have been made. Semester tuition is due and payable on or before the first day of each semester. Deposits and down payments shall become a part of the tuition. Students are protected against tuition increases as long as they attend school without interruption.

Estimated Cost of Attendance (COA)

(For Full-Time Graduate Students, 2025–2026 Academic Year — Two Semesters)

The following Cost of Attendance (COA) chart represents the estimated total annual educational and living costs for a full-time student enrolled in either the Master of Acupuncture (MAc) or the Master of Acupuncture and Chinese Herbal Medicine (MAcCHM) program.

These figures include both direct costs (tuition and required fees paid to the College) and indirect costs (living and personal expenses incurred by students).

All estimates are based on current Chicago-area averages and are reviewed annually by the Office of Financial Aid for compliance with federal regulations.

Expense Category	Estimated Annual Cost	Notes / Description
Tuition and Fees	\$18,360	Based on 25.5 credit hours per academic year × \$360/credit + standard institutional fees (student insurance, transit pass, technology).
Books and Supplies	\$1,200	Required textbooks, clinical materials, and course supplies
Room and Board	\$13,600	Average off-campus rent and food costs in Chicago area
Transportation	\$1,600	Estimated annual cost for CTA, Metra, and Pace public transit passes or commuter travel
Personal / Miscellaneous	\$2,400	Clothing, phone, laundry, health and personal care, etc.
Total Estimated Annual COA	\$37,160	For a full-time academic year (two 15-week trimesters)

These figures are intended for planning and financial-aid purposes only. Actual costs may vary based on individual enrollment status, course load, housing choice, and personal spending. CCOM reviews the COA annually to ensure compliance with federal financial-aid regulations (34 CFR § 668.43 (a)(2)).

Federal Financial Aid Participation

The Chicago College of Oriental Medicine (CCOM) participates in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended. Through these programs, eligible students may apply for federal loans to assist with educational expenses.

Eligible Programs

Federal aid is available for the following programs approved by the U.S. Department of Education and the Illinois Board of Higher Education (IBHE):

- Master of Science in Acupuncture (MAc)
- Master of Science in Acupuncture and Chinese Herbal Medicine (MAcCHM)

Title IV School Code

04317100

Types of Financial Aid Administered

- Federal Direct Unsubsidized Loan (Graduate level)
- Federal Work-Study (if applicable)
- Any future Title IV aid for which the institution receives authorization

Note: For information regarding institutional ethical standards governing relationships with lenders and loan servicers, see 'Code of Conduct for Financial Aid Professionals' later in this Catalog.

How to Apply

Students apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov> beginning July 1st of each year.

Financial aid eligibility is determined by federal regulation, institutional policy, and satisfactory academic progress (SAP) as described in this catalog.

Financial Aid Office Contact Information

Office of Financial Aid

Florence Davis,

Director of Financial Aid

Chicago College of Oriental Medicine

180 N. Michigan Ave., Suite 1919 • Chicago, IL 60601

Phone: 312-658-5106 • Email: florence.davis@ccom.edu

Office Hours: Monday–Friday 10 a.m.–5 p.m.

Student Aid Ombudsman Contact

Students who are unable to resolve financial aid issues directly with the College may contact:

Federal Student Aid Ombudsman Group

U.S. Department of Education

P.O. Box 1854 • Monticello, KY 42633

Statement of Compliance

This policy applies solely to students enrolled in programs approved as eligible for Title IV participation and does not constitute a guarantee of aid. CCOM administers all Title IV programs in accordance with federal regulations, the Department of Education's Federal Student Aid (FSA) Handbook, and the policies contained in this catalog.

The College prohibits any form of discrimination in awarding or administering financial aid and upholds all federal consumer-information and reporting requirements.

For additional information about student privacy, record access, and release of information, see the Family Educational Rights and Privacy Act (FERPA) policy in this catalog.

Consumer Information Contact

Questions regarding consumer information, institutional policies, or financial aid disclosures may be directed to:

Michelle Cahill

Chicago College of Oriental Medicine

Email: info@ccom.edu

Phone: 312-368-0900

Federal Financial Aid Disbursement Policy

This policy governs how and when the Chicago College of Oriental Medicine (CCOM) applies and releases federal financial aid funds under Title IV of the Higher Education Act of 1965.

It ensures timely delivery of funds to eligible students while maintaining full compliance with U.S. Department of Education regulations.

Definition of a Payment Period

For financial aid purposes, CCOM defines a payment period as one academic term (semester) within the academic year. Each academic year consists of three 15-week semesters—Fall, Winter/Spring, and Summer.

Timing of Disbursements

- **Initial Disbursement** – Federal aid is generally disbursed at the beginning of the semester, once student attendance and enrollment are confirmed.
- **Subsequent Disbursements** – Students who remain enrolled and meeting Satisfactory Academic Progress (SAP) will receive the next disbursement at the start of the following term.
- **First-Time Borrowers** – Federal Direct Loan first-time borrowers are subject to a 30-day delay in their first loan disbursement, as required by federal regulation.
- **Disbursement Notification** – Students are notified electronically each time financial aid funds are disbursed. Notifications include the type and amount of aid applied and inform students of their right to cancel or reduce a loan within 14 days of notice.
 - To support and encourage responsible borrowing, CCOM will request only the amount of loan funds needed to cover educational costs. However, students who require additional funding for eligible expenses are encouraged to contact the Financial Aid Office for guidance and review.

Application of Funds

All Title IV funds are first applied directly to the student's institutional charges:

- Tuition and required fees
- Clinic/laboratory fees
- Approved institutional charges

If total aid exceeds institutional charges, the remaining balance (credit balance) is handled as described below.

Credit Balances and Refunds

- **Definition:** A *credit balance* exists when total disbursed aid exceeds current institutional charges.
- **Time Frame:** CCOM issues credit balance refunds to the student within 14 calendar days of the date the credit balance occurs.
- **Delivery Method:** Refunds are issued by paper check.

Disbursement Conditions

To receive any Title IV disbursement, the student must:

- Be enrolled at least half-time in an eligible program;
- Have a valid FAFSA on file and no outstanding verification issues;
- Maintain Satisfactory Academic Progress (SAP); and
- Have completed all required loan entrance counseling and the Master Promissory Note (MPN).

Post-Withdrawal Disbursement

If a student withdraws before aid is disbursed but is determined to have earned Title IV funds (see Return of Title IV Funds Policy), CCOM will make an offer of a post-withdrawal disbursement (PWD) within 45 days of the withdrawal determination.

- Loan portions require authorization from the student before disbursement.

Cancellation of Disbursement

Students may cancel all or part of a loan disbursement within 14 days of notification. Cancellation requests must be submitted in writing to the Office of Financial Aid.

Student Notification and Record Retention

The Financial Aid Office maintains detailed records for a minimum of three years after the end of the award year. Students receive an electronic confirmation each time funds are applied or refunded.

Financial Aid Verification Policy

The Chicago College of Oriental Medicine (CCOM) complies with all federal requirements for verifying information reported on the Free Application for Federal Student Aid (FAFSA) under the provisions of Title IV of the Higher Education Act of 1965.

Verification ensures that financial aid funds are awarded accurately and equitably based on correct applicant information.

Selection for Verification

Students may be selected for verification in one of two ways:

1. Federal Selection: The U.S. Department of Education randomly selects applicants based on certain data elements submitted on the FAFSA.
2. Institutional Selection: CCOM may select a student for verification if the financial aid office identifies conflicting or inconsistent information in the file.

Students will be notified by email or letter if they have been selected for verification.

Documents Required

To complete the verification process, the student (and parent, if applicable) must provide the required documentation, which may include but is not limited to:

- Verification Worksheet (provided by CCOM);
- IRS Tax Return Transcript or Data Retrieval Tool (DRT) confirmation;
- W-2 forms or other proof of income;
- Proof of household size and number in college;
- Any additional documentation requested by the Financial Aid Office.
- All documents must be signed and submitted to the Office of Financial Aid by the deadline stated in the notice.

Deadlines

Verification documentation must be received within 30 days of notification to the student. No funds will be awarded until all documentation is submitted.

If verification is not completed by the deadline, student can be withdrawn from the school if other payment arrangements are not made.

Corrections and Adjustments

If verification results in changes to FAFSA data, CCOM will submit electronic corrections to the U.S. Department of Education.

The student will receive a new Student Aid Report (SAR) reflecting the corrected information.

Consequences of Non-Compliance

Failure to complete verification will result in:

- Cancellation of all pending federal aid, and
- The student being responsible for paying institutional charges out of pocket or through other funding sources.

Conflicting Information

If conflicting or discrepant information is discovered after aid has been disbursed, the Financial Aid Office will:

1. Suspend further disbursements;
2. Recalculate eligibility if required; and

3. Adjust or return aid funds in accordance with federal regulations.

Fraud or Misrepresentation

If the College suspects intentional misrepresentation or fraud in connection with financial aid, the matter will be referred to the Office of Inspector General (OIG), U.S. Department of Education.

Suspected fraud includes but is not limited to falsified income, dependency status, citizenship, or identity.

Notification and Record Retention

Students are notified by institutional email of all verification outcomes and resulting aid adjustments.

These records are retained and disposed of in accordance with the College's Verification and Record Retention Policy and the Family Educational Rights and Privacy Act (FERPA).

Financial Aid Eligibility Requirements

To receive assistance under the federal student aid programs authorized by Title IV of the Higher Education Act of 1965, a student must meet the eligibility criteria established by the U.S. Department of Education and institutional policy.

This policy applies to all applicants for federal financial aid administered by the Chicago College of Oriental Medicine (CCOM).

General Eligibility Criteria

To qualify for federal financial aid, a student must:

1. Be a U.S. citizen or eligible non-citizen (e.g., permanent resident) with valid documentation.
2. Have a valid Social Security Number (unless exempt under federal regulations).
3. Be enrolled or accepted for enrollment as a regular student in an eligible degree program.
4. Be enrolled at least half-time (minimum of 6 credit hours per semester) to receive federal loans.
5. Have a high school diploma or recognized equivalent (GED or state certificate).
6. Maintain Satisfactory Academic Progress (SAP) as described in this catalog.
7. Not be in default on a federal student loan or owe a repayment on a federal grant.
8. Have completed all required financial aid applications (FAFSA, institutional forms, and documentation).
9. Provide proof of Selective Service registration (if applicable and required by law).

Program-Specific Eligibility

CCOM currently administers the following Title IV programs for eligible students:

1. Federal Direct Unsubsidized Loan
2. Federal Work-Study (if applicable)

Enrollment Status

Aid eligibility is based on enrollment each term:

- **Full-time:** 12 or more credit hours
- **Three-quarter time:** 9–11 credit hours
- **Half-time:** 6–8 credit hours

Enrollment below half-time may limit or eliminate loan eligibility.

Maintaining Eligibility

To remain eligible for financial aid, a student must:

- Continue to meet all general eligibility requirements;
- Maintain Satisfactory Academic Progress (SAP);
- Complete the FAFSA annually; and
- Report any changes in name, address, or enrollment status to the Financial Aid Office promptly.

Loss of Eligibility

Eligibility may be suspended if the student:

- Fails to meet SAP standards after the warning and probation periods;
- Is convicted of fraud or misrepresentation related to financial aid;
- Withdraws or ceases attendance;
- Defaults on a federal loan or owes an overpayment; or
- Fails to provide verification documentation when requested.
- Is convicted of buying or selling illegal drugs

The Financial Aid Office will notify the student in writing of any loss of eligibility, the reason for ineligibility, and steps required for reinstatement.

Reinstatement of Eligibility

Students may regain eligibility by:

- Resolving loan default or repayment issues with the U.S. Department of Education;
- Completing coursework to meet SAP standards; or
- Successfully appealing under the SAP or Financial Aid Probation policy.

Student Responsibilities for Federal Aid

Students receiving federal financial aid are responsible for:

- Repaying all loans according to the terms of the Master Promissory Note;
- Notifying the Financial Aid Office of any changes in name, address, enrollment, or dependency status;
- Completing required entrance and exit counseling for loan programs;
- Maintaining Satisfactory Academic Progress (SAP) and adhering to all institutional policies affecting aid eligibility

Professional Judgment

Under federal regulation, the Financial Aid Office may exercise professional judgment to adjust data elements used in determining aid eligibility in cases of unusual or special circumstances (e.g., loss of income, separation, natural disaster).

Under the authority of the Higher Education Act of 1965, financial aid administrators may use Professional Judgment (PJ) to make case-by-case adjustments to a student's cost of attendance (COA) or to data elements used to calculate financial aid eligibility.

Such determinations are made on a case-by-case basis and require supporting documentation.

Examples of Professional Judgement:

Adjustments may be considered for situations such as:

- Loss or reduction of employment or income;
- Separation, divorce, or death of a spouse or parent;
- Unusual medical or dental expenses not covered by insurance;
- Natural disaster or other significant financial hardship;
- Dependency override for independent status when warranted;
- Other extenuating circumstances as permitted by the U.S. Department of Education.

This list is not exhaustive; each case is evaluated individually.

Request Procedure

Students seeking consideration for a Professional Judgment adjustment must:

1. Submit a written request explaining the circumstances;
2. Provide supporting documentation (e.g., tax returns, termination letters, medical bills, court documents);
and
3. Meet with a Financial Aid Officer if additional clarification is required.

The Financial Aid Office will notify the student in writing of the decision and any resulting adjustments to financial aid eligibility.

All decisions made by the financial aid office are final.

CCOM's Cancellation and Refund Policy

CCOM's refund policy has been constructed to balance students' occasional needs to change their education plans with the college's financial investment in providing the educational service required.

Students should be aware that timely notice of cancellation or withdrawal is essential to securing the maximum refund. Students must take care to notify the college as soon as possible regarding their intention either to cancel their enrollment contract or withdraw from the college.

Cancellation Prior to Start of Classes

All monies paid by the student, including the application fee, will be refunded in full **provided the student cancels within three business days (up to midnight of the third day excluding Saturdays, Sundays, and legal holiday(s) after the student received final written notice of acceptance or signed the enrollment agreement**, whichever occurred last. Additionally, if the student withdraws after three business days, yet prior to the first day of classes, all monies paid will be refunded in full. All refunds will be made within ten business days of any notice of cancellation.

Cancellation Policy

A student's enrollment agreement will be considered cancelled, and all monies paid by the applicant will be refunded if prior to the beginning of classes:

1. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
2. The school cancels or discontinues the course of instruction in which the student has enrolled.
3. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
4. The applicant presents medical evidence of inability to participate in the program.
5. The college does not accept the applicant.
6. The college cancels the agreement.

Withdrawal After Commencement of Class

If a student withdraws prior to the eighth week of class, tuition will be calculated from the last date of attendance. A notification to withdraw may be wither orally or in writing. The written withdrawal is preferred and should be mailed or delivered by hand to the attention of:

Yili Guo

President/ Chief Operating Officer

The Chicago College of Oriental Medicine

180 N. Michigan Ave., Suite 1919

Chicago, IL 60601

Students may also be withdrawn by the college for failing to attend class. This is a constructive withdrawal and occurs what a student fails to attend class for ten consecutive scheduled class days without providing an explanation regarding the absences to the college's administration. The date of the tenth consecutive absence will be the date of withdrawal.

Institutional Tuition Refund Schedule (15-Week Term)

If a student terminates or withdraws from training, tuition refunds will be calculated as follows:

Withdrawal Period	Institutional Refund of Tuition
Week 1	90 %
Week 2	80 %
Week 3	70 %
Week 4	60 %
Week 5	50 %
Week 6	50 %
Week 7	40 %
Week 1	90 %

Deposits and down payments become part of tuition. Application, registration, and other designated fees are non-refundable.

A student who must terminate their education is encouraged to give notice of cancellation to the college in writing.

Refund Policy for Students Receiving Title IV Loan Assistance

When a student who is receiving Title IV Loan Assistance withdraws from Chicago College of Oriental Medicine during a payment period, the college will determine the amount of Title IV Loan Assistance the student earned as of his or her withdrawal date as prescribed below:

1. For the purpose of Title IV loan assistance, the withdrawal date is determined as follows:
 - a. The date the student orally notifies either CCOM's Education Office of his or her intentions to withdraw, or mails a written withdrawal request to:

Yili Guo
President/Chief Operating Officer
 Chicago College of Oriental Medicine
 180 N. Michigan Ave, Suite 1919
 Chicago, IL 60601; or
 - b. If no information is available, the midpoint of the date of the last day of documented academic activity will be used for the withdrawal date.
2. Once the date of withdrawal has been determined, the college will then determine the percentage of the term attended by the student to the applicable financial aid programs. The percentage is based on the number of days attended within the payment period.
 - a. If a student withdraws after completion of 60% of the payment period, no refund will be due.
3. The college will then determine the amount of Title IV aid earned by the student by completing a Return to Title IV calculation form.
 - a. The amount of Title IV aid earned by the student is determined by multiplying the total Title IV aid for which the student was eligible by the percentage of time attended. The percentage of time attended in the payment period is based on the withdrawal date.
4. The college will then compare the amount of aid earned to the amount disbursed and based on this comparison, one of the following adjustments will be made:
 - a. If the amount earned is greater than the amount disbursed, a post-withdrawal disbursement will be offered to the student.
 - i. Post-withdrawal payments must be offered within 30 days of the date of determination that the student has withdrawn. A confirmation response must be made within 14 days of the post-withdrawal payment notification. Acceptance of the post-withdrawal disbursement is at the student's discretion. If the post-withdrawal loan payment has been accepted by the

student, the school will process the loan payment. Any credit balance resulting from this disbursement will be refunded within 14 days of the disbursement date.

- b. If the amount of Title IV aid disbursed exceeds the amount earned, the excess Title IV aid must be returned by the college and/or the student within 45 days of determining the student has withdrawn.
 - i. After the institution has allocated any excess aid for which it is responsible, the student must then return any excess aid for which he or she is responsible.
 - ii. The student is responsible for returning the difference between any excess aid the institution is required to return and the total excess aid that must be returned to the aid program(s). Student or parents, in the case of funds due to be returned to a PLUS Loan, must return or repay as appropriate once the amount to be repaid is determined.
 - iii. A student who owes an overpayment under the section will remain eligible for Title IV HEA Program Funds through and beyond the earlier of 45 days from the date the college notifies the student of the overpayment, if the student repays the college in full, or enters into a satisfactory repayment agreement, signs a repayment agreement with the Secretary of the U.S. Department of Education within 30 days of the date of the college's determination that the student has withdrawn.
5. Any outstanding charges subsequent to the calculation of the return of Title IV loan assistance will be subject to the Illinois refund policy described above.

6. Withdrawal Exemptions

- a. Students who meet the following conditions will not be considered withdrawals and will not be subject to an R2T4 calculation.
 - a) All requirements for graduation are completed.
 - b) At least 49% of days in a quarter are completed in one or more of a student's scheduled classes.
 - c) One or more classes are completed that are equivalent to at least half-time enrollment status.

Order of Return of Title IV Funds and Loan Assistance

Unearned funds credited to either the college or the student will be returned to the following order:

1. Unsubsidized Federal (Direct) Loans
2. Subsidized Federal (Direct) Loans
3. Federal PLUS (Direct) Loans received on behalf of the student

All non-Title IV aid or loan assistance will be applied and refunded according to the refund policy for the State of Illinois.

Withdrawal Students and Credit Balance Refunds

If a student has a credit balance at the time of withdrawal, the credit is held on the student's account until a R2T4 calculation is completed. If there is still a credit balance on the student's account after any required funds are returned, the student will receive a refund within 14 days from the date the R2T4 was completed.

Minimum Terms for Tuition Payments

Students who are not eligible to participate in financial aid programs available from the U.S. Department of Education must pay all tuition in advance, on or before the first day of each quarter.

Any student receiving financial aid which covers less than the total cost of tuition must establish a satisfactory payment plan prior to starting class.

Payment Plans

The Chicago College of Oriental Medicine will tailor payment plans to fit a student's needs. Plans may be made for weekly, monthly, or semester payments. All payments must be made in advance of the period for payment and must be paid as agreed to in the plan.

Agreements may be made to extend payments beyond completion of the program in which the student is enrolled. Please see the president to establish an extended payment plan.

Banks

If a student is interest in personal loans, the college has available a list of banks that the prospective student may visit to inquire about the possibility of obtaining a loan.

Student Life

Orientation

The purpose of New Student Orientation is to introduce students with one another as well as their programs of study. Students get the chance to meet members of administration, faculty, and staff. Administrative tasks are also completed at the orientation, including payment of fees, acquisition of books, and the issuance of student ID's. Students are informed of the date and time of orientation upon enrollment.

Rules and Regulations for Student Conduct

Students at CCOM prepare themselves for health care professions, and all of the privileges and responsibilities inherent in such careers. It is expected that each student conducts themselves in a professional, mature, and respectful manner, both on and off campus. Students are expected to treat faculty, staff, and fellow students with respect. Furthermore, students are expected to abide by all legal and ethical standards of their professional and academic community. CCOM will not tolerate any deviation from these standards. Suspension or termination may result from any such violation.

Zero-Tolerance Policy

The Chicago College of Oriental Medicine follows a zero-tolerance policy for aggressive behavior directed by students, staff, administration, or patients toward any other member of the CCOM community (student, staff, administrator, patient).

Any violation of the policy will result in disciplinary action up to and including termination (of enrollment, employment, or treatment). This policy includes any threatening behavior or acts of aggression and violence during class (in-person or online), in or near the clinic, or in communication among the CCOM community.

Please note that violence under this definition includes threatening actions or intimidation of any kind, including involving verbal (threats, harassment, abuse) and non-verbal (hand and other gestures), as well as physical (spitting, hitting, shoving, kicking, sexual touching, throwing objects, other assaults) or other unlawful behaviors (stalking, theft, vandalism, sabotage, arson).

Please refer to Student Handbook for more details.

Drug-Free School and Workplace Act Policy

In addition to the behavioral and conduct expectations described above, CCOM maintains policies required under federal law to promote a safe, healthful, and drug-free learning environment.

The Chicago College of Oriental Medicine (CCOM) is committed to maintaining a learning and working environment free from the unlawful possession, use, or distribution of drugs and alcohol.

Standards of Conduct

Students and employees are strictly prohibited from the unlawful manufacture, distribution, possession, or use of controlled substances or alcohol:

- On CCOM property;
- At any CCOM-sponsored activity, clinic, or off-site event; or
- As part of any College-related class or function.

Violation of this policy constitutes grounds for disciplinary action up to and including suspension, termination, or expulsion, and may result in referral to law enforcement authorities.

Applicable Legal Sanctions

- Federal and state laws impose significant penalties for unlawful possession or distribution of controlled substances and alcohol.
- These may include fines, imprisonment, and the loss of federal financial aid eligibility.
- Information about applicable laws is available from the Dean's Office.

Health Risks

Substance abuse poses serious health risks including addiction, impaired judgment, liver disease, cardiovascular complications, injury, and death.

Educational materials describing the effects of drug and alcohol abuse are available to all students and employees through the Office of Student Affairs.

Counseling and Treatment Resources

CCOM provides confidential referral services for students and employees seeking help with substance use. Assistance and information are available from:

- CCOM's Dean's Office
- SAMHSA National Helpline: 1-800-662-HELP (4357)
- Illinois Department of Human Services – Division of Substance Use Prevention and Recovery:
<https://www.dhs.state.il.us>

Seeking help will not, by itself, result in disciplinary action.

Disciplinary Sanctions

Students or employees found to have violated this policy are subject to disciplinary measures consistent with institutional conduct and employment policies.

Sanctions may include written warning, probation, suspension, termination, or required completion of a rehabilitation program.

Biennial Review

CCOM conducts a biennial review of its drug and alcohol prevention program to:

- Evaluate program effectiveness;
- Ensure consistent enforcement; and
- Maintain compliance with federal regulations.

Records of this review are maintained by the Office of the President.

Campus Security and Clery Act Information

The Chicago College of Oriental Medicine (CCOM) is committed to providing a safe and secure learning and working environment for all students, faculty, staff, and visitors.

Campus Safety and Security

- CCOM maintains a secure facility with limited public access.
- Visitors must sign in with reception and be accompanied by a faculty or staff member while in the building.

Reporting Crimes and Emergencies

Members of the CCOM community are encouraged to report any suspected criminal activity, emergency, or safety concern immediately to local law enforcement (dial 911) and to the Dean's Office or President's Office.

These offices coordinate institutional responses, maintain campus safety records, and ensure compliance with the federal Clery Act reporting requirements.

In the event of an immediate threat or emergency, dial 911 first, then notify campus administration.

Timely Warnings and Emergency Notifications

When a situation arises that poses a serious or continuing threat to the campus community, CCOM will issue a timely warning through campus-wide email and/or posted notices.

Emergency notifications will include instructions on evacuation, shelter-in-place, or other protective actions.

Annual Campus Security Report (ASR)

Each year, CCOM publishes an Annual Campus Security Report (ASR) containing crime statistics for the three most recent calendar years and institutional policies concerning:

- Crime reporting procedures
- Security and access to campus facilities
- Alcohol and drug policies
- Sexual misconduct and Title IX procedures
- Emergency response and evacuation plans

The ASR is distributed by email to all enrolled students and employees each year and is available in print or electronic form upon request from the Office of Student Affairs.

Sexual Misconduct and Title IX

Complaints of sexual harassment, sexual assault, or other forms of sexual misconduct are handled in accordance with CCOM's Title IX Policy (see Equal Opportunity, Title IX, and ADA Policy, page [ref]).

Crime Statistics

CCOM reports campus crime data annually to the U.S. Department of Education.

The most current statistics are included in the Annual Campus Security Report and can also be viewed online at:

<https://ope.ed.gov/campussafety>

Voter Registration and Constitution Day Information

Voter Registration

The Chicago College of Oriental Medicine (CCOM) encourages all students to participate in the democratic process by registering to vote.

Voter registration information and official forms for the State of Illinois are available online at:

Illinois State Board of Elections

<https://ova.elections.il.gov>

Students who are residents of other states may access their state's voter registration materials at:

<https://www.nass.org/can-i-vote>

Voter registration materials are distributed electronically to all enrolled students each annually.

Constitution Day and Citizenship Day

In accordance with Public Law 108-447, Section 111(b), CCOM annually observes Constitution Day and Citizenship Day on or near September 17 to commemorate the signing of the U.S. Constitution.

Educational materials or presentations highlighting the history and significance of the Constitution are made available to all students and employees through the Office of Student Affairs.

Academic Dishonesty Policy

CCOM is dedicated to preparing students with the strongest possible educational foundation for future success in the health care profession of their choosing. The college therefore has a firm policy against academic dishonesty. Academic dishonesty weakens the educational foundation of the participant and is detrimental to the educational progress of all students.

Academic dishonesty is defined by the college as participating or assisting in any action intended to result in the improper award of credit for academic work. Actions meeting this definition include, but are not limited to:

- Submitting another student's work as one's own
- Giving test questions or answers to, or receiving test questions or answers from, other students
- Copying, or allowing another student to copy answers or work during a test
- Using materials that are not permitted during a test
- The following acts will be considered plagiarism:
 - presenting ideas and words of another as one's own
 - to use someone's production without crediting the source or giving incorrect information about the sources.
 - to present as new and original an idea derived from an existing source.
 - failing to put a quotation in quotation marks and citing that quotation.
 - changing the words but keeping the sentence structure the same without giving credit or copying so many words and/or ideas that it makes up the majority of the work.
- Copying, or having someone else prepare homework, papers, projects, laboratory reports, or take-home exams (except in those cases designated as group work by the instructor)
- Participating in, assisting with, or knowing about and failing to report any of the above or related activities.
- When it has been determined by an instructor or the administration that a student has engaged in academic dishonesty the college will impose one or more of the following sanctions on the offending student:
 - Require the student to resubmit the assignment or complete a different assignment.
 - Issue a grade of zero for the assignment.
 - Issue a failing grade for the course.
 - Terminate the student from the class and place a permanent note on that student's transcript.
 - Suspend the student from the college.

In determining sanctions to be imposed, the college will consider both the seriousness of the offense and any prior history of academic dishonesty.

Copyright Policy

CCOM requires compliance with applicable copyright laws in the use of instructional materials.

The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, you

must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies, or the work is in the public domain.

The Public Domain and Other "Free" Works

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

CCOM students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from the Chicago College of Oriental Medicine.

Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

Personal Computer Requirement

CCOM requires that all students have access to a computer for research, independent study, and college activities or services. This requirement can be satisfied in various ways, from use of a home computer, the computers within Taylor Business Institute's library which CCOM shares, to the use of a public library's computer. CCOM has two computers available for student use within its own space. Computer literacy is expected of every student at the college.

Grievance Policy

There may be times when a student has a complaint or grievance that he or she feels cannot be satisfactorily resolved through the ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

1. **Step One:** The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.
2. **Step Two:** If the grievance is regarding an education matter which cannot be resolved with the instructor the matter, then should be referred to the Chief Academic Officer. If there is no resolution with the Chief Academic Officer, the matter should then be referred to the Chief Operating Officer/ President.
3. **Step Three:** If the grievance is regarding admissions/administrative matter then the complaint should be filed directly with the Chief Operating Officer/ President.
4. **Step Four:** After the above steps have been exhausted and if the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the president requesting an impartial Grievance Committee Hearing.

Within 24 hours of receipt of a written request, the Committee must be formed, and a hearing must be scheduled. All parties concerned must be notified. The Committee will consist of staff or faculty members not involved in the matter in question.

All persons directly involved, or their representatives, must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and

immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The Committee decision will be final.

Any subsequent complaints by the aggrieved party may be filed with Illinois Board of Higher Education at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Complaints against this school may also be registered with the Accrediting Commission of Acupuncture and Herbal Medicine (ACAHM) at <http://ACAHM.org/forms/ACAHM-complaint-form/> ACAHM policy on grievances can be found at <http://ACAHM.org/wp-content/uploads/2018/11/ACAHM-Policy-Governing-Complaints.pdf>

Student Services

Tutoring Services

Tutoring services are designed not only to assist with students who are struggling with a specific topic, but for any student who wants extra help or practice in any subject. These services are available to any student who wishes to seek them.

- **Faculty Tutoring:** Tutoring by faculty members is available to students upon request. Students must make an appointment with an instructor to discuss this service.
- **Peer Tutoring:** Peer tutoring is also available upon request. Tutoring sessions are available by appointment and must be scheduled with the Chief Academic Officer.

Academic Advising

Instructors will provide the majority of academic advising services. These services are designed to provide guidance for the student's academic career. Advisement sessions can be made by appointment with instructors.

Student Counseling

CCOM offers academic advising for all students who have academic or personal concerns. Counseling is provided in strict confidentiality with the following exceptions: risk of harm to either the student or others, by order from legal authorities, or in cases of abuse or neglect. Personal advising is often provided within the framework of a student's academic advising. However, if the situation requires a professional counseling environment, referrals may be made to professional counseling services outside of the college. A fee may be required for outside counseling.

Career Services

A healthcare professional will face many choices after graduation, such as where they will work, what they will specialize in, and other exciting yet challenging decisions. CCOM's leadership team is comprised of industry professionals and practitioners who act as career advisors for the college's graduates. Career Seminars will be scheduled as a part of the college's Practice Management courses to assist students in opening and managing a practice.

Consumer Complaint Process

The Chicago College of Oriental Medicine (CCOM) encourages the prompt, fair, and informal resolution of student complaints and grievances.

Internal Complaint and Grievance Procedure

Complaints alleging discrimination, harassment, or retaliation based on sex, disability, or any other protected status will be handled in coordination with the College's Title IX and Accessibility Policy and may be filed directly with the Title IX Coordinator.

Students are expected to first attempt resolution through CCOM's internal process as described below:

Step 1 – Informal Resolution

- Students are encouraged to address concerns directly with the instructor, staff member, or department involved.
- Most issues can be resolved informally through open communication.

Step 2 – Formal Written Complaint

- If the matter cannot be resolved informally, the student may submit a formal written complaint to the Office of Student Affairs within 15 business days of the incident.
- The written complaint must include:
 - The nature of the complaint;
 - Dates and persons involved;
 - The steps already taken to resolve the issue; and
 - The resolution sought by the student.
- The Dean of Students or designee will review the complaint, conduct an investigation if necessary, and issue a written response within 20 business days.

Step 3 – Appeal

- If the student is dissatisfied with the decision, they may appeal in writing to the President within 10 business days of receiving the response.
- The President's decision is final for all internal matters.

External Complaint Processes

Students who have exhausted CCOM's internal grievance procedures may contact the appropriate external agencies listed below.

External complaints should include evidence that institutional procedures have been followed.

Illinois Board of Higher Education (IBHE)

The IBHE receives and reviews complaints concerning Illinois postsecondary institutions.

Complaints may be filed online at: <https://complaints.ibhe.org>

or submitted in writing to:

Illinois Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333

Springfield, IL 62701-1377

Phone: (217) 782-2551 • Fax: (217) 782-8548

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

Students may also submit complaints concerning CCOM's accreditation or compliance with ACAHM standards to:

ACAHM

500 Lake Street, Suite 204

Excelsior, MN 55331

Phone: (952) 212-2434

Website: www.acahm.org

U.S. Department of Education (Federal Aid-Related Complaints)

Complaints concerning Title IV federal student aid or violations of federal law may be directed to:

U.S. Department of Education, Office of Federal Student Aid

Federal Student Aid Ombudsman Group

P.O. Box 1843, Monticello, KY 42633

Phone: 1-877-557-2575

Website: <https://studentaid.gov/ombudsman>

Note: Information on these complaint procedures is published annually in the College Catalog, the Student Handbook, and on the College's website, as required by the U.S. Department of Education.

Non-Retaliation Statement

CCOM strictly prohibits retaliation or adverse action against any individual who, in good faith, files a complaint, participates in a grievance process, or cooperates in an investigation. All complaints are handled confidentially and in accordance with institutional, state, and federal privacy laws, including FERPA and Title IX regulations.

Record Retention

All formal complaints and resolutions are maintained by the Office of Student Affairs for a minimum of five years after final resolution.

Consumer Information and Title IV Compliance Summary

The Chicago College of Oriental Medicine (CCOM) provides the following information to students, employees, and the public in accordance with the disclosure requirements of the Higher Education Act of 1965, as amended, and all applicable U.S. Department of Education regulations.

This summary identifies where each required policy or report may be found in the current Catalog, Student Handbook, or on the College's website.

Disclosure Category	Catalog Reference / Page	Page
General Institutional Information (mission, governance, location)	Mission; Legal Control; Board of Governors; Location and Facility	p. 7–15
Accreditation & State Authorization	Accreditation/Approvals	p. 15
Academic Calendar	Academic Calendar	p. 23
Admissions & Transfer Credit	Admissions Information	p. 24-28
	Transfer Students and Transfer Policy	p. 26
Tuition & Fees	Tuition Deposit and Payment Policy;	p. 28
	Tuition	p. 28-29
Estimated Cost of Attendance (COA)	Estimated Cost of Attendance (COA)	p. 29
Refund Policy (Institutional)	CCOM's Refund Policy	p. 36–38
Refunds for Title IV Recipients	Refunds for Title IV Financial Aid Recipients	p. 38–39
Return of Title IV Funds (R2T4) Policy	Return of Title IV Funds (R2T4) Policy	p. 38–39
Federal Financial Aid Participation (Title IV statement)	Federal Financial Aid Participation	p. 30
Title IV School Code / How to Apply (FAFSA)	Title IV School Code; How to Apply	p. 30
Financial Aid Office Contact	Financial Aid Office Contact Information	p. 30
Federal Student Aid Ombudsman Contact	Student Aid Ombudsman Contact	p. 30-31
Financial Aid Disbursement (timing, credit balances)	Federal Financial Aid Disbursement Policy	p. 31-32
Verification Policy	Financial Aid Verification Policy	p. 32-33
Financial Aid Eligibility Requirements	Financial Aid Eligibility Requirements; General Eligibility Criteria	p. 34-35
Professional Judgment / Special Circumstances	Professional Judgment and Special Circumstances Policy	p. 36
Code of Conduct for Financial Aid Professionals	Code of Conduct for Financial Aid Professionals	p. 32
Satisfactory Academic Progress (SAP)	Satisfactory Academic Progress	p. 55
	Federal Financial Aid SAP Policy	p. 56

	Financial Aid SAP Statuses	p. 56
Attendance, Withdrawal, and LOA	Attendance and Withdrawal Definitions; Attendance Policy; Withdrawal Definitions and Procedures	p. 52
	Leave of Absence (LOA) Policy	p. 54
FERPA (privacy & student records)	Family Educational Rights and Privacy Act (FERPA) FERPA	p. 17-20
	Recordkeeping & Financial Aid Addendum IX	p. 18-19
Title IX / Nondiscrimination / ADA (Section 504)	Affirmative Action and Title	p. 16
	Title IX Coordinator	p. 16
	Students with Disabilities	p. 17
Drug-Free Schools & Workplace	Drug-Free School and Workplace Act Policy	p. 41
Campus Security / Clery Act	Campus Security and Clery Act Information	p. 42
Voter Registration & Constitution Day	Voter Registration and Constitution Day Information	p. 43
Grievance Policy (internal)	Grievance Policy	p. 45
	Internal Complaint and Grievance Procedure	p. 47
Consumer Complaint (external: IBHE / ACAHM / FSA)	Consumer Complaint Process	p. 47
	External Complaint Processes	p. 48
Programs of Study & Degree Requirements	Programs of Study	p. 63-65
	Requirements for Graduation	p. 60

Academic Policies

Semester Credits

The academic calendar includes fall, winter, and summer semesters of 15 weeks each. In general, one credit represents fifteen lecture hours, or thirty laboratory hours, or thirty clinical hours.

Grading

Final grades will be posted at the end of each semester. These grades will be based on what was provided in each student's syllabus and may represent a combination of attendance, tests, quizzes, homework, classroom and lab work, the clinical experience, midterms, and finals. The grading methodology will be described in each course syllabus.

Course work, unless otherwise specified, will be assigned letter grades. The exception would be clinical performance which will be assigned an S for satisfactory and U for unsatisfactory. S/U grades are not included in determining grade point average (GPA). A grade of U indicates that the student failed the course.

Grading Scale (Effective January 1, 2023)

Grading Standards

Letter Grade	Grade Point	Percentage Equivalent	Progress Indicator
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A	4.0	94.0-100.0%	Outstanding
A-	3.7	90.0-93.9%	
B+	3.3	87.0-89.9%	Good/Acceptable
B	3.0	84.0-86.9%	
B-	2.7	80.0-83.9%	
C+	2.3	77.0-79.9%	Marginally satisfactory
C	2.0	70.0-76.9%	
F	0.0	<70.0%	Failure
I	*	Incomplete	Incomplete

The faculty of the CCOM has adopted the following descriptions of letter grades to supplement the numerical descriptions in the catalog:

- An **“A”** represents outstanding achievement. The student not only has demonstrated knowledge and understanding of the material but also has demonstrated an ability to analyze, synthesize, and evaluate the material with breadth and depth of understanding.
- A **“B”** represents substantially acceptable performance. The student not only has demonstrated knowledge and understanding of the material but also applies the material. The student will be able, on occasion, to demonstrate an ability to analyze, synthesize, and evaluate the material. The student has met the majority of the course objectives but may still need remedial work in order to fully meet the course objectives. Because all course objectives are important in this curriculum, some remediation (either by focused independent study or tutorial) is recommended before proceeding to more advanced courses.
- A **“C”** is awarded for marginally satisfactory performance. The student may proceed to courses for which the completed course is a prerequisite, but remediation is **strongly** recommended. A **“C”** should be considered a warning grade; it is the college’s observation that **“C”** students are at risk of failure on comprehensive and state licensure exams.
- An **“F”** indicates that the student has not demonstrated sufficient knowledge and understanding of the material, and therefore is able to apply none or very little of it.

NOTE: Failure to attend 80% of the course hours, regardless of the reason, is considered to be excessive absence. Excessive absences (missing more than 3 out of 15 sessions or 20% of the course hours) will result in a grade of **“F”**, which counts as (0.0) when calculating grade point average. Students who receive a grade of **“F”** or **“WF”** must retake the course at normal tuition rates.

See *Authorization for a Grade of Incomplete (I)* for the details of CCOM’s policy regarding the circumstances under which a grade of **“I”** will be awarded. A grade status of **“I”** automatically lapses to an **“F”** on the first day of the third week of the following term, at which point the course must be retaken at normal tuition rates.

Authorization for a Grade of Incomplete (I)

Any student seeking authorization for grade of **“I”** must first present a written petition to the Chief Academic Officer (CAO) or Assistant Chief Academic Officer (ACAO). It is the responsibility of the student to bring pertinent information to both the instructor and the CAO/ACAO, and to reach an agreement on the means by which the remaining course requirements will be satisfied. An incomplete shall not be assigned when the only way a student

can make up the work would be to attend a major portion of the course when the class is next offered. An “I” may not be assigned when the student’s current grade is less than 70%. **A student receiving an “I” must make up the specified deficiency and receive a grade by the end of the second week of the next semester. If not, the “I” automatically lapses to an “F” on the first day of the third week, and the course must be retaken at normal tuition rates.** There are no extensions to this policy. It is the student’s responsibility to ascertain whether the instructor has delivered the final grade change to administration before the third week of the term begins.

Academic Honors

Students receiving a grade point average (GPA) of 3.50 or better are placed on the College’s President’s List. Academic honors are determined according to the following grade point levels:

Honor	GPA Range
Cum laude	3.50 – 3.69
Magna cum laude	3.70 – 3.89
Summa cum laude	3.90 – 4.00

Academic Standing

Students are considered in good academic standing unless they are on academic probation or dismissed. Students in good academic standing may progress toward degree completion.

Attendance and Withdrawal Definitions

Attendance Policy

It is expected that students will attend classes regularly to maintain satisfactory academic progress and achieve maximum comprehension of the material presented.

Students who miss more than four (4) class meetings in a 15-week course will earn an F in that course.

Students who arrive more than fifteen (15) minutes late to class or leave before the class concludes will receive a half-absence ($\frac{1}{2}$) toward the attendance record.

Students who repeatedly leave class late from break, depart during class, or disrupt instruction may earn an F in that class and/or be referred to the Academic Dean for disciplinary action.

Attendance Records

- Instructors are required to maintain accurate attendance records for every class session.
- Attendance data are used to determine satisfactory academic progress, enrollment status, and federal financial-aid eligibility.
- Students are responsible for confirming that their attendance has been properly recorded.

Withdrawal Definitions and Procedures

Withdrawal Determination and Notification

- In compliance with federal regulations, CCOM determines a student's withdrawal status as no later than 14 calendar days after the student's last date of attendance (LDA).
- The Financial Aid Office, Registrar, and Academic Affairs coordinate to ensure that withdrawal determinations are documented promptly and communicated to the student in writing.
- Official notifications are sent via CCOM email and include the student's effective withdrawal date, financial aid implications, and rights under the Return of Title IV Funds (R2T4) Policy.

Official Withdrawal

A student is considered to have officially withdrawn when they notify CCOM of their intent to withdraw, either in writing or verbally.

Written notice is preferred and should be directed to:

Office of the President

Chicago College of Oriental Medicine

180 N. Michigan Avenue, Suite 1919

Chicago, IL 60601

The date of official withdrawal is the date the student provides notice of intent to withdraw unless later attendance can be verified.

Administrative (Constructive) Withdrawal

Students may also be administratively withdrawn when they fail to attend class for ten (10) consecutive scheduled class days without explanation.

The date of the tenth consecutive absence will be recorded as the student's official withdrawal date.

Unofficial Withdrawal

Students who cease attending all classes without notifying the College are considered unofficial withdrawals for Title IV purposes.

The last date of attendance (LDA) determined from instructor attendance records will serve as the withdrawal date used for federal financial-aid calculations.

Last Date of Attendance (LDA)

The LDA is defined as the last date on which the student participated in an academically related activity—such as attending class, submitting an assignment, participating in an online discussion, or taking an exam.

For students receiving federal financial aid, this date is used to determine eligibility for a Return to Title IV (R2T4) calculation.

Tuition Adjustment

Students who withdraw or are dismissed after classes begin will have tuition charges calculated from the last date of attendance, as specified in the Refund Policy.

Re-Enrollment

Students who withdraw in good standing may request re-admission by applying through the Office of Student Affairs.

Re-admission is subject to review of prior academic progress, financial standing, and available space in the program.

Leave of Absence (LOA) Policy

During times of personal crisis, serious illness, or other extraordinary circumstances, students may request a Leave of Absence (LOA) from CCOM.

A Leave of Absence allows a student to temporarily interrupt academic attendance without being considered withdrawn for Title IV purposes, provided the student meets the conditions outlined below.

Eligibility and Request Process

1. Request Procedure

- a. Students must submit a written request for a Leave of Absence to the Chief Academic Officer prior to the beginning of the requested leave.
- b. The request must include the reason for the leave, the expected return date, and any supporting documentation (e.g., medical documentation, family emergency verification).
- c. The Chief Academic Officer will review the request and notify the student in writing of approval or denial.

2. Duration of Leave

- a. A Leave of Absence may be granted for up to 180 calendar days in any 12-month period.
- b. CCOM may approve shorter leaves (such as a Short-Term LOA of up to 7 days) for brief emergencies.
- c. Multiple LOAs within a 12-month period may not exceed a combined total of 180 days.

3. Effect on Financial Aid

- a. During an approved LOA, the student is considered enrolled for Title IV purposes and no additional charges are assessed.
- b. Financial aid disbursements will be paused until the student returns.
- c. If the student does not return by the approved end date, CCOM must treat the student as withdrawn effective the last date of attendance (LDA), and a Return to Title IV (R2T4) calculation will be performed.

4. Communication with Instructors

- a. Upon approval, the Chief Academic Officer will inform the student's instructors of the leave.
- b. Upon returning, the student is responsible for coordinating with instructors to make up missed coursework, subject to instructor and program guidelines.

5. Extension or Early Return

- a. Students seeking to extend an LOA must submit a written request before the current LOA expires.
- b. CCOM may grant one extension if documentation supports the continued need.
- c. Students who return early must notify the Chief Academic Officer in writing before resuming classes.

Leave of Absence (LOA) – Federal Compliance Statement

Per federal regulations, an approved Leave of Absence (LOA) allows a student to interrupt studies without being considered withdrawn for Title IV purposes, provided that:

- The student submits a signed and dated written request for the LOA that includes the reason and the expected return date;
- The total duration of all LOAs does not exceed 180 days within any 12-month period; and
- The student returns to the same academic status held prior to the LOA.

If a student fails to return at the end of the approved LOA, CCOM must treat the student as withdrawn as of the last date of attendance (LDA) and perform a Return to Title IV (R2T4) calculation.

Students are notified in writing of this determination and any resulting financial obligations.

Failure to Return

If a student fails to return to class by the end of the approved LOA, the student will be considered withdrawn as of the last date of attendance and subject to the institution's Withdrawal and Refund Policies.

Record Retention

Attendance records, withdrawal determinations, LOA approvals, and R2T4 documentation are retained in the student's permanent academic and financial aid file for a minimum of three (3) years following the end of the award year in which the student withdrew or completed the program.

Cross-References

- Refund and Return of Title IV Funds (R2T4) Policy
- Satisfactory Academic Progress (SAP) Policy
- Consumer Information Summary (Student Right-to-Know)

Satisfactory Academic Progress

To be considered making satisfactory academic progress, students must maintain required attendance in each course of study and maintain a cumulative grade point average (CGPA) of 2.5 or better. Satisfactory academic progress is evaluated at the conclusion of each academic semester.

Attendance

Students must meet the classroom or clinic attendance requirement (See "Attendance Policy.")

Grades

A cumulative grade point average (CGPA) of 2.5 or better.

Pace

A student must complete at least 70% of the units attempted per term, or 100 % if attempting less than 6 units, in order to be considered keeping pace for satisfactory academic progress. Transfer credit units will be counted as hours completed and hours attempted when calculating pace. Repeated credit hours will be counted in both attempted and completed hours. Credit hours for classes with grades of incomplete (I) will be calculated as attempted hours but not completes hours until grade is assigned.

Graduate maximum Completion terms/Minimum Course Load Per term

Master of Science in Acupuncture:

18 terms: 7.4 units/term

Master of Science in Acupuncture with a Chinese herbal Medicine specialization

22 terms: 8.2 units/term

Appeal of Designation of Unsatisfactory Progress

A student may appeal the designation of unsatisfactory progress, the termination of financial aid, or any other matter pertaining to the Academic Dean based upon extenuating circumstance, or to the Director of Financial Aid. In such cases, the Academic Dean may determine that the student is making satisfactory academic progress towards the degree despite the failure to conform to the time frame or minimum grade average. Financial aid appeals must be made within the term to which the financial aid applied.

The Academic Year

For academic purposes, the Chicago College of Oriental Medicine's academic year consists of three, 15-week terms, beginning each year in September with the fall term. For purposes of determining a change in grade level, an academic year is 30 units.

Provisional or Probationary Status

Students are placed on provisional or probationary status who are delivering substandard academic performance. This occurs when the student's cumulative grade point average (CGPA) falls below 2.5 or any time the student fails a class. Students will have a probationary semester to return to a CGPA of 2.5 or the student will be terminated from the program.

Additionally, after one academic year of attendance and at the end of each additional year thereafter, a student who has not passed at least 2/3 of all class hours attempted will be terminated from the program.

Students may appeal a dismissal for unsatisfactory progress before a committee that will be governed by the College, to consider the student's reinstatement.

Federal Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all students who are receiving financial aid make satisfactory academic progress in order to remain eligible for continuing federal assistance. Consistent with federal requirements, CCOM assesses the academic progress of all students at specific points in their educational programs to verify that their program is in keeping with minimum standards set by the college.

Standards set by the college are both qualitative and quantitative.

Qualitative standards require students to demonstrate a level of academic success as measured by their cumulative grade point average (CGPA) at specified points within their program. Quantitative standards require evidence that students are making timely progress toward their degree. Quantitative standards are expressed as a percentage of attempted credits successfully earned at specified points in a student's program of study.

All periods of a student's enrollment count when assessing progress, even periods in which the student did not receive Title IV or institutional funds.

Qualitative Standard (GPA)

CCOM students will be evaluated at the end of each trimester for the duration of their program.

To be considered to be making satisfactory academic progress toward a degree, a student must have attained a grade point average that is consistent with the possibility of long-term success in the student's program. The student

must attain and maintain the requisite cumulative grade point average of 2.5. The college conducts a review of student academic progress against qualitative standards each trimester.

All students are expected to meet specified minimum standards at successive points in their program, as illustrated in the chart below:

Masters in Acupuncture – Qualitative Standard

Minimum CGPA by Trimester and Length of Program

Trimester	Minimum CGPA	Trimester	Minimum CGPA
1	2.5	10	2.5
2	2.5	11	2.5
3	2.5	12	2.5
4	2.5	13	2.5
5	2.5	14	2.5
6	2.5	15	2.5
7	2.5	16	2.5
8	2.5	17	2.5
9	2.5	18	2.5

Masters in Acupuncture and Chinese Herbal Medicine – Qualitative Standard

Minimum CGPA by Trimester and Length of Program

Trimester	Minimum CGPA	Trimester	Minimum CGPA
1	2.5	13	2.5
2	2.5	14	2.5
3	2.5	15	2.5
4	2.5	16	2.5
5	2.5	17	2.5
6	2.5	18	2.5
7	2.5	19	2.5
8	2.5	20	2.5
9	2.5	21	2.5
10	2.5	22	2.5
11	2.5	23	2.5
12	2.5	24	2.5

In measuring a student's academic progress, incompletes, and withdrawals do not count toward a student's cumulative grade point average (CGPA) but do count toward credits attempted.

Quantitative Standard

Pace Standard

To ensure that students are making satisfactory progress towards timely completion of their program, the college will conduct a satisfactory progress evaluation at the end of each trimester. One of several measures of SAP is called "PACE" and is the rate at which you are progressing through your program of study. Pace is determined by dividing the cumulative number of credits the student earned by the cumulative number of credits the student has attempted. The resulting Pace percentage minimally must be 50% attempted.

Maximum Time Frame

All students are allowed a maximum timeframe of 200% the prescribed length of their program.

Masters in Acupuncture – Quantitative Standard

Required Earned Credits by Trimester and Length of Program

Trimester	Earned Credits	
	Normal Time Frame (100%)	Maximum Time Frame (200%)
1	13.67	6.81
2	13.67	6.81
3	13.67	6.81
4	13.67	6.81
5	13.67	6.81
6	13.67	6.81
7	13.67	6.81
8	13.67	6.81
9	13.24	6.81
		50% Checkpoint (Minimum 61.33)
10		6.81
11		6.81
12		6.81
13		6.81
14		6.81
15		6.81
16		6.81
17		6.81
18		6.83

Masters in Acupuncture and Chinese Herbal Medicine – Quantitative Standard

Required Earned Credits by Trimester and Length of Program

Trimester	Earned Credits	
	Normal Time Frame (100%)	Maximum Time Frame (200%)
1	13.25	6.62
2	13.25	6.62
3	13.25	6.62
4	13.25	6.62
5	13.25	6.62
6	13.25	6.62
7	13.25	6.62
8	13.25	6.62
9	13.25	6.62
10	13.25	6.62
11	13.25	6.62
12	13.25	6.62
		50% Checkpoint (Minimum 79.44)
13		6.62

14		6.62
15		6.62
16		6.62
17		6.62
18		6.62
19		6.62
20		6.62
21		6.62
22		6.62
23		6.62
24		6.74

Continued Eligibility

Satisfactory academic progress for all students receiving federal student aid is reviewed each trimester to determine their continued eligibility: 1) to receive federal student aid, and 2) for continued enrollment in the program.

Satisfactory Academic Progress (SAP) Status

SAP Warning

Before a student is allowed to enroll in their next term, a student who is not making SAP will be counseled at the point of registration and advised of their SAP status. Students who do not meet SAP standards for the first time will be placed on SAP Warning. The student is eligible to receive federal financial aid for the trimester in which the warning was issued. A student who has received an SAP Warning will have to meet the minimum standard by the end of that trimester.

SAP Suspension

A student who has received an official SAP Warning and does not meet the SAP standards by the end of the trimester, will be immediately placed in SAP Suspension. The student will not be eligible to receive federal student aid. The student may appeal this status.

SAP Appeal

A student may appeal the satisfactory academic progress decision based upon mitigating circumstances.

Reasons for which a student may appeal include:

- death of a relative,
- an injury or illness of the student,
- or any other allowable special circumstances.

In order to appeal a decision, the student must submit a written petition to the Dean of Academic Affairs, including any evidence that substantiates the basis for the appeal and a reasonable expectation that the student will meet the requirements for satisfactory academic progress and that the maximum time frame constraints will be met.

If the student's appeal is granted, and it is determined that the student should be able to make satisfactory progress during the subsequent trimester and meets the SAP standards by the end of the subsequent trimester, the student will be placed on financial aid probation and will be eligible to receive financial assistance for that trimester.

At the end of the probationary period, a student's satisfactory progress will be evaluated again to determine continued eligibility.

If the appeal is approved and it is determined that the student will not achieve the minimum SAP requirements within the trimester, they will be placed on financial aid probation and be required to complete and sign a SAP Academic Success Plan outlining how the student will achieve the minimum academic standards, as well as a time frame in which the student will be back in compliance with the standards.

SAP Probation

If the student has successfully appealed an SAP Suspension, the student will be placed on SAP Probation Status. The student will be eligible to receive federal student aid during SAP Probation Status. Additionally, students will be assessed at the midpoint of their academic program. Students who have not completed at least ½ of their required credits, will be terminated.

SAP Academic Success Plan

If the student has successfully appealed SAP Suspension and signed the Academic Success Plan, the student will be monitored by the Financial Aid office at the end of each trimester. If the student does not meet the criteria outlined in the Academic Success Plan the student will be placed back into SAP Suspension status. If the student has met the criteria outlined in the Academic Success Plan, the student will remain in this status until either the plan expires, or the student is meeting SAP standards.

Special Letter Grades and SAP Evaluation

- **Transfer Credit ("TR"):** Transfer credits are not calculated in the student's CGPA and QGPA. Transfer credits are counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF). The maximum time frame for completion will be adjusted by subtracting the number of credits transferred from the number of total program credits. The maximum time frame is then recalculated by multiplying the adjusted program length by 2.0.
- **Satisfactory/Unsatisfactory Clinical Performance ("S/U"):** Courses graded on a satisfactory/unsatisfactory basis are not included in CGPA and GPA calculations.
- **Withdrawal Grade ("W"):** If a student withdraws from a course and receives a "W", the grade is excluded from the CGPA and GPA calculations but is counted in the calculation of the Minimum Completion Percentage and the Maximum Time Frame (MTF).
- **Authorization for a Grade of Incomplete ("I"):** Any student seeking authorization for grade of "I" must first present a written petition to the Chief Academic Officer (CAO) or Assistant Chief Academic Officer (ACAO). It is the responsibility of the student to bring pertinent information to both the instructor and the CAO/ACAO, and to reach an agreement on the means by which the remaining course requirements will be satisfied. An incomplete shall not be assigned when the only way a student can make up the work would be to attend a major portion of the course when the class is next offered. An "I" may not be assigned when the student's current grade is less than 70%.
 - **A student receiving an "I" must make up the specified deficiency and receive a grade by the end of the second week of the next semester. If not, the "I" automatically lapses to an "F" on the first day of the third week, and the course must be retaken at normal tuition rates.**
 - There are no extensions to this policy. It is the student's responsibility to ascertain whether the instructor has delivered the final grade change to administration before the third week of the term begins.

- **Audited Courses (“AU”):** Audited courses do not affect the calculations of CGPA, GPA, the Minimum Completion Percentage, or the Maximum Time Frame (MTF).
- **Repeated Courses (“R”):** Students can repeat any course only once. Only the higher grade will be included in the calculations of CGPA, GPA, the Minimum Completion Percentage, and Maximum Time Frame (MTF). These repeated courses count towards credits attempted.

Program Change

A program change occurs when a student moves programs at the same academic level without graduating. Only courses applicable to the second program are applied and subject to CGPA, GPA, and the Minimum Completion Percentage calculations. This includes transfer credits and failed courses. Qualitative and quantitative measurements are based on the second program requirements.

Residency requirements

Semester Credits

The Chicago College of Oriental Medicine measures its course work in semesters. A semester is 15 weeks. Two semesters constitute an academic year.

Carnegie Units/Hours

The Chicago College of Oriental Medicine measures its credits in Carnegie units. This formula directly relates to instructional assignments, both in and out of class. The Carnegie formula requires two hours of outside work for every one-hour of in-class didactic instruction. For example, in a 3-unit class that meets three hours per week, students should expect to perform 6 hours of outside work. The following formulas are used to approximate the amount of time the average student will need to complete assignments:

Reading Assignments		Written Assignments	
<u>Reading Level</u>	<u>Hours / Pages Read</u>	<u>Writing Level</u>	<u>Hours / Pages Written</u>
Easy	1 hour / 30 pages	Easy	1 hour / 2 pages (500 words)
Text	1 hour / 20 pages	Guided Response	1 hour / 1.5 pages (375 words)
Technical	1 hour / 15 pages	Research-Based	1 hour / 1.5 pages (375 words)
Graduate	1 hour / 15 pages	Analytical (Documented)	1 hour / 1 page (250 words)
		Original Research	1 hour / 1 page (250 words)
		Other	If the assignment does not fall into any of these categories, time is estimated based on the closest category.

The following credit hours are expected for satisfactory completion of the following programs:

1. Master’s degree in acupuncture **122.6** semester credits
2. Master’s degree in Acupuncture and Chinese Herbal Medicine **159.6** semester credits

A transfer student must complete at least 50% of the course work or 60 semester credit hours in the master's degree in Acupuncture and 77 semester credit hours in the master's degree in Acupuncture and Chinese Herbal Medicine at CCOM. This policy assumes that all transfer credits reflect work that is comparable to the CCOM curriculum.

Language requirements

English will be the medium for all program delivery. Students in both the master's degree in Acupuncture and the master's degree in Acupuncture and Chinese Herbal Medicine will be expected to take and pass an Introduction to Chinese Language Course.

Research requirements (thesis, dissertation, research project)

The master's degree in Acupuncture and Chinese Herbal Medicine Program provides for a 1 credit / 15-hour lecture research and publication course which is a requirement to graduate. The expectation is not that the student "be" published, but that they produce a work that is publishable as determined by faculty review.

Practicum, clinical, or field experience requirements

The Master's degree in Acupuncture and Master's Degree in Acupuncture and Chinese Herbal Medicine has 870 hours of clinical experience as a requirement to complete this program.

Qualifying or comprehensive examination requirements

Graduates from the Master of Acupuncture or Master of Acupuncture and Chinese Herbal Medicine programs will exceed the eligibility requirements for the comprehensive national certification programs offered by the national certification commission for acupuncture and oriental medicine (NCCAOM) and should be eligible to take the Acupuncture Certification Program and Oriental Medicine Certification Program exam modules.

Professional requirements for the practice of acupuncture and oriental medicine vary by state. In Illinois, eligibility for licensure is through the Illinois Department of Financial and Professional Regulations and may be contacted at:

320 West Washington Street
Springfield, IL, 62786
(217)-785-0820
Or
100 West Randolph, 9th Floor
Chicago, IL, 60601
(312)-814-4502

Minimum grade point average required for advancement and graduation.

The Master's Degree of Acupuncture and Chinese Herbal Medicine and the Master's Degree of Acupuncture will be awarded to individuals who have:

1. Completed the required courses with at least 50% in residence at the Chicago College of Oriental Medicine
2. Demonstrated competency in clinic and satisfactory completion of internship requirements.
3. Earned a cumulative grade point average (CGPA) of 2.5 or better, and
4. Is free of all debt to the college.

Requirements for Graduation

Graduation from the Chicago College of Oriental Medicine requires the following:

1. Satisfactory completion, transfer, or challenge of all required courses.
2. Satisfactory completion of all financial obligations to the institution.
3. Successful completion of all required comprehensive examinations.
4. GPA of 2.5 or higher.
5. Exit interview with the Vice president of Clinic Operations to consider career possibilities.
6. Complete the majority of their coursework based upon a calculation of units, or in the case of the master's degrees.

Programs of Study

The Chicago College of Oriental Medicine offers two graduate programs leading to either the Master of Acupuncture or the Master of Acupuncture and Chinese Herbal Medicine degree.

Master of Acupuncture:

Semester credit Hours – 122.6

Clock Hours – 2,371

The Master of Acupuncture program is almost identical to the Acupuncture and Chinese Herbal Medicine program but does not include herbal studies. This program may be completed within four academic years from the date of matriculation.

Master of Acupuncture and Chinese Herbal Medicine:

Semester credit Hours – 159.6

Clock Hours – 2,986

The Master of Acupuncture and Chinese Herbal Medicine program is comprised of the same courses that are contained in the Masters of Acupuncture but adds additional courses in Chinese Herbology and related studies. The program may be completed in five academic years but must be completed within ten years from the date of matriculation.

Program Learning Outcomes

In addition to meeting the college's goals as outlined above, CCOM graduates will also be expected to:

1. Conduct themselves in a professional, mature, and respectful manner, both on and off campus.
2. Exhibit a deep understanding of ethical standards as stated in the Illinois Acupuncture Practice Act and shall also pledge to the NCCAOM's Code of Ethics.
3. Maintain and follow standard quality, safety, environmental, and infection control policies and procedures.
4. Adhere to all applicable federal, state, and local statutes and regulations.
5. Maintain detailed and complete records of health care plans and evaluations.
6. Analyze physical findings and medical histories to make evaluations according to Traditional Chinese Medicine Practices.
7. Develop individual treatment plans to further promote, restore, or maintain health.
8. Evaluate treatment outcomes and recommend new or modified treatments as necessary to further promote, restore, or maintain health.
9. Collect patient histories as well as general health and lifestyle information from patients.
10. Assess patients' general physical appearance to make evaluations.
11. When and as appropriate, to consider Western medical procedures in the patient's health assessment, in the health care team's communication, as well as patient care referrals.

12. Educate patients on topics such as the healing process, meditation, ergonomics, stretching, exercise, nutrition, breathing, or relaxation techniques.
13. Insert needles properly to provide acupuncture treatment.
14. Identify correct point locations based on the patient's anatomy, anatomical positions, contraindications, and precautions related to treatments such as intradermal needles, moxibustion, electrical stimulation, Gua Sha, bleeding, cupping, cold LASTER therapy.
15. Apply moxibustion directly or indirectly to patients using Chinese, non-scarring, stick, or pole moxibustion.
16. Treat patients using specialized tools including, but not limited to, needles, cupping, seeds, pellets, and Gua Sha tools.
17. Apply heat or cold therapy to patients using materials such as heat pads, hydrocollator packs, warm compresses, cold compresses, heat lamps (e.g., infrared lamps, TDP mineral lamps), vapor coolant sprays, and herbal topical liniments.
18. Treat conditions using techniques to include, but not limited to acupressure, Shiatsu, Tui Na, Qi Gong, Tai Chi, and Gua Sha.

Master of Acupuncture and Chinese Herbal Medicine students will also be expected to:

1. Prescribe and/or dispense herbal formulas and remedies; provide patient education including informing patients of the purpose for the herbal formula or preparation, dosage, volume, frequency of use, anticipated consumption, duration, as well as possible side effects and drug interactions.
2. Formulate herbal preparations and formulas to treat conditions considering herbal properties such as taste, temperature, toxicity, effects of preparation, cautions, contraindications, and incompatibilities for appropriate application.

Chicago College Of Oriental Medicine Curriculum

Course Indicators: The course code that appears in the program outline designates the broad category these courses cover (i.e. CM = Chinese Medicine; AT = Acupuncture and Techniques; BM = Biomedicine; PM = Practice Management; CS = Clinical Studies; RP = Research Project).

Course work at the 500 level is taught at the master's level.

SECTION:

TRADITIONAL CHINESE MEDICINE (CM) (16.6 CREDITS, 271 CLOCK HOURS)

1.) CM 501.1 - TCM & Diagnosis I

Credit Hours: 5	Clock Hours: 75 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

- A. History and Chinese Cultural Views
- B. TCM Theory/Philosophy
- C. TCM Physiology – Chinese Culture of Medicine

The first course in this sequence, **TCM & Diagnosis I**, will cover Chinese history, Traditional Chinese Medicine (TCM) theory, philosophy, and physiology. The course will examine the philosophical and conceptual roots of acupuncture and Chinese Medicine within the context of the historical development of TCM.

In the first part of this course, students will acquire a general knowledge of Chinese history and culture as it pertains to Chinese Medicine. The second part of this course will explore TCM theory and philosophy of medicine. The third part will conclude with the fundamentals and physiology of TCM.

2.) CM 501.2 - TCM & Diagnosis II

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.1	Co-requisite: N/A

- A. 8 Parameters
- B. Zang/Fu, 5E, TCM substances/Qi (plural)
- C. 6 Divisions, 4 Levels – Wen Bing, Shan Han – Philosophy only

Through Chinese Culture and a 2,500-year written history, the philosophies of the Yin/Yang Theory and the Five Element Theory have come alive. These philosophies provide the foundation for developing an understanding of the basic concepts of Acupuncture and Chinese Herbal Medicine.

This course builds upon the foundational concepts of the Yin/Yang Theory, the Five Element Theory and the theories involved with Etiology and Physiology within Oriental Medicine. Students will be taught to identify disease patterns by studying Pathogens, Qi, Blood, Bodily Fluids and the Eight Principles: Yin, Yang, Heat, Cold, Interior, Exterior, Excess and Deficiency.

3.) CM 501.3 – Diagnostic Analysis in Chinese Medicine

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.1; CM 501.2	Co-requisite: N/A

- A. Diagnostic Analysis in TCM –
 - 4 Examinations – Inquiry, Palpation, Hearing and Smelling
 - Tongue
 - Pulse
 - Facial
 - Abdominal

Diagnostic Analysis in Chinese Medicine is the course in which students will study the Four Examinations, and the basic diagnostic assessments found in Oriental Medicine.

There will be an emphasis on developing the student's diagnostic skills by focusing on in-depth analysis of signs and symptoms through [A] inquiry, palpation, hearing, asking, listening, and smelling. This course teaches how to evaluate and diagnose patients by inspecting the [B] tongue, [C] pulse variations

according to TCM pulse diagnosis, and [D,E] facial and abdominal diagnosis.

4.) CM 505 Qi Gong/Tai Chi

Credit Hours: 0.5	Clock Hours: 15 Hrs.
Type of Credit: Lab	
Prerequisite: N/A	Co-requisite: N/A

This course presents the classical practice of Qi Gong/Tai Chi in the context of health care.

Students will learn the basic movements and exercises directed towards awareness, proper alignment and development of Qi. The goal is to help students achieve a state of equanimity, balance, and harmony between their personal lives and their work with patients.

5.) CM 526 Introduction to Tui Na

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Lab	
Prerequisite: N/A	Co-requisite: N/A

Students will learn the principles and techniques of Chinese manual therapy via lecture, demonstration and hands-on practice.

Lectures will cover the background history and skills that are part of Tui Na. The focus of this course will be placed on developing skills in the most basic manipulation techniques

6.) CM 537 Classics – The Nei Jing

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

1/4 NEIJING

2/4 NANJING

3/4 SHANG HAN LUN

4/4 WEN BING

Students will become familiar with the Nei Jing, a classic medical theory, made famous through the scripture of the Yellow Emperor. Students will have the opportunity to review Chinese medical theory and

its origins in context to the greater underlying philosophy and world view of Ancient China.

7.) CM 539 Traditional Food Therapy

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

Traditional Food Therapy is a therapeutic principal that is inherently linked to the properties of specific foods. The different approaches to food therapy will be examined alongside the methods of preparation.

Specific foods will be explored in relation to their influence on [therapy] such as dietary recommendations, whilst detecting and treating patterns of disharmony.

Students will learn how to prepare a selection of therapeutic recipes. At the conclusion of this course, students will be able to correctly recommend certain foods based on their pattern identification findings of each patient.

8.) CM 552.4 Topical Herbal Preparations

Credit Hours: 1.1	Clock Hours: 16 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

This course covers the indications, properties, preparation, application, cautions and contraindications of topical herbal medicine, including, but not limited to liniments, patches, and poultices. This course is for ALL STUDENTS.

SECTION:

ACUPUNCTURE & TECHNIQUES (AT)

(30 CREDITS, 585 CLOCK HOURS-
EXCLUDING ELECTIVES)

1.) AT 502.1 Acupuncture Point Location I

Credit Hours: 3	Clock Hours: 60 Hrs.
Type of Credit: 2 Lecture/1 Lab	
Prerequisite: N/A	Co-requisite: N/A

Acupuncture Point Location I is the first lab of two that introduce point location. Students will learn the acupuncture points one channel at a time, focusing on location techniques designed to ensure maximum accuracy across the different body regions and body types.

The Point Location process is taught in a lab format and interactive manner with demonstrations led by the instructor, alongside hands-on group exercise.

2.) AT 502.2 Acupuncture Point Location II

Credit Hours: 3	Clock Hours: 60 Hrs.
Type of Credit: 2 Lecture/1 Lab	
Prerequisite: AT 502.1	Co-requisite: N/A

Acupuncture Point Location II is the second lab course covering the topic of point location. Students will complete the meridian-by-meridian location of points which was begun in Acupuncture Point Location I.

To consolidate their knowledge, students will re-examine locations of major points grouped based on specific anatomical regions, classical categories and general functions.

3.) AT 512.1 Needling Techniques I

Credit Hours: 2.5	Clock Hours: 60 Hrs.
Type of Credit: 1 Lecture/1.5 Lab	
Prerequisite: AT 516	Co-requisite: AT 518

Needling Techniques I is the first lab course where students will be trained in the act of needling of major points on the body.

This first course will have an emphasis on refining point locations, skills and development of special insertion and manipulation techniques.

At the end of the course students will be able to practice needle insertion on the most common treatment points.

4.) AT 512.2 Needling Techniques II

Credit Hours: 2.5	Clock Hours: 60 Hrs.
Type of Credit: 1 Lecture/1.5 Lab	
Prerequisite: AT 512.1	Co-requisite: N/A

Needling Techniques II is the second lab course where students will continue the lessons and training in the art of needling major points on the body.

There will be a further emphasis placed on developing the student's skills in increasingly sophisticated needling techniques.

5.) AT 514 Acupuncture Treatment Strategy

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.2	Co-requisite: N/A

Students will explore the classical theories of meridian and point functions and apply these concepts within the framework of the modern Chinese clinical experience. They will be assembling point prescriptions for specific symptoms and TCM patterns.

6.) AT 515 Accessory Techniques

Credit Hours: 2	Clock Hours: 45 Hrs.
Type of Credit: 1 Lecture/1 Lab	
Prerequisite: AT 512.2	Co-requisite: N/A

Students will be developing skills with a clear focus on safe practice, techniques and risk management when

applying common accessory techniques used by modern acupuncturists.

Techniques covered include:

- A. cupping
- B. Gua sha
- C. Plum blossom therapy
- D. bleeding
- E. moxibustion
- F. auricular acupuncture
- G. electro-acupuncture.

7.) AT 516 Medical Asepsis & Risk Management

Credit Hours: 0.5	Clock Hours: 15 Hrs.
Type of Credit: 1 Lab	
Prerequisite: N/A	Co-requisite: N/A

AT 516 Medical Asepsis & Risk Management is designed to establish a training and performance standard for the safe application of acupuncture.

Students learn the basic standards of care for acupuncture in the United States, including the principles and practice of Clean Needle Technique (CNT) and the modern process of risk management. Emphasis is placed on achieving consistency with the aseptic standards recognized by modern biomedicine.

8.) AT 518 Hospital Based Acupuncture [ELECTIVE]

Credit Hours: 2.5	Clock Hours: 45 Hrs.
Type of Credit: 2 Lecture/0.5 Lab	
Prerequisite: N/A	Co-requisite: N/A

Hospital Based Acupuncture is a course in which students will learn the communication and practices involved in a hospital environment.

Students will have direct access to EMR training, scheduling, as well as hospital language and hierarchy.

9.) AT 525.1 Topics in Acupuncture Clinical Medicine I

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.2	Co-requisite: N/A

Topics in Acupuncture Clinical Medicine I is the first course providing a foundation for the clinical practice, treatment strategy and analysis of specific health disorders, using acupuncture and accessory techniques.

Students will learn the Chinese method of disease analysis to determine treatment based on the differential diagnosis of a patient's primary main presenting symptom(s). Case studies will be presented to reinforce lecture material.

AT 525.1 = NECK AND ABOVE: Headache, visual disorders, throat and nasal obstruction, allergies, tinnitus, deafness, vertigo, sore throat, trigeminal neuralgia, Bell's palsy, hair loss, toothache

- **Misc.:** musculoskeletal disorders, dermatology
- **Special:** Autoimmune, cancer

10.) AT 525.2 Topics in Acupuncture Clinical Medicine II

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: AT 525.1	Co-requisite: N/A

Topics in Acupuncture Clinical Medicine II is the second course teaching the foundation of clinical practice and accessory techniques of acupuncture.

AT 525.2 = NECK TO NAVEL: Cardiology, respiratory, liver/gallbladder disorders, upper GI

- **Misc.:** Neurology, psychology, psychiatry
- **Special:** Infectious disorders, obesity, eating disorders

11.) AT 525.3 Topics in Acupuncture Clinical Medicine III

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: AT 525.2	Co-requisite: N/A

Topics in Acupuncture Clinical Medicine III is the third course to cover the foundation of clinical practice and accessory techniques of acupuncture.

AT 525.3 = NAVEL TO FEET: OB/GYN, andrology, sexual dysfunctions, lower GI, lower body vascular dysfunction

- Misc.: Geriatrics, pediatrics
- Special: Sleep disorders, diabetes

12.) AT 530 Introduction to 5-Element Acupuncture [ELECTIVE]

Credit Hours: 3	Clock Hours: 60 Hrs.
Type of Credit: 2 Lecture/1 Lab	
Prerequisite: AT 512.2	Co-requisite: N/A

AT 530 is an introductory course to the Worsley Style of Classical 5-Element Acupuncture. This course teaches a "causative factor" aspect of diagnosis and uses color, odor, sound, and emotion as the basis for diagnosing a person's causative factor. The course deepens the understanding of the 5-Phases of TCM and applies it directly to diagnosis, treatment strategies, point prescriptions and patterns from a more nature-driven view similar to the ancient teachings.

This class teaches some alternate point locations and demonstrates specific pulse findings that can accomplish immediate results in pulse change and patient care. The class will also enhance the students' abilities to analyze and interview patients to derive a deeper understanding of the mental, physical, and emotional imbalances they may have that relate to the physical complaints.

This class reminds students that traditional medicine developed from following nature's laws and will include outdoor activities to study nature in the city.

13.) AT 532 Advanced Needling Techniques

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Lab	
Prerequisite: AT 512.2	Co-requisite: N/A

Students will continue hands-on skill development previously practiced in the prerequisite course, Needling Techniques II.

Students will be improving upon manipulation techniques while learning more advanced methods and techniques as determined by the instructor and CCOM leadership.

14.) 536 Musculoskeletal Treatment

Credit Hours: 1.5	Clock Hours: 45 Hrs.
Type of Credit: Lab	
Prerequisite: CM 501.2; AT 514; AT 512.1	Co-requisite: N/A

A TCM approach

Students will learn and apply treatment strategies by synthesizing acupuncture and Tui Na techniques for common musculoskeletal disorders.

Emphasis will be placed on developing Chinese treatment principles for specific orthopedic problems.

15.) AT 542 Advanced Diagnosis & Case Study

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: AT 525.3	Co-requisite: N/A

Advanced Diagnosis & Case Study is designed to consolidate the knowledge acquired in all previous "Acupuncture and Techniques" courses.

Students will further their understanding of Chinese medicine, focusing on acupuncture and accessory techniques, by refining points based on differential diagnoses. Students will learn to construct treatment plans for complicated, difficult or unusual cases.

SECTION:

CHINESE HERBOLOGY (HB)

(33.0 CREDITS, 495 CLOCK HOURS)

***Coursework required for students enrolled in the MAcHM program only**

1.) HB 550.1 Materia Medica I

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.1 and/or CM 501.2	Co-requisite: CM 501.1 and/or CM 501.2

- A. Historical to Modern Approaches
- B. Individual Herb Study

HB 550.1 is the first course in a three-course series to examine the major single herbs of the Chinese herbal pharmacopoeia.

Students will learn the methods of herbal prescriptions used throughout history in conjunction with more modern approaches.

Students will also learn about the flavors, properties, actions, clinical indications, dosage, and contraindications for specific categories of herbs used in modern clinical practice.

2.) HB 550.2 Materia Medica II

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.1 and/or CM 501.2	Co-requisite: CM 501.1 and/or CM 501.2

HB 550.2 is the second course in a three-course series examining single herbs.

Students will learn about the flavors, properties, actions, clinical indications, dosage, and contraindications of an additional categories of herbs used in modern clinical practice.

3.) HB 550.3 Materia Medica III

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: CM 501.1 and/or CM 501.2	Co-requisite: CM 501.1 and/or CM 501.2

HB 550.3 is the final course of a three-course series examining single herbs.

Students will learn about the flavors, properties, actions, clinical indications, dosage, and contraindications of additional categories of herbs used in modern clinical practice.

4.) HB 552.1 Herbal Formulas & Strategies I

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 550.1; HB 550.2; HB 550.3	Co-requisite: N/A

Herbal Formulas & Strategies I is the first course in a three-course series teaching the principles of classical herbal formulation and therapeutic functions along with major formulas currently used in Chinese medicine.

Students will conduct an analysis of herbal formulas while learning to make modifications according to the classical hierarchy of ingredients and the specific needs of a patient.

To conclude this first course, students will learn the therapeutic actions and clinical indications, prohibitions and contraindications for each formula.

5.) HB 552.2 Herbal Formulas & Strategies II

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 552.1	Co-requisite: N/A

Herbal Formulas & Strategies II is the second course in the three-course series on the topic of the principles of classical herbal formulation and therapeutic functions.

Students will continue to conduct analysis of herbal formulas while learning to make modifications according to the classical hierarchy of ingredients and the specific needs of each patient.

The therapeutic actions and clinical indications, prohibitions and contraindications for each formula will also be examined.

6.) HB 552.3 Herbal Formulas & Strategies III

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 552.2	Co-requisite: N/A

Herbal Formulas & Strategies III is the third course in the three-course series on the topic of the principles of classical herbal formulation and therapeutic functions.

Students will continue to conduct analysis of herbal formulas while learning to make modifications according to the classical hierarchy of ingredients and the specific needs of each patient.

The therapeutic actions and clinical indications, prohibitions and contraindications for each formula will also be examined.

7.) HB 554.1 Topics in Herbal Clinic Medicine I

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 552.1	Co-requisite: N/A

Topics in Herbal Clinical Medicine I is the first of three courses which will provide foundation for clinical analysis and treatment strategies for specified health ailments.

Students will learn the Chinese method for analyzing disease and will determine a treatment plan and strategy based on a differential diagnosis of the presenting symptoms. Case study topics will be chosen and presented to reinforce lecture material.

This first course will cover the topics of:

NECK AND ABOVE: Headache, visual disorders, throat and nasal obstruction, allergies, tinnitus, deafness, vertigo, sore throat, trigeminal neuralgia, Bell's palsy, hair loss, toothache

- **Misc.:** musculoskeletal disorders, dermatology
- **Special:** Autoimmune, cancer

8.) HB 554.2 Topics in Herbal Clinic Medicine II

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 554.1	Co-requisite: N/A

Topics in Herbal Clinical Medicine II is the second course providing a foundation for the clinical practice of Chinese herbal medicine with a focus on the following health ailments:

NECK TO NAVEL: Cardiology, respiratory, liver/gallbladder disorders, upper GI

- **Misc.:** Neurology, psychology, psychiatry
- **Special:** Infectious disorders, obesity, eating disorder

9.) HB 554.3 Topics in Herbal Clinic Medicine III

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 554.2	Co-requisite: N/A

Topics in Herbal Clinical Medicine III is the third of three courses which will provide a foundation of Chinese herbal medicine in relation to the health ailments listed below:

NAVEL TO FEET: OB/GYN, andrology, sexual dysfunctions, lower GI, lower body vascular dysfunction

- **Misc.:** Geriatrics, pediatrics
- **Special:** Sleep disorders, diabetes

10.) HB 556 Herbal Review and Synthesis

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 554.3	Co-requisite: N/A

This class is designed to consolidate the knowledge acquired in earlier herbal classes (HB 554.1 - HB 554.3) allowing the students to master diagnosis, formulation and modifications within Chinese herbal medicine.

Students will learn to construct treatment plans for complicated, difficult, or unusual cases, while focusing on their individual strengths and weaknesses within Chinese Herbal Medicine.

11.) HB 558 Herbal Classics*

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: HB 552.2	Co-requisite: N/A

Students will explore more in-depth knowledge of the classic works of Chinese herbal medicine. Special interest will be on the teachings of **Neijing**, Shen Nong Ben Cao Jing, Ming Yi Bie Lu, and Shan Han Lun.

SECTION:**BIOMEDICINE (BM)****(38 CREDITS, 600 CLOCK HOURS)****1.) BM 500 Medical Terminology**

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

In **Medical Terminology**, students will learn general medical terminology, including basic Latin and Greek (prefixes and suffixes) to identify, define and communicate terms related to diagnosis, pathology and treatment for the major body systems. Proficiency will be developed through online lesson modules, tests, discussing board questions and written assignments.

2.) BM 503.1 Anatomy & Physiology I

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 500	Co-requisite: N/A

Anatomy and Physiology I is the first course of two to introduce anatomy and physiology of the human body, from a systems-based biomedical perspective. Students will learn the structure and function of the skeletal, muscular, nervous, integumentary systems and sensory organs. The portion of the course will enhance the students' understanding of surface anatomy, in order to facilitate the study of point location.

3.) BM 503.2 Anatomy & Physiology II

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 503.1	Co-requisite: N/A

Anatomy and Physiology II is the second of two courses to introduce anatomy and physiology. The second course will focus on the students learning the structure and function of the cardiovascular,

respiratory, gastrointestinal, genitourinary, endocrine, reproductive and immune systems.

4.) BM 517.1 Western Pathophysiology I

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 503.2	Co-requisite: N/A

Western Pathophysiology I is the first course of two discussing disease processes of the body.

Students will do a comparison of normative and pathological states, including indications and symptomatology. The topics that will be covered include health vs. disease states, inflammation, neoplasia, platelet disorders, red blood cell disorders and white blood cell disorders.

5.) BM 517.2 Western Pathophysiology II

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 517.1	Co-requisite: N/A

Western Pathophysiology II is the second course to discuss the disease processes of the body. The topics that will be covered include the biology of infectious agents, infectious disease, HIV/AIDS and dermatology.

6.) BM 522.1 Western Medical Screening

Credit Hours: 3	Clock Hours: 60 Hrs.
Type of Credit: 2 Lecture/1 Lab	
Prerequisite: BM 503.2	Co-requisite: N/A

Western Medical Screening is a course where students will learn Western medical techniques for physical examination, health screening and care management.

Students will learn to conduct a Western physical examination that is aimed to aid them in the correct treatment of serious disorders.

Additionally, students will be able to define and discuss medico legal matters concerning their

patients, including patient confidentiality, consent, abandonment, negligence, assault and battery.

7.) BM 522.2 Critical Signs, Symptoms and Intervention

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

Critical Signs, Symptoms and Intervention is an introduction to the adequate treatment for emergency medicine where the students will be given the necessary knowledge to assess signs and symptoms from patients who are in critical need of care.

Students will be given the insight on how to give treatment as emergency care, in the absence of medical personnel.

8.) BM 523 CPR

Credit Hours: 0	Clock Hours: 15 Hrs.
Type of Credit: Lab	
Prerequisite: N/A	Co-requisite: N/A

Students are required to hold current certification in CPR, AED and First Aid to participate in clinic.

9.) BM 528.1 Topics in Western Clinical Medicine I

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 517.2	Co-requisite: N/A

Topics in Western Clinical Medicine I is the first course of three to introduce a foundation to biomedicine as it related to clinical practice, analysis and treatment strategies of specific health disorders, seen in Western medicine. Topics will include:

NECK AND ABOVE: Headache, visual disorders, throat and nasal obstruction, allergies, tinnitus, deafness, vertigo, sore throat, trigeminal neuralgia, Bell's palsy, hair loss, toothache

- **Misc.:** musculoskeletal disorders, dermatology

- **Special:** Autoimmune, cancer

10.) BM 528.2 Topics in Western Clinical Medicine II

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 528.1	Co-requisite: N/A

Topics in Western Clinical Medicine II is the second course of three to discuss the role of biomedicine in relation to clinical practice, analysis and treatment strategies for specific health disorders, seen within Western medicine.

Topics covered in the second course include:

NECK TO NAVEL: Cardiology, respiratory, liver/gallbladder disorders, upper GI

- **Misc.:** Neurology, psychology, psychiatry
- **Special:** Infectious disorders, obesity, eating disorders

11.) BM 528.3 Topics in Western Clinical Medicine III

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: BM 528.2	Co-requisite: N/A

Topics in Western Clinical Medicine III is the final of three courses that discuss the role of biomedicine in relation to clinical practice, analysis and treatment strategies for specific health disorders, seen within Western Medicine. Here are the topics that will be covered in the third course:

NAVEL TO FEET: OB/GYN, andrology, sexual dysfunctions, lower GI, lower body vascular dysfunction

- **Misc.:** Geriatrics, pediatrics
- **Special:** Sleep disorders, diabetes

12.) BM 534 Pharmacology

Credit Hours: 3	Clock Hours: 45 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

In Pharmacology, students will learn the rationale behind pharmacological intervention through the basic principles of pharmacology and toxicology in humans.

There will be a clear focus on the use of drug informational resources, interacting with patients and providers, recognizing adverse drug side effects, and drug abuse.

Guest lecturers will introduce clinical issues that arise when herbal medicine is co-administered with Western medications, with a special focus on the risk of harmful interactions.

In addition, the course will explore the phytochemistry of select substances and how this may impact dose delivery and product quality.

13.) BM 546 Nutrition

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

The **Nutrition** course provides students with a foundation for understanding Western nutritional and dietary principles. Students will be introduced to the clinical application of macro- and micro-nutrients, supplements, popular diets.

Students will also analyze and examine the principles of promoting health, wellness and longevity through diet.

14.) BM 547.1 Orthopedic Assessment I

Credit Hours: 1.5	Clock Hours: 30 Hrs.
Type of Credit: 1 Lecture/0.5 Lab	
Prerequisite: CM 503.2	Co-requisite: N/A

Orthopedic Assessment I will introduce the examination, evaluation, and treatment of orthopedic disorders, as seen in Western Medicine, in conjunction with theory and diagnostic evaluation of musculoskeletal conditions.

15.) BM 547.2 Orthopedic Assessment II

Credit Hours: 1.5	Clock Hours: 30 Hrs.
Type of Credit: 1 Lecture/0.5 Lab	
Prerequisite: CM 547.1	Co-requisite: N/A

This course covers a more in-depth focus on the examination, evaluation, and treatment of orthopedic disorders. Please see the description of BM 547.1 for more information as this course is a continuation of material covered in the previous series.

SECTION:

PROFESSIONAL DEVELOPMENT (PD)

(10 CREDITS, 150 CLOCK HOURS)

1.) PD 504 Introduction to Chinese Language

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

The **Introduction to Chinese Language** course is designed to teach students the basics of Chinese pronunciation by using the Pinyin system.

The course will focus on the 25 pinyin characters and the four tones. Students will learn how to pronounce Chinese herbs along with Traditional Chinese Medical terms and will have the ability to understand the basics of pronunciation.

Using the dictionary, students will learn to count, speak simple phrases, recognize characters for numbers and to recognize basic medical vocabulary.

2.) PD 510.1 Ethics in Health Care

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

This course will introduce students to the basics of medical ethics, specifically pertaining to appropriate behavior within therapeutic relationships. We will focus on teaching the NCCAOM Code of Ethics and the Illinois legal status governing Oriental medicine practice within the state.

3.) PD 510.2 Foundations of Evidence-Informed Practice

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

This course will use a blended approach of classroom and online presentations alongside activities to

introduce students to the basic principles of evidence-informed practice (EIP).

EIP is an approach that integrates clinical findings, patient preferences, research and clinical experience into the process of health care delivery. Students will learn the strengths and limitations of EIP, and how to use them together to enhance clinical decision-making and patient outcomes.

4.) PD 519 Interactive Skills

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

This experiential course will emphasize the development of positive patient-practitioner interaction, through teaching best practices for listening and communication skills.

5.) PD 538 Practice Management

Credit Hours: 4	Clock Hours: 60 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

Practice Management provides students with the necessary knowledge and skills to open and manage a practice. Practice Management focuses on the process of managing the complete patient cycle beginning with building a clear presence in the marketplace, based on the practitioner's interest and skills, and through the cycle of services to patients. Included front-office functions.

The second half of this course focuses on planning and completing the tasks and information needed to go through the entrepreneurial start-up process. Students will complete a business plan for their proposed practice.

6.) PD 557 Clinical Technology

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

Students build on skills they have developed throughout the herbal program and learn the details of operating a working herbal dispensary. The first part of this course will cover Unified Practice and its use in typing out SOAP notes for use in clinic. It will guide students in How to Write Subjective, Objective, Assessment, and Plan parts of a SOAP note in the Unified Practice Software. The second part of this course will cover how Unified Practice is used to conduct telehealth visits with patients.

SECTION:

CLINICAL STUDIES (CS)

ACUPUNCTURE TRACK –

27 CREDITS, 750 CLOCK HOURS

ACUPUNCTURE & CHINESE HERBAL MEDICINE TRACK –

31 CREDITS, 870 CLOCK HOURS

1.) CS 511.1 Clinical Observation 1

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Clinic	
Prerequisite: N/A	Co-requisite: N/A

In the beginning of their clinical education, students are required to observe supervisors, senior interns, and graduates, caring for patients in the school's teaching clinics.

Once they have become familiar with the operations of the clinic, observers are asked to assist with general clinical tasks. Observation in later semesters may be completed at pre-approved outside clinical locations.

Students may not observe other students who are at a lower level of study.

2.) CS 511.2 Clinical Observation 2

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 511.1	Co-requisite: N/A

In continuation of their clinical education as observers, students are required to observe supervisors, senior interns, and graduates, caring for patients in the school's teaching clinics, as well as, perform some administrative tasks, such as scheduling and note taking.

Once they have become familiar with the operations of the clinic, observers are asked to assist with

general clinical tasks. Based on their competencies and level of education, observers at this level may be given various clinical responsibilities including, but not limited to, application of accessory techniques.

Students may not observe other students who are at a lower level of study.

3.) CS 511.3 Clinical Observation 3

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 511.2	Co-requisite: CS 511.3

As third semester observers in their clinical education, students are required to observe supervisors, senior interns, and graduates, caring for patients in the school's teaching clinics.

Based on their competencies and level of education, observers at this level may be given various clinical responsibilities including, but not limited to, application of accessory techniques.

Students may not observe other students who are at a lower level of study.

4.) CS 511.4 Clinical Observation 4

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 511.3	Co-requisite: CS 511.5

In their 4th observation during their clinical education, students continue to be required to observe supervisors, senior interns, and graduates, caring for patients in the school's teaching clinics.

At this level, students will be given the opportunity to locate acupuncture points on patients, already determined by upper classmates, interns and supervisors. Based on their competencies and level of education, observers at this level may be given various clinical responsibilities included, but not limited to, application of accessory techniques. Students may not observe other students who are at a lower level of study.

5.) CS 511.5 Clinical Observation 5

Credit Hours: 1	Clock Hours: 30 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 511.4	Co-requisite: N/A

In the 5th clinical observation, students are required to know how to perform intakes, take SOAP notes and assist with treatment of each patient (No Needling at this level).

Students may not observe other students who are at a lower level of study.

6.) CS 520 Pre-Clinical Workshop

Credit Hours: 2	Clock Hours: 30 Hrs.
Type of Credit: Lecture	
Prerequisite: CS 511.2	Co-requisite: N/A

This course provides the students with the diagnostic acumen and communion skills necessary to begin a supervised Clinical Internship.

A strong emphasis will be placed on patient interviewing alongside demonstrations which include role-playing, modeling and simulation exercises. In addition, students will be trained in clinical procedures and protocols followed in the University clinical system. These protocols include charting, record-keeping, confidentiality procedures, requirements and crisis management.

Upon completion of the comprehensive written and practical examinations students will be able to begin their supervised Clinical Internships.

7.) CS 530.1 Clinical Internship 1

Credit Hours: 4	Clock Hours: 120 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 520; CS 511.2; PD 519	Co-requisite: N/A

Clinical internships will take place under direct supervision of a licensed clinical faculty supervisor. Interns will perform patient interviews, assessment,

treatment, and outcome evaluation in both the on-campus and off-site clinics.

In their first intern level clinical rotation, students will follow a senior intern and assist them during each patient visit. Students are required to do at minimum one shift at an off-site clinic.

Chinese herbal medicine students are required to do a minimum of one clinical shift, equal to 60 hours, where they are participating in the practice of herbal medicine.

8.) CS 530.2 Clinical Internship 2

Credit Hours: 4	Clock Hours: 120 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 530.1	Co-requisite: N/A

Clinical internships will take place under direct supervision of a licensed clinical faculty supervisor.

Interns will now perform patient interviews, assessment, treatment, and outcome evaluation in both the on-campus and off-site clinics. Students will also be required to attend a Telehealth clinic rotation time and perform Telehealth consultations. Students are required to do at minimum one shift at an off-site clinic.

Chinese herbal medicine students are required to do a minimum of one clinical shift, equal to 60 hours, where they are participating in the practice of herbal medicine.

9.) CS 530.3 Clinical Internship 3

Credit Hours: 4	Clock Hours: 120 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 530.2	Co-requisite: N/A

Clinical internships will take place under direct supervision of a licensed clinical faculty supervisor. Students will also be required to attend a Telehealth clinic rotation time and perform Telehealth consultation, treatment and patient education.

Chinese herbal medicine students are required to do a minimum of one clinical shift, equal to 60 hours,

where they are participating in the practice of herbal medicine.

10.) CS 530.4 Clinical Internship 4

Credit Hours: 4	Clock Hours: 120 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 530.3	Co-requisite: N/A

Clinical internships will take place under direct supervision of a licensed clinical faculty supervisor. Interns will perform patient interviews, assessment, treatment, and outcome evaluation in both the on-campus and off-site clinics. Students are required to do at minimum one shift at an off-site clinic. Oriental medicine students are required to do a minimum of one clinical shift, equal to 60 hours, where they are participating in the practice of herbal medicine.

11.) CS 531.1 Clinical Seminar 1

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: N/A	Co-requisite: N/A

Seminar courses involve an open forum where students present a patient diagnosis, treatment plan, and strategy for peer-review.

Some of these topics may include, but are not limited to: advanced diagnosis, public health, and neurological studies.

Students will be eligible to take clinic seminar beginning in their 5th semester.

12.) CS 531.2 Clinical Seminar 2

Credit Hours: 1	Clock Hours: 15 Hrs.
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Type of Credit: Lecture

Prerequisite: CS 531.1	Co-requisite: N/A
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Students participate in a variety of special topic seminars and programs (e.g. advanced diagnosis, public health, neurological studies, etc.).

Students will be asked to take the clinic seminars as scheduled during Semester 5 to Semester 8 terms. Total 2 seminars (15 hours & 1 credit for each time).

13.) CS 566 Clinical Internship Acupuncture

Credit Hours: 2	Clock Hours: 60 Hrs.
Type of Credit: Clinic	
Prerequisite: CS 530.4	Co-requisite: N/A

CS 566 Clinical Acupuncture Internship, Acupuncture is required for all students.

For students in the Acupuncture track, this is taken in the final term to complete the clinic hours required to graduate.

For the Herbal track, another full (120-hour) Clinical Internship is required during their last term complete the track.

14.) CS 576 Clinical Internship Herbal Medicine

Credit Hours: 4	Clock Hours: 120 Hrs.
Type of Credit: Clinic	
Prerequisite: CM 554.2	Co-requisite: N/A

CS 576 Clinical Internship for Herbal Medicine is taken in the final term of the herbal medicine program in order to complete the clinic hours required to graduate.

SECTION:

RESEARCH PROJECT (RP)

(1 Credit, 15 clock hours)

1.) RP 607 Clinical Research

Credit Hours: 1	Clock Hours: 15 Hrs.
Type of Credit: Lecture	
Prerequisite: PD 510.2	Co-requisite: N/A

The Clinical Research and Publication course will cover the basic terms and concepts used in clinical research, including the organization and statistics involved. The students will come to understand various research methodologies, with a focus on choosing suitable topics by organizing and gathering the information, with examples shown in class of recently published literature. Students will work in groups to complete a research paper able and ready to be published. Publication is not a requirement for completion of this course.

TOTALS FOR ENTIRE PROGRAM OF ACUPUNCTURE = 122.6 CREDITS / 2,371 CLOCK HOURS

TOTALS FOR ENTIRE PROGRAM OF ACUPUNCTURE AND CHINESE HERBAL MEDICINE = 159.6 CREDITS / 2,986 CLOCK HOURS

Schedule of Acupuncture Program

Course Offering by Academic Term

YEAR 1/SEMESTER 1			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
BM 500	Medical Terminology	N/A	1			15
CM 501.1	Traditional Chinese Medicine & Diagnosis I	N/A	5			75
AT 502.1	Acupuncture Point Location I	N/A	2	1		60
BM 503.1	Anatomy & Physiology I	N/A	4			60
PD 504	Introduction to Chinese Language	N/A	1			15
PD 557	Clinical Technology	N/A	1			15
CM 505	Qi Gong/Tai Chi	N/A		0.5		15
PD 510.1	Ethics in Health Care	N/A	1			15
TOTAL CREDITS: 16.5			11	1.5	0	270

YEAR 1/SEMESTER 2			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CM 501.2	Traditional Chinese Medicine & Diagnosis II	CM 501.1	4			60
AT 502.2	Acupuncture Point Location II	AT 502.1	2	1		60
BM 503.2	Anatomy & Physiology II	BM 503.1	4			60
CS 511.1	Clinical Observation 1	N/A			1	30
AT 516	Medical Asepsis & Risk Management	N/A		0.5		15
CM 526	Tui Na	N/A		1		30
BM 522.2	Critical Signs, Symptoms & Intervention	N/A	1			15
TOTAL CREDITS: 14.5			11	2.5	1	270

YEAR 1/SEMESTER 3			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CS 511.2	Clinical Observation 2	CS 511.1			1	30
CS 511.3	Clinical Observation 3	CS 511.2			1	30
AT 512.1	Needling Techniques I	AT 516	1	1.5		60
CM 501.3	Diagnostic Analysis in Chinese Medicine	CM 501.2	1			15
AT 514	Acupuncture Treatment Strategy	CM 501.2	3			45
BM 517.1	Western Pathophysiology I	BM 503.2	3			45
PD 519	Interactive Skills	N/A	1			15
BM 547.1	Orthopedic Assessment I	CM 503.2	1	0.5		30
TOTAL CREDITS: 14.0			10	2	2	270

YEAR 2/SEMESTER 4			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CS 511.4	Clinical Observation 4	CS 511.3			1	30
CS 511.5	Clinical Observation 5	CS 511.4			1	30
AT 512.2	Needling Techniques II	AT 512.1	1	1.5		60
AT 515	Accessory Techniques	AT 512.2	1	1		45
BM 517.2	Western Pathophysiology II	BM 517.1	2			30
CS 520	Pre-Clinical Workshop	CS 511.2	2			30
BM 522.1	Western Medical Screening	BM 503.2	2	1		60
BM 523	CPR	N/A				
BM 547.2	Orthopedic Assessment II	CM 547.1	1	0.5		30
TOTAL CREDITS: 15.0			9	4	2	315

YEAR 2/SEMESTER 5			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
BM 534	Pharmacology	N/A	3			45
AT 525.1	Topics in Acupuncture Clinical Medicine I	CM 501.2	3			45
BM 528.1	Topics in Western Clinical Medicine I	BM 517.2	4			60
CS 530.1	Clinical Internship 1	CS 520; CS 511.2; PD 519			4	102
AT 532	Advanced Needling Techniques	AT 512.2		1		30
CS 531.1	Clinical Seminar 1	N/A	1			15
TOTAL CREDITS: 16			11	1	4	315

YEAR 2/SEMESTER 6			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
It is recommended to take an acupuncture elective in this term.						
AT 525.2	Topics in Acupuncture Clinical Medicine II	AT 525.1	3			45
BM 528.2	Topics in Western Clinical Medicine II	BM 528.1	4			60
CS 530.2	Clinical Internship 2	CS 530.1			4	120
CS 531.2	Clinical Seminar 2	CS 531.1	1			15
CM 552.4	Topical Herbal Preparations (All students)	N/A	1.1			16
CM 539	Traditional Food Therapy	N/A	2			30
TOTAL CREDITS: 15.1			11.1		4	286

YEAR 3/SEMESTER 7			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
AT 525.3	Topics in Acupuncture Clinical Medicine III	AT 525.2	3			45
BM 528.3	Topics in Western Clinical Medicine III	BM 528.2	4			60
CS 530.3	Clinical Internship 3	CS 530.2			4	120
AT 536	Musculoskeletal Treatment	CM 501.2; AT 514; AT 512.1		1.5		45
CM 537	Classics – Nei Jing	N/A	2			30
BM 546	Nutrition	N/A	2			30
TOTAL CREDITS: 16.5			11	1.5	4	330

YEAR 3/SEMESTER 8			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
PD 510.2	Foundations of Evidence-Informed Practice	N/A	2			30
CS 530.4	Clinical Internship 4	CS 530.3			4	120
PD 538	Practice Management	N/A	4			60
AT 542	Advanced Diagnosis and Case Study	AT 525.3	2			30
C5 566	Clinical Internship Acupuncture (All students)	CS 530.4			2	60
RP 607	Clinical Research & Publication	PD 510.2	1			15
TOTAL CREDITS: 15			9		6	315

Totals for Entire Program of Acupuncture = 122.6 Credits / 2,371.00 Clock Hours

Schedule of Acupuncture and Chinese Herbal Medicine Program

Course Offerings by Academic Term

YEAR 1/SEMESTER 1			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
BM 500	Medical Terminology	N/A	1			15
CM 501.1	Traditional Chinese Medicine & Diagnosis I	N/A	5			75
AT 502.1	Acupuncture Point Location I	N/A	2	1		60
BM 503.1	Anatomy & Physiology I	N/A	4			60
PD 504	Introduction to Chinese Language	N/A	1			15
PD 557	Clinical Technology	N/A	1			15
CM 505	Qi Gong/Tai Chi	N/A		0.5		15
PD 510.1	Ethics in Health Care	N/A	1			15
HB 550.1	Materia Medica I	CM 501.1; CM 501.2	3			45
TOTAL CREDITS: 16.5			18	1.5	0	315
YEAR 1/SEMESTER 2			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CM 501.2	Traditional Chinese Medicine & Diagnosis II	CM 501.1	4			60
AT 502.2	Acupuncture Point Location II	AT 502.1	2	1		60
BM 503.2	Anatomy & Physiology II	BM 503.1	4			60
CS 511.1	Clinical Observation 1	N/A			1	30
AT 516	Medical Asepsis & Risk Management	N/A		0.5		15
CM 526	Tui Na	N/A		1		30
BM 522.2	Critical Signs, Symptoms & Intervention	N/A	1			15
HB 550.2	Materia Medica II	CM 501.1; CM 501.2	3			45
TOTAL CREDITS: 17.5			14	2.5	1	315

YEAR 1/SEMESTER 3			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CS 511.2	Clinical Observation 2	CS 511.1			1	30
CS 511.3	Clinical Observation 3	CS 511.2			1	30
AT 512.1	Needling Techniques I	AT 516	1	1.5		60
CM 501.3	Diagnostic Analysis in Chinese Medicine	CM 501.2	1			15
AT 514	Acupuncture Treatment Strategy	CM 501.2	3			45
BM 517.1	Western Pathophysiology I	BM 503.2	3			45
PD 519	Interactive Skills	N/A	1			15
BM 547.1	Orthopedic Assessment I	CM 503.2	1	0.5		30
HB 550.3	Materia Medica III	CM 501.1; CM 501.2	3			45
TOTAL CREDITS: 17.0			13	2	2	315

YEAR 2/SEMESTER 4			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
CS 511.4	Clinical Observation 4	CS 511.3			1	30
CS 511.5	Clinical Observation 5	CS 511.4			1	30
AT 512.2	Needling Techniques II	AT 512.1	1	1.5		60
AT 515	Accessory Techniques	AT 512.2	1	1		45
BM 517.2	Western Pathophysiology II	BM 517.1	2			30
CS 520	Pre-Clinical Workshop	CS 511.2	2			30
BM 522.1	Western Medical Screening	BM 503.2	2	1		60
BM 523	CPR	N/A				
BM 547.2	Orthopedic Assessment II	CM 547.1	1	0.5		30
HB 552.1	Herbal Formulas & Strategies I	HB 550.1; HB 550.2; HB 550.3	3			45
TOTAL CREDITS: 15.0			9	4	2	315

YEAR 2/SEMESTER 5			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
BM 534	Pharmacology	N/A	3			45
AT 525.1	Topics in Acupuncture Clinical Medicine I	CM 501.2	3			45
BM 528.1	Topics in Western Clinical Medicine I	BM 517.2	4			60
CS 530.1	Clinical Internship 1	CS 520; CS 511.2; PD 519			4	102
AT 532	Advanced Needling Techniques	AT 512.2		1		30
CS 531.1	Clinical Seminar 1	N/A	1			15
HB 552.2	Herbal Formulas & Strategies II	HB 552.1	3			45
TOTAL CREDITS: 16			14	1	4	360

YEAR 2/SEMESTER 6			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
It is recommended to take an acupuncture elective in this term.						
AT 525.2	Topics in Acupuncture Clinical Medicine II	AT 525.1	3			45
BM 528.2	Topics in Western Clinical Medicine II	BM 528.1	4			60
CS 530.2	Clinical Internship 2	CS 530.1			4	120
CS 531.2	Clinical Seminar 2	CS 531.1	1			15
CM 552.4	Topical Herbal Preparations (All students)	N/A	1.1			16
CM 539	Traditional Food Therapy	N/A	2			30
HB 552.3	Herbal Formulas & Strategies III	HB 552.2	3			45
HB 554.1	Topics in Herbal Clinic Medicine I	HB 552.2	3			45
TOTAL CREDITS: 21.1			17.1		4	376

YEAR 3/SEMESTER 7			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
AT 525.3	Topics in Acupuncture Clinical Medicine III	AT 525.2	3			45
BM 528.3	Topics in Western Clinical Medicine III	BM 528.2	4			60
CS 530.3	Clinical Internship 3	CS 530.2			4	120
AT 536	Musculoskeletal Treatment	CM 501.2; AT 514; AT 512.1		1.5		45
CM 537	Classics – Nei Jing	N/A	2			30
BM 546	Nutrition	N/A	2			30
HB 554.2	Topics in Herbal Clinic Medicine II	HB 554.1	3			45
TOTAL CREDITS: 22.5			14	1.5	4	375

YEAR 3/SEMESTER 8			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
PD 510.2	Foundations of Evidence-Informed Practice	N/A	2			30
CS 530.4	Clinical Internship 4	CS 530.3			4	120
PD 538	Practice Management	N/A	4			60
AT 542	Advanced Diagnosis and Case Study	AT 525.3	2			30
C5 566	Clinical Internship Acupuncture (All students)	CS 530.4			2	60
RP 607	Clinical Research & Publication	PD 510.2	1			15
HB 554.3	Topics in Herbal Clinic Medicine III	HB 554.2	3			45
TOTAL CREDITS: 15			12		6	360

YEAR 3/SEMESTER 9			CREDITS AWARDED			CLOCK HOURS
COURSE #	COURSE TITLE	PRE-REQ	LECTURE	LAB	CLINIC	
HB 556	Herbal Review & Synthesis	HB 554.3	4			60
HB 558	Herbal Classics	HB 552.2	2			30
CS 576	Clinical Internship Oriental Medicine	HB 554.2			4	120
TOTAL CREDITS: 10			6		4	210

Totals for Entire Program of Acupuncture and Chinese Herbal Medicine =
159.6 Credits / 2,986.00 Clock Hours

State Licensing Examinations

Master of Acupuncture and Chinese Herbal Medicine and Master of Acupuncture

The NCCAOM acupuncture exam is used by many states including New York and Illinois, as a part of their licensing requirements. Contact the Director of Administration or Registrar's office to obtain specific information about all state licensure requirements.

Only graduates from schools approved by the California Acupuncture board can sit for this exam. As of January 2017, only graduates of colleges that have applied for ACAHM accreditation will be eligible to sit for the CALE

As we best understand it at this time, we believe that the educational material and hours offered at the Chicago College of Oriental Medicine's Master of Acupuncture and Chinese Herbal Medicine and Master of Acupuncture curricula meets or exceeds the requirements to obtain a license in these states: Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming and Washington DC. Though, there may be some other forms of education that are state specific or there may be other factors that are not relevant to an educational institution.

We might not meet the requirements in Washington, New York, Nevada, Florida, or California.

There are currently no licensing laws in Alabama, Oklahoma, or South Dakota, so our education does not apply there.

For current approval information or for exact licensing and testing requirements in any state, please contact the college's Director of Administration/Registrar.

Personnel Directory

Administrative Leadership

Dr. Frank Yurasek, Ph.D, L. Ac.

President

- Ph.D., Guangzhou University of TCM
- M.S. OM, Midwest College of Oriental Medicine
- M.A. Literature, University of Notre Dame

Michelle Cahill, BA

Chief Academic Officer

Dean of Students

- Bachelor of Arts, DePaul University, Chicago
- Certification, Asian Bodywork Therapy Pacific College of Oriental Medicine

Long Huynh, MSOM, L.Ac. Dipl.Ac

Director of External Relations

- Master of Science in Oriental Medicine, Midwest College of Acupuncture
- Bachelor of Science in Nutrition, Midwest College of Oriental Medicine
- Bachelor of Business Administration, Loyola University Chicago
- Diplomat of Acupuncture, NCCAOM certified

Christopher Silva, MSAc., L.Ac.

Director of Information Technology

Registrar

- Master of Science in Acupuncture, Pacific College, Chicago
- Massage Therapy, Pacific College, Chicago

Yili Guo

Vice President

- Bachelor's degree in civil engineering, Shangdong Architecture University

Revital Peremen, MSOM, L.Ac. Dipl.Ac

Director of Clinical Operations

Faculty: TCM and Acupuncture

- Master of Science in Oriental Medicine, Midwest College of Acupuncture
- Bachelor of Science in Nutrition, Midwest College of Oriental Medicine
- Diplomat of Acupuncture, NCCAOM certified

Yamna Quadri, MA

Director of Administration

Faculty: Professional Development

- Master of Industrial and Organizational Psychology, The Chicago School of Professional Psychology
- Bachelor of Psychology, University of Michigan

Academic Leadership

Dr. Hazer “Haz” Adiguzel,

Clinic Supervisor

Faculty: Biomedicine, TCM, Acupuncture

- Doctor of Acupuncture and Chinese Medicine Pacific College of Oriental Medicine
- Master of Science, Traditional Oriental Medicine Pacific College of Oriental Medicine
- Certification, Asian Bodywork Therapy Pacific College of Oriental Medicine
- Bachelor of Arts, Psychology University of Illinois, Urbana-Champaign, IL

Valerie Lyvers, LAc.

Senior Instructor, Herbs

Faculty: Herbs, TCM

- Master of Science Traditional Oriental Medicine, Pacific College of Health and Science
- Columbia College, Chicago

Dr. Phranque Wright, DAOM, L.Ac. Dipl.Ac

Assessment Coordinator

Senior Instructor, Acupuncture

Faculty: TCM, Acupuncture, Professional Development

- Doctor of Acupuncture and Oriental Medicine, Oregon School of Oriental Medicine.
- Diplomat of Acupuncture, NCCAOM certified

Faculty

Heidi J. Beilstein, MSOM, BS (TCM), BSN, RN

Faculty: Biomedicine

- Bachelor of Science in Nursing, University of Illinois
- Bachelor of Nutrition (TCM), Midwest College of Oriental Medicine
- Master of Oriental Medicine, Midwest College of Oriental Medicine

Minsook D. Kroon. D.C

Faculty: Biomedicine

- Licensed Chiropractic Physician, (IL)
- National Board of Chiropractic Examiners Certified Physical Therapy Certified Acupuncture, (TX)
- Doctor of Chiropractic, Texas Chiropractic College, Pasadena, TX
- Undergraduate Program, Texas Chiropractic College, Pasadena, TX
- Bachelor of Arts, Kyunghee University, Seoul, Korea

Judith Lemieux, MSTCM, L.Ac.

Faculty: Herbs, TCM

- Master's in Chinese medicine, Colorado School of Chinese Medicine
- Emergency Medical Technician Colorado Mountain College
- Bachelor of Science in Recreation and Leisure Behavior, University of Colorado

Michael Oliphant, MSTOM, DACM, L.Ac.

Clinical Supervisor

Faculty: Acupuncture

- Doctor of Acupuncture and Chinese Medicine, Pacific College of Health and Science
- Master of Science Traditional Oriental Medicine, Pacific College of Health and Science
- Bachelor of Arts, University of Florida

Professional / Support Staff

Florence Davis, BA

Director of Financial Aid/Safety, Security and Cleary Act/Title IX

- B.A. Lake Forest College

Michelle Kopteros, MLIS

Librarian

- B.L.A. University of Maine – Liberal Studies
- M.L.I.S. Dominican University – Library & Information Sciences

Roney Kumi

Designated School Official (DSO)

Bhavinkumar Prajapati

IT Administrator

- A.A.S Jetking – Hardware & Networking Professional
- Certificate Informatics Institute – Web Page Designing

Faizuddin Misbah Syed, MS

Administration Manager

Information System Management

- A.A.S Taylor Business Institute – EET
- B.S. Osmania University
- M.S. University of Cumberland – Information Systems Security

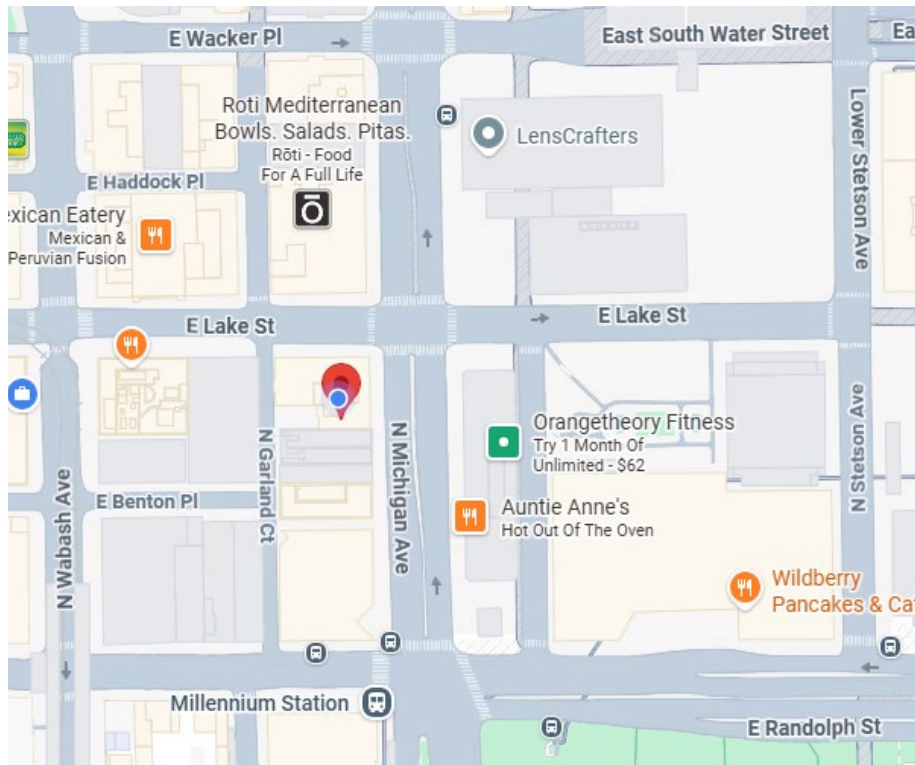
Bo Yang, MSOM

Admissions Counselor/Student Advocate

- Master of Science in Acupuncture and Oriental Medicine

Map, Directions, and Parking

180 North Michigan Avenue, Suite 1919, Chicago, Illinois 60601



Important Notes

- South Water Street may be closed periodically due to traffic patterns or special events.
- Students and visitors are advised to verify current traffic conditions and follow posted detours or alternate routes.
- **Discounted parking for CCOM is not located adjacent to the College.** Individuals should review parking information in advance or plan to use public transportation.

Public Transportation (CTA) Information

- The College is accessible via Chicago Transit Authority (CTA) and is located within walking distance of multiple bus routes and CTA rail lines serving downtown Chicago.
- CTA bus routes operating along Michigan Avenue and Randolph Street provide convenient access to the campus.
- CTA rail service is available via nearby stations on the Red, Blue, Brown, Green, Orange, Pink, and Purple Lines, all within walking distance of the College.
- **Please note: The Lake Street station (Red Line) is currently closed for renovation. Students and visitors should plan to use alternate nearby stations and allow additional travel time as needed.**

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- Students and visitors are encouraged to consult the CTA website or transit apps for current service updates, station status, and route planning.

Parking

The College has agreements with two nearby parking facilities to provide discounted parking for students and visitors.

To receive the discounted rate, parking tickets must be presented at the CCOM Clinic Reception Desk, where a discount sticker for the appropriate facility will be applied.

Discounted parking is available at the following locations:

Wabash-Randolph Self Park

20 East Randolph Street

Accessible from Wabash Avenue or Randolph Street

Self Park - 60 East Lake Street

60 East Lake Street

Discounted parking facilities are not located adjacent to the College. Walking time should be factored into arrival planning.

Directions to Campus

From the North (Lake Shore Drive)

- Take South Lake Shore Drive (US-41 South).
- Exit toward Randolph Street.
- Continue west on E. Randolph Street.
- Turn RIGHT onto N. Columbus Drive.
- Turn LEFT onto E. South Water Street.
- Keep RIGHT to remain on E. South Water Street.
- Turn LEFT onto N. Michigan Avenue.
- 180 North Michigan Avenue will be on your right.

From the North or Northwest (I-90/I-94)

- Take I-90 East / I-94 East toward Chicago.
- Exit at Ohio Street.
- Continue east on E. Ohio Street to N. Michigan Avenue.
- Turn RIGHT onto N. Michigan Avenue.
- Proceed south to 180 North Michigan Avenue.

From the West

- Take I-290 East toward Chicago.
- Exit at Ida B. Wells Drive (formerly Congress Parkway).
- Continue east on Ida B. Wells Drive.
- Turn LEFT onto S. Columbus Drive.
- Turn LEFT onto E. South Water Street.
- Turn RIGHT onto N. Michigan Avenue.
- Proceed north to 180 North Michigan Avenue.

From the South (Via I-90 / I-94 or I-55)

- Take I-90 West / I-94 West or I-55 North toward Chicago.
- Follow signs for US-41 North / Lake Shore Drive.
- Take the exit toward E. Monroe Street.
- Use the LEFT two lanes to turn onto E. Monroe Street.
- Turn RIGHT onto S. Columbus Drive.
- Turn LEFT onto E. South Water Street.
- Keep RIGHT to remain on E. South Water Street.
- Turn LEFT onto N. Michigan Avenue.
- The College will be on the RIGHT at 180 North Michigan Avenue.

From the South (Alternate Route via lake Shore Drive)

- Take North Lake Shore Drive.
- Exit at Randolph Street.
- Turn RIGHT onto N. Michigan Avenue.
- Proceed south to 180 North Michigan Avenue.