



Student Handbook 2014-2015

Master of Traditional Oriental Medicine
Doctor of Acupuncture and Oriental Medicine

Leading the way in acupuncture education since 1983

Students are responsible for understanding and following all policies contained herein.
All contents are subject to change by the college without notice.
Revised on March 2014

EMPEROR'S COLLEGE

OF TRADITIONAL ORIENTAL MEDICINE



Mission Statement

The mission of Emperor's College of Traditional Oriental Medicine is to cultivate brilliant healers, teachers, and leaders in Oriental medicine who create the future of health care by word, deed, and through partnerships.

Vision Statement

Emperor's College of Traditional Oriental Medicine will be internationally recognized for innovative education in acupuncture and Oriental medicine and in personalized health care.

Core Values

Emperor's College of Traditional Oriental Medicine values
(not in priority order)

- ❖ Honesty and Integrity
- ❖ Excellence
- ❖ Quality Education
- ❖ Professionalism
- ❖ Leadership in Oriental medicine

Founder

Bong Dal Kim, OMD, LAc

Board of Directors

Elizabeth H. Marks, CEBS (Chair)
Jorn Teutloff, MBA (Treasurer)
Alice G. Langit-Cole, RPT, LAc
Mark Ackerman, MD
Margaret E. Phillips, PhD
Eugene Kim, PhD (Director Emeritus)

Patricia Fitzgerald, DAOM, LAc, DHM, CCN (Vice-Chair)
Michele Pearson, BA (Secretary)
John Young, MBA
Mel Barracliffe, MSc
Robert Winn, JD

Administration

Chief Executive Officer

Yun Kim, MA
310.453.8300 x118

Chief Operating Officer

International Student-Designated School Officer

George Park
310.453.8300 x110

Academic Dean, Doctoral Program

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Academic Dean, Master's Program

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Dean of Clinical Education

Robert Newman, LAc
310.453.8300 x124

Dean of Herbal Dispensary

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Associate Dean, Master's Program

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Continuing Education Coordinator

Alisa Daniels
310.453.8300 x128

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Financial Aid Officer

Farida Lugembe
310.453.8300 x123

Clinic Manager

Chris Kaufman
310.453.8300 x101

Directory of Admissions

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310.453.8300 x107

Medical Librarian

Sue Hansen, MA
310.453.8300 x125

Accounting

Samantha Lee, DAOM, LAc
310.453.8300 x109

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Accreditation and Licensure

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

ACAOM is the national accrediting agency recognized by the US Department of Education to accredit Master's and Doctoral level programs in the acupuncture and Oriental medicine profession. As an independent body, ACAOM fosters excellence in acupuncture and Oriental medicine by establishing policies and standards that govern the accreditation process for acupuncture and Oriental medicine programs.

ACAOM
8941 Aztec Drive
Eden Prairie, MN 55347
www.acaom.org

Master of Traditional Oriental Medicine

The Master of Traditional Oriental Medicine (MTOM) program is accredited by ACAOM.

Doctor of Acupuncture and Oriental Medicine

The Doctor of Acupuncture and Oriental Medicine (DAOM) program is accredited by ACAOM.

Bureau for Private Postsecondary Education (BPPE)

The Private Postsecondary Education Act of 2009, "Act", establishes the Bureau for Private Postsecondary Education within the Department of Consumer Affairs. Emperor's College is approved by the BPPE.

BPPE
PO Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov

Acupuncture and Oriental Medicine Licensure in the United States

More than 42 states and the District of Columbia recognize and regulate the practice of acupuncture and Oriental medicine. Licensure requirements vary from state to state, and students are advised to contact the appropriate agency in the state they intend to practice for information on specific licensure or certification requirements.

California Acupuncture Board

California Acupuncture Board (CAB) licensure is required for the practice of acupuncture and Oriental medicine in California. Licensed acupuncturists (LAc) in California function at the level of primary care providers. Emperor's College is approved by the CAB and graduates of the MTOM program are eligible to sit for the California Acupuncture Licensing Examination.

State of California Acupuncture Board
1747 North Market Blvd, Suite 180
Sacramento, CA 95834
www.acupuncture.ca.gov

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

NCCAOM certification is required for the practice of acupuncture and/or Oriental medicine in all states that regulate acupuncture and Oriental medicine, except California, which requires licensure through the CAB. Students of the MTOM program are eligible to sit for all NCCAOM certification modules during their last year of study at Emperor's College.

NCCAOM
76 South Laura Street, Suite 1290
Jacksonville, FL 32202
www.nccaom.org

Your Information

Change of Contact Information

It is the student's responsibility to maintain their current contact information with the college. Complete the Change of Contact Information form if your contact information has changed.

Emperor's College Website

The college website is the main source for the most up to date information. Information on the website supersedes any printed information that may be out of date.

www.emperors.edu



Bulletin Boards

Bulletin boards located around the campus also contain important information for students. 3 boards are located around the college:

- ◆ College Announcements: Found in the glass bulletin boards outside Classroom A and B.
- ◆ Clinic: Found in the clinic.
- ◆ Student Lounge: Found in the student lounge.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (the "Act"), is a federal law. Emperor's College will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at Emperor's College.

The Act affords students certain rights with respect to their educational records.

- ◆ Right of Inspection: To inspect and review their record.
- ◆ The right to request and amend their record to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
- ◆ The right to disclose only with student consent of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
- ◆ The right to file with the US Department of Education a complaint regarding the school to comply with the requirements of the Act. The address to file a complaint is:
 - Family Policy Compliance Office
 - US Department of Education
 - 400 Maryland Avenue SW
 - Washington, DC 20202
- ◆ The right to obtain a copy of the college's educational records.
 - Students who wish to review their academic record must schedule an appointment with the Academic Dean. If they wish to obtain copies of their student records, there is a \$10.00 administrative fee and a 10 cents per page fee. Once the fee has been paid, the student will receive the copies within 45 business days.

Campus Resources

Library and Resources

The library holds a comprehensive collection of Traditional Oriental Medicine books for students. It also contains books and periodicals pertaining to Western medicine. The library has computer terminals for internet and EBSCOhost journal selection. The library also has a bookstore which sells textbooks and medical supplies to students.

Copyright Law

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement.

Campus Security Act

Since 1990, the college has been collecting data for reports required to be in conformity with the Crime Awareness and Campus Security Act. This annual report is available on the college website.

Any crime occurring on campus or the block immediately surrounding the campus must be reported to the Chief Operating Officer. A report and name will be taken and submitted to the local authorities for follow up.

Evacuation and Emergency Action Plan

All students should act calmly in an emergency. Evacuation routes are posted in the classrooms and clinic.

Classrooms

- ◆ Exit at the closest and safest exit.
- ◆ Classroom instructors must take the roster for the class as they exit the building.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until the classroom instructor has checked the roster.
- ◆ Once all the students are accounted, each instructor hand carries the attendance roster to the Academic or Associate Dean.

Clinic

- ◆ All who are working with patients must enter the patients' room and calmly remove all needles.
- ◆ Unplug all electrical equipment and extinguish all moxa or candles.
- ◆ Help the patient remain calm while they redress and prepare to evacuate.
- ◆ Exit at the closest and safest exit.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until the Dean of Clinics, Clinic Manager or other front office staff have accounted for everyone.

Library / Student Lounge

- ◆ Exit at the closest exit.
- ◆ Proceed to the north parking lot.

Administrative Office

- ◆ Exit at the closest exit.
- ◆ Proceed to the north parking lot.
- ◆ Do not leave the parking lot until checked off by the CEO or COO.

Emergency Coordinators

Yun Kim, CEO 310.453.8300 x118
George Park, COO 310.453.8300 x110

International Students

International Students

The F-1 Visa is a non-immigrant student visa that allows foreign students to pursue education in the United States. Upon acceptance of a program at Emperor's College, the international student will receive a letter of acceptance with an I-20 form from the college. The steps below are an outline of the steps international students should take to obtain their visa.

- ◆ An I-20 can be issued 30 days before the start of the quarter.
- ◆ Make an appointment with the US Embassy or Consulate for a visa interview. (For a list of offices check www.embassy.org)
- ◆ Pay the I-901 SEVIS fee (subject to change) prior to the interview. Information on how to pay the fee can be found at the government website www.ice.gov/graphics/sevis/i901/faq.htm.
- ◆ Bring the I-20, certificate of finances and proof of payment of your SEVIS I-901 fee to the interview.

Maintain F-1 Visa Status

- ◆ International students must be in good status.
- ◆ Must maintain full time status in their program (minimum of 14 units in the MTOM program)
- ◆ Keep the I-20 current at all times.
- ◆ Keep their passport and visa current at all times.

Any questions regarding the I-20 should be brought to the attention of the Designated School Official, DSO.

Emperor's College Scholarship

Emperor's College Scholarship Program

Emperor's College awards scholarships to students who best display the mission of Emperor's College - create the future of health care by word, deed, and through partnerships.

Students who wish to be considered for a scholarship must complete the application found on Emperor's College website. The website is updated regularly with submission deadlines and award details.

Additional scholarships also become available through outside sources, such as TCM organizations and private donors. Students are encouraged to monitor the website for current information regarding these opportunities.

Felice Rubino Emergency Loan Fund

The Fund was made possible by the gifts of the family and friends of Felice Rubino, who was a patient of Dr Tiande Yang, a distinguished faculty member at Emperor's College. The loan fund operates on the good faith that the borrowers will repay the loan as the money loaned to students comes from the repayment of past borrowers. Students may borrow up to \$500, as long as the funds are available. Please contact the CEO for additional information.

Federal Financial Aid

Financial Aid Services

Financial assistance is available through Federal Aid Student Programs (Federal Aid) for students needing assistance in paying their educational costs. Students can apply for the following Direct Loan programs at www.studentloans.gov:

- ◆ Stafford Unsubsidized Loan.
- ◆ Grad Plus Loan.

Direct Loan Program

Under the Direct Loan program, the student borrows from the U. S. Government. Apply for the loans by completing the following: (1) a FAFSA annually, (2) the Entrance Interview and (3) MPN (Master Promissory Note) once, as a first time financial aid recipient at Emperor's College.

Important: If a student participates in Financial Aid programs, the loan disbursements are made quarterly, in substantially equal disbursements.

Stafford Unsubsidized Loan: Students can borrow up to the Stafford Loan aggregate maximum of \$138,500 including amounts outstanding from loans borrowed at other schools.

The academic year maximum is up to \$20,500. An academic year for Financial Aid is defined as three quarters. Loans for less than a full academic year are prorated accordingly. Interest on an unsubsidized loan is not paid by the Federal Government and therefore, the interest will be capitalized or added to the principle. Students are encouraged to make interest payments while in school and during grace period. The interest on this loan is currently at a fixed rate of 6.8%. Repayment for funds received through the Unsubsidized Loan Program begins six months after leaving school.



Grad Plus Loan – Students may borrow up to the Cost of Attendance less the amount of other student loans, scholarships and other federal student aid for the academic year.

This loan has a fixed interest rate of 7.9%. The borrower must have a good credit history to qualify. The repayment period for each Direct PLUS Loan a student receives begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. The first payment on each loan will be due within 60 days of the final disbursement of that loan. Students may defer making payments while attending school at least half time and for an additional 6 months after they graduate or drop below half time enrollment. NOTE: A separate MPN must be completed for this loan.

The Cost of Attendance is established each year by the Financial Aid Office and includes allowances for tuition, fees, books, room, board, transportation and miscellaneous expenses.

Federal Financial Aid

Eligibility Requirements for Financial Aid:

1. Be a U.S. Citizen or eligible non-citizen.
2. Not be in default on a student loan or owe a refund on any state or federal educational grant or have made satisfactory arrangements to repay it.
3. Possess a valid Social Security Number.
4. Have completed the Selective Service registration requirements (if applicable).
5. Must be making satisfactory academic progress. (See Satisfactory Academic Progress)
6. Must be a student in good standing.
7. Matriculated into an eligible program.
 - ◆ MTOM program: registered at least half-time (minimum of 9 units) exclusive of audits and elective courses which exceeds maximum requirements.
 - ◆ DAOM program: registered at full-time status as required by the program.

Maintaining Financial Aid Eligibility

Pursuant to Federal regulations, Financial Aid recipients are required to meet specific requirements for Satisfactory Academic Progress (SAP). SAP is defined as the student's progress in the completion of coursework at a satisfactory pace through the program curriculum. SAP is monitored for every student each quarter.

Additional requirements are outlined in the MTOM and DAOM program sections of the handbook.

How to Apply for Financial Aid

Once the Financial Aid office receives the required information listed below, eligible Federal Financial Aid processing timeframe will take 4-5 weeks.

1. Apply for a PIN at www.pin.ed.gov.
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. (NOTE: please indicate Emperor's Federal School Code:026090)
3. Complete an Entrance Counseling session at www.studentloans.gov.
4. Complete the Master Promissory Note at www.studentloans.gov.
5. Complete an Emperor's College Request for Financial Aid form available through the Financial Aid office.
6. Submit two forms of identification documents. At least one must include a picture:
 - ◆ Social Security Card
 - ◆ Current Driver's License
 - ◆ U.S. Birth Certificate
 - ◆ Current U.S. Passport
 - ◆ Naturalization Certificate – Naturalized U.S. Citizen
 - ◆ Current U.S. Permanent Resident Card – Eligible non-citizen
7. If requested, additional documentation must be submitted to the Financial Aid Office.

Federal Financial Aid

Disbursement of Title IV Funds

Title IV funds will be credited to the student account ledger to cover Tuition and Fee charges. Any remaining funds will be issued to the student.

- ◆ MTOM program
Any remaining funds will be available at the end of the 3rd week of the quarter. (E.g. If the quarter starts on a Friday, then end of the 3rd week of the quarter would be the Thursday 3 weeks later)
- ◆ DAOM program
Any remaining funds will be available on following month (next scheduled didactic course meeting).

There will be a delay if any student is on Probation or has an INC grade.

Reduction or Denial of Direct Loans

The Financial Aid Officer with the approval of the CEO may refuse to originate a Direct Loan or originate a Direct Loan for an amount less than the student's maximum eligibility. Emperor's process ensures that these decisions are made on a case-by-case basis, and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, or handicapped status. When the decision is made not to originate a loan or to reduce the amount of the loan, the reason will be documented in the student's file and the explanations for the decision will be provided to the student in writing.

Veterans Benefits

Emperor's College participates in the Veterans Administration's Educational Benefits Program under Title 38, U.S. Code and is approved by the California State Approving Agency to enroll veterans and other eligible persons. Students may contact the Financial Aid Officer farida@emperors.edu or call 310-453-8300 x123 for additional information. Students may also contact the Veterans Administration for details.

Return of Title IV Funds

The amount of Title IV funds that a school must return is determined via the Federal Formula for Return of Title IV funds as specified in Title IV, Part G, Section 485 of the Higher Education Act. This law also specifies the order of the return of the Title IV funds to programs from which they were awarded. If a student withdraws from Emperor's College, title IV funds must be returned in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Other Federal Funded Programs. Upon Completion or withdrawal from the program, a student must complete the Exit Counseling at www.nsls.ed.gov.

A school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance in the payment period. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which the student qualified by the percentage of time during the quarter the student was enrolled.

If less aid was disbursed than was earned, the student may receive the late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (ie that was unearned) is determined by subtracting the earned amount that was actually disbursed.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from the school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid office will notify the student of the "post-withdrawal" disbursement via an award letter. The award letter must be returned to the Financial Aid office within fourteen (14) days or the "post-withdrawal" disbursement will be cancelled.

Academic and Professional Conduct

Students are expected to conduct themselves professionally at all times. Professionalism includes adhering to all policies and classroom regulations. The college reserves the right to amend any portions to the handbook. Students are expected to read and adhere to the new policies with each revision.



General Regulations

- ◆ Emperor's College uses the "Honor System". The college trusts each student to be honest, observe a high level of integrity and not resort to cheating, plagiarism or any such conduct. It is the obligation of any party with knowledge of such conduct to come forward with a verbal and/or written report to the Academic Dean's office.
- ◆ Punctuality is very important. Please arrive on time for all courses. Late arrivals disturb the instructor and fellow students.
- ◆ Cell phones and other electronic devices must be turned off or placed on silent mode during courses. Do not disrupt the course by entering or exiting to answer your phone. Please wait until there is a break to return calls.
- ◆ All PDA's, cell phones and wireless headsets must be placed in a purse or book bag during examinations.
- ◆ Texting during class is prohibited.
- ◆ Food is never permitted in the intern room or dispensary.
- ◆ Cooking is not permitted.
- ◆ Food and beverages are never permitted in clinic treatment rooms.
- ◆ Food is not permitted in classrooms. Exceptions may be made only with the instructor's permission.
- ◆ Pets are not permitted on campus or building premise with the exception of medically necessary guide dogs or assistance animals.
- ◆ Children are not permitted in the class or in clinic shifts.
- ◆ Smoking is not permitted within the building premise or within 20 feet of any entrance to the building.

Academic and Professional Conduct

Clinic Code of Conduct

Failure to adhere to these requirements may result in disciplinary procedures.

- ◆ **ID Badges:** All interns and observers must wear their student ID while in the clinic. These IDs must be clearly visible and without markings or defacement. Failure to bring the ID two times may result in a warning for professional conduct.
- ◆ **Personal Hygiene:** Clean hair, nails and clothing are basic and very important in the health care setting. All students should employ appropriate use of cosmetics and deodorant such that all involved are comfortable. Fingernails must be clean, neatly trimmed and not longer than ¼ inch.
- ◆ **Lab Coat:** Students must provide their own white lab / clinic coat. It must be worn at all times while attending and working in the various clinical settings. Lab coats are an expression of professionalism and hygiene and not a fashion statement. Students are responsible for cleaning and maintaining their lab coat in a professional manner. Interns, observers, dispensary staff, lab students or clinic supervisors cannot work in the clinic without a lab coat. No exceptions.
- ◆ **Dress code:** Please insure that your appearance and dress are professional and do not pose a distraction or offensive to clinic patients or professionals with whom you interact. All dress must suggest a professional demeanor. Clean, well fitting, wrinkle-free clothing is required. See the Pre-Internship course handout or the Dean of Clinics for complete list of specifics. The Dean of Clinics has the final word regarding any discrepancies regarding appropriate attire. Students who arrive at the clinic inappropriately attired will be asked to leave by their supervisor, clinic manager, or the Dean of Clinics until appropriate adjustments are made.



- ◆ **Minimum standards for men:** Dress slacks, dress shirt and clean dress shoes. No thongs, jeans, athletic shoes, t-shirts, worn-out shoes, Tai Chi attire, sweat suits, or political and advertising buttons. No cologne or aftershave.
- ◆ **Minimum standards for women:** Professional appearing dresses, skirts, blouses, dress slacks, and clean dress shoes. No miniskirts, jeans, shorts, tank tops, thongs, athletic shoes, Tai Chi/yoga attire, sweat suits, or political and advertising buttons. Boots and scarves are prohibited. No excessive makeup, long fingernails, and perfume.
- ◆ **Footwear:** Shoes must be closed-toed according to OSHA regulations and have a professional and conservative appearance.
- ◆ **Bedside Manner:** Interns are involved in the treatment of patients. Patients deserve courteous, respectful consideration of their needs. Treatment procedures are to be clearly explained. The supervisor should be informed immediately should problems or questions arise that the intern cannot resolve.
- ◆ **Candles and Incense:** Candles and incense are not allowed in the clinic at any time.
- ◆ **Time Management:** Interns must arrive before their patients. Interns must finish the treatments on time. If an intern is running late, it is the intern's responsibility to notify the intern's next patient of any delay.

Academic and Professional Conduct

Students with Disabilities

Emperor's College will provide reasonable accommodations for students with disabilities, including learning disabilities and those with health impairments. Students are encouraged to meet with the Academic Dean to discuss these issues as early as possible. Suitable adjustments and accommodations will be worked out on a case-by-case basis. The student is required to submit up to date documentation of disabilities when the disability is an issue.

When medical/physical disabilities are an issue, a professional evaluation by a recognized medical evaluator in the field is required. The evaluation must describe both the disability and the limits that the disability poses for that student. However, students are advised that there is no promise, representation or assurance by the college that the accommodations made or offered to any individual will be offered to anyone else even with a similar situation.

Non-Discrimination Policy

Emperor's College does not discriminate on the basis of age, basis of age (over 40), HIV, marital status, medical condition, physical disabilities, mental disabilities, genetic characteristics, genetic information, veteran status, being a member of the military, national origin, pregnancy, race, religion, sex (gender), sexual orientation and gender preference. Emperor's College does not condone discriminatory behavior towards its patients or vendors based on the above listed reasons.

If you have questions or concerns about any type of discrimination at the College you are encouraged to bring these issues to the attention of the Academic Dean. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including separation from the College

Drug and Alcohol Use Policy

Emperor's College is strongly committed to maintaining a college free from the effects of alcohol and drugs. The college expects all students to attend courses free from these effects.

While on college premises and while conducting college related activities off college premises, students may not be in any condition that impairs their performance due to drug or alcohol use or abuse. Students may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate dismissal. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted only if it does not impair your ability to perform the essential functions as a student effectively and in a safe manner that does not endanger other individuals in the college.

If a student is taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair their abilities please notify the Academic Dean.

Academic and Professional Conduct

Sexual and Other Harassment Policy

Emperor's College is committed to providing an environment that is free of discrimination and harassment. This policy applies to employees, students and faculty. Such behavior is illegal as well as inappropriate. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Sexual harassment may involve a variety of unwanted, unwelcome and repeated behaviors such as:

- ◆ Sexually suggestive statements or questions
- ◆ Offensive jokes
- ◆ Sexual innuendoes
- ◆ Offensive touching or patting
- ◆ Sexual bribery

It is considered sexual harassment when:

- ◆ Submitting to or rejecting advances affects academic decisions
- ◆ Such conduct creates an intimidating, hostile or offensive academic environment

Any incident of sexual or other harassment should promptly be reported to the Academic Dean. If the Academic Dean is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the CEO. You can raise concerns and make reports without fear of reprisal.

Any individual who becomes aware of possible sexual or other harassment should promptly advise the CEO, who will make sure an investigation is conducted and will handle the matter in a timely and confidential manner.

Upon completion of the investigation, the complaining individual will be privately advised of the college's findings and the manner in which the college intends to solve the problem. The complaining individual's input regarding remedial action will be given due consideration.

Emperor's College recognizes that the question of whether a particular action or incident is a purely personal, social matter without discrimination based on all of the circumstances. We also recognize that false accusations of sexual harassment can have serious effects on innocent women and men. Intentional false allegations may, therefore, result in disciplinary action, up and including dismissal.

Also, it is the college's intent to promote a culture of respect for all members of the college community. To that end the college does not tolerate shouting, the use of obscenities, foul language, invasion of a student's personal space, use of threatening gestures, or other types of intimidation or bullying when students are communicating with one another or with faculty or staff. Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including dismissal.

Academic and Professional Conduct

Dismissal, Suspension and Probation

A student may be dismissed, suspended, or placed on probation for any of the following actions:

- ◆ Cheating, plagiarism, or forgery of college documents, course or program requirements.
- ◆ Sharing or possession of college and/or course exam questions.
- ◆ Furnishing false information.
- ◆ Obstruction, disruption, insubordination, physical abuse, misuse, unauthorized entry, or threat of same to campus property, processes, or members of the college community.
- ◆ Theft of college property.
- ◆ Sale, possession, or use of alcohol, illegal drugs or narcotics on college premise.
- ◆ Being under the influence of alcohol, illegal drugs or narcotics on college premise.
- ◆ Possession or use of explosives, dangerous chemicals or deadly weapons.
- ◆ Engaging in lewd, indecent or obscene behavior.
- ◆ Abusive behavior or hazing of a member of the college community.
- ◆ Violation of any order of the CEO.
- ◆ Practicing acupuncture without a California license, unless under the formal supervision at the college.
- ◆ Excessive absences.
- ◆ Failure to meet the standards for professional requirements in the clinic.
- ◆ Soliciting or assisting another for actions mentioned above.
- ◆ Violations of any policies described within any handbooks from the college.
- ◆ Abuse of Financial Aid program.
- ◆ Additional policies may apply.

Disciplinary Procedures

Failure to adhere to the college's rules, regulations and policies will result in a written notification to the student by the college regarding disciplinary procedures and the length and/or conditions of any disciplinary action. A copy of which will become part of the student file.

Disciplinary actions include the following actions:

- ◆ **Dismissal:** The student is removed from the program. The student may not reapply for admission. No fees or tuition paid by a student for the quarter in which they have been dismissed shall be refunded.

A student on probation or suspension shall be notified in writing by the Academic Dean's office when the disciplinary period has been fulfilled.

- ◆ **Suspension:** The student shall not, without prior written permission from the CEO, enter the college or premise except to attend a disciplinary hearing. Violation of any condition of suspension shall be grounds for dismissal. No fees or tuition paid by a student for the quarter in which they have been suspended shall be refunded.
- ◆ **Probation:** The student may continue to attend courses at the college.
- ◆ **Warning:** The student may continue to attend courses at the college.

Grievance Policy



Due Process

The purpose of the due process procedure is to provide a fair and efficient process for students to submit a complaint.

How to File a Grievance

A student who wishes to file a grievance should write a letter to the Academic Dean. The letter must be submitted within 30 days from the date of the incident.

The Academic Dean may conduct interviews and/or collect other documentation regarding the incident. The Academic Dean will have a written response to the student within 10 business days of receipt of the grievance. If an extension is necessary, a written explanation will be provided to the student and the CEO.

The grievance letter and the written response from the Academic Dean will be placed in the student file.

How to File an Appeal

If a student is not satisfied with the written response of the grievance, an appeal may be submitted. The written appeal should be submitted to the CEO within 10 business days from the dated response from the Academic Dean.

The CEO will convene an appeal committee to review the appeal. The committee will be comprised of at least 3 executive staff members. The committee may conduct interviews and review additional documentations. The decision of the committee will be provided to the student and a copy placed in the student file within 10 business days of receipt of the appeal.

Any student who remains unsatisfied with the decision of the Appeals Committee may contact ACAOM.

Record of Complaints

The Academic Dean maintains a record of all student complaints for three years.



Master's of Traditional Oriental Medicine Program



The educational model that is the foundation of Emperor's College's master's curriculum emphasizes learning and integrating knowledge, techniques and philosophies of Eastern and Western medicines while moving through phased coursework.

The curriculum is executed by highly trained, exceptionally dedicated and extremely diverse faculty. The instructors at Emperor's College provide the knowledge and skills necessary for an academically rigorous program while serving as mentors, role models and sources of inspiration to students throughout their education.

At the heart of the master's program is a commitment to students' personal growth and development into practitioners of acupuncture and Oriental medicine who will continue to shape the future of medicine and integrate Oriental medicine into contemporary health care.

Educational Requirements

All applicants must have completed a minimum of an associate's degree, or 60 semester units (90 quarter units) of general education, from a regionally accredited degree-granting college or university with a minimum GPA of 2.5. A bachelor's degree is preferred.

Applicants without an associate or baccalaureate degree are required to complete the following general education prerequisites:

- ◆ English composition: 3 units minimum.
- ◆ Arts/Humanities: 6 units minimum from different departments, including Art, Music, Theater Arts, Literature, Foreign Language, Philosophy or History.
- ◆ Math: 3 units minimum in college-level math that is transferable to a 4-year college or university.
- ◆ Social and Behavioral Sciences: 6 units minimum from different departments, including Political Science, Economics, Anthropology, Psychology, Sociology, Communications, Geography, Journalism, Women's Studies or Multi-Cultural Studies.
- ◆ Natural Sciences: 6 units minimum from departments such as Astronomy, Biology, Botany, Chemistry, Geology or Physics.
- ◆ Elective courses will comprise the remainder of the required units of minimum coursework.

A science background is not required for admission into the masters program, nor is a graduate entrance exam.

Up to 50% of the educational requirements can be earned through prior learning assessments such as the College Level Examination Program (CLEP), College Advanced Placement (AP), American College Testing Proficiency Program (ACT/PEP) and the US Armed Forces Institute Program (USAFI).

Program Length

Master's Program

Matriculated Students

All students are recommended to complete the master's program in 4 years. Students should expect to take 16-18 units a quarter to complete the program within 4 years. The Recommended Course Sequence is an outline that suggests the order in which courses should be taken.

Full-Time Students

Full-Time students in the master's program must register for a minimum of 14 units per quarter.

Half-Time Students

Students in the master's program who register for 9 units per quarter are considered half-time students.

Maximum Time for Program Completion

The maximum time allowed for completion of the masters degree program is 8 years from the first date of the start of the program. Students that exceed the 8 years will be automatically dismissed.

Residency Requirements

All students must complete at least 64 didactic units and 200 clinical hours in no less than one year's time (4 quarters) to graduate from Emperor's College of Traditional Oriental Medicine.

Clinical Training Timeframe

Clinical internship is the important stage of applying theoretical information learned in the classroom setting and integrating it into the student experience. Similarly to cramming for a test, if this process is done too quickly, full comprehension of diagnostic and treatment principles is not gained. For these reasons a standard timeframe for completing the clinical training component of the master's program is outline below.

Intern Level	Max Clinical Courses Allowed
1st Qtr Interns	1 Course / Qtr
Lv 1	2 Courses / Qtr
Lv 2	2 Courses / Qtr
Lv 3	3 Courses / Qtr
Lv 4	4 Courses / Qtr
Total: 800 hours / Completed in at least 7 quarters Note: A 50 hour clinical course is 2.5 academic units	

A maximum of four (4) make-up shifts can be completed per quarter. There is no quarterly limit for banked hours which are completed in the 13th week of each quarter and/or at college-sponsored community outreach events. See the Dean of Clinics for details.

All students are highly encouraged to meet with the Academics office at least two times a year for course selection guidance, to discuss academic progress and to plan future class schedules. Consult the Academic Calendar for important dates pertaining to registration:

- ◆ First / Last Day of the quarter
- ◆ Schedule of Classes Published
- ◆ Standard Registration Period
- ◆ Lottery Selection Period
- ◆ Drop Fee applied for courses dropped

Individual Registration Time

Students are assigned a registration time where they may register for courses by logging into the registration system in the library. The registration times are based on a students' seniority in the program. Students may find their assigned time to register by logging into the registration system in the library one week before the schedule of classes is published.

Screenshot of Individual Registration Time



Standard Registration Period

Students may add or drop courses during the standard registration period without penalty. Courses dropped after the Drop Fee date indicated on the Academic Calendar will incur a drop fee. No fees are incurred for courses added.

If students are unable to register during the standard registration period, they may submit a registration form to the administration office. The office will register the student after the assigned time for that student has passed.

Lottery Selection Period

Interns must select the clinical course using the computers in the library in order to participate in the lottery process. Clinical courses will be assigned based on internship seniority.

- ◆ Six (6) selections should be entered by the interns for best results.
- ◆ Up to two (2) shifts may be assigned during the lottery process.
- ◆ 1st quarter interns may only have one (1) clinical course.

Additional clinical courses may be added during Standard Registration period. Clinical courses assignments are based on seniority and availability, including externships.

Intern Meeting

Interns must attend one of the two scheduled intern meetings each quarter. These meetings are mandatory and attendance is required. Interns who fail to attend one of the two meetings will lose seniority during the Lottery process. The dates of the Intern Meetings are posted with the schedule of classes each quarter.

Intern Pre-Registration Requirements

Interns must complete the two (2) requirements below to register for Internship.

- ◆ CPR Card: Interns must have a valid CPR/First Aid card from an approved American Heart Association certification provider (BLR CPR for Healthcare Providers/Heartsaver First Aid). Interns will not receive credit for any hours if a CPR/First Aid card is not current. Check with the Dean of Clinics with any additional questions.
- ◆ Clean Needle Technique (CNT): Interns must have completed the CNT course provided by CCAOM.org.

Wait List

If a course is full, students are encouraged to add themselves to the Wait List. Students will be contacted by email if they have been added to a course from the Wait List.

Prerequisite Courses

If a course requires a prerequisite, that prerequisite must be met in order to register for that course. A waiver may be requested and approved by the dean on a case by case basis.

If a student fails any course which is a prerequisite for a subsequent course the student will be automatically dropped from the subsequent course. The student will be notified if this occurs.

Registration Closed

Courses may not be added to the student's schedule after the 1st week of the quarter.

Cancellation of Courses

The college maintains the right to cancel any course due to less than minimum enrollment.

Faculty Evaluation

Faculty evaluations are anonymous and will be used to further enhance the program. Students must complete an evaluation for each instructor in order to continue with their registration.

Tuition and Fees

All fees and 50% of tuition are due at the time of registration. The full balance of tuition and any outstanding balance is due by the 1st week of the subsequent quarter. The student understands that the balance on the student ledger must be paid in full before a degree is awarded and before transcripts will be issued.

Drop Fee

A drop fee is assessed for each course that is dropped after the date published in the Academic Calendar:

- ◆ \$10 drop fee for each didactic course before the start of the next quarter.
- ◆ \$25 drop fee for each clinical course before the start of the next quarter.
- ◆ \$25 drop fee for each didactic/clinical course at the start of the next quarter. In addition, a pro-rated tuition is refunded according to the Tuition Refund Schedule.

Refund Policy

Students are entitled to a full tuition refund if the courses are dropped prior to the start of instruction. The student will receive a pro-rated tuition refund based on the date the course is dropped. The refund policy is in accordance with BPPE.

Refund Checks

If a student is entitled to a refund due to dropping a course a check will be mailed to the student within 14 days.

Tuition Refund Schedule

Tuition Refund Schedule (Didactic / Clinic Course)

Time Course Dropped	% Completed	Grade Assigned	% Tuition Refund
Before 1st course meeting	0%	—	100%
Before 2nd course meeting	10%	W	90%
Before 3rd course meeting	20%	W	80%
Before 4th course meeting	30%	W	70%
Before 5th course meeting	40%	W	60%
Before 6th course meeting	50%	W	50%
Before 7th course meeting	60%	W	40%
After 7th course meeting	—	F	—

Tuition Refund Schedule (Special 7 week Didactic Course)

Time Course Dropped	% Completed	Grade Assigned	% Tuition Refund
Before 1st course meeting	0%	—	100%
Before 2nd course meeting	14%	W	80%
Before 3rd course meeting	29%	W	70%
Before 4th course meeting	43%	W	60%
Before 5th course meeting	57%	W	50%
After 5th course meeting	—	F	—

Satisfactory Academic Progress (SAP)

Master's Program

Satisfactory Academic Progress (SAP)

There are four requirements to maintain Satisfactory Academic Progress (SAP).

- ◆ Minimum quarterly grade point average (GPA) of 2.5.
- ◆ Minimum cumulative GPA of 2.5.
- ◆ Must register for and complete a minimum of 9 units of coursework each quarter.
- ◆ Maintain a "Pace" to complete the program within 150% of the recommended schedule. The student must successfully complete at least 67% of the courses attempted cumulatively.

$$\text{PACE} = \frac{\text{Cumulative number of units completed}}{\text{Cumulative number of units attempted}}$$

Therefore, students must maintain a cumulative "Pace" of 0.67 or greater. Credit by Challenge and Credit by Transfer will be included in the calculation of "Pace" in both the attempted units and the completed units. Courses withdrawn will also be used in the calculation of "Pace".

In order to complete the program at "Pace", students must pass the mid-curriculum within 3 years from the start of the program.

Academic Probation

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation.

Upon notification of probation, the student must meet with the Academic or Associate Dean to discuss his / her academic status. Tutoring or course remediation may be recommended at this time.

While on academic probation, the student must conduct all course registration with the Academic or Associate Dean and may not register for fewer than 9 units. Financial Aid

will continue to be awarded as usual during the first quarter of academic probation. Financial Aid will be delayed in the following quarter until course grades are received and the Academic committee has confirmed that SAP has been reestablished.

If SAP is not reestablished after one quarter, the student will not be eligible for Financial Aid until SAP has been reestablished, except as noted in the SAP Appeals.

Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Academics committee. If a student does not return to SAP, the student will be considered withdrawn.

Academic Probation Appeal

A student may submit a written appeal, with suitable supporting documentation. If the appeal is accepted, the student must agree to an academic plan that the college develops with the student that, if followed, will ensure that the student is able to meet the college academic progress standards by a specific point in time. The academic plan will include quarterly goals that must be met to continue to receive Financial Aid, regularly scheduled meetings with Academic or Associate Deans and possible remediation.

Special Circumstances

If a student earns all "F" and/or "W" grades in a given quarter, the student will immediately be placed on Academic Probation and will not be eligible for Financial Aid except as noted under the SAP Appeal.

If a student earns all "P" grades in a given quarter, the student will have been deemed to have met the GPA requirements of SAP.

Grading and Attendance

Audit Courses

Students may audit any didactic course that they have completed successfully or transferred to the college. Audit courses are not counted in Financial Aid calculations. Audit courses cost 50% of the regular tuition per unit. Students will be added to an audit course as space is available.

Correction of Grades

In the unlikely event that a clerical error results in an incorrect grade being recorded, the student must immediately report the erroneous grade to the Academic Dean. The college will review the grade in question and make any necessary corrections. It is the responsibility of the student to report any incorrect grades within 2 weeks of the grades being posted.

The Grading Scale

	Grade	Percentage	Grade Point
Excellent	A	90-100	4.0
Good	B	80-89	3.0
Satisfactory	C	70-79	2.0
Fail	F	Below 70	0.0
Pass	P		NA
Incomplete	Inc		0.0
Challenge Exam Pass	CEP		NA
Challenge Exam Fail	CEF		NA
Credit by Transfer	CBT		NA
In Progress	IP		NA
Withdrawn	W		NA
Audit	Au		NA



Attendance Policy

Successful completion of the education programs at Emperor's College requires a significant commitment of time for coursework and outside study. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instruction of subject matter and discussion extending beyond the scope of course texts and practical clinical experiences.

Any student who fails to attend at least 80% of the course (separate from any other course requirements) will receive an "F" for the course. In addition, all clinical course products and clinical training hours must be completed to pass the course.

- ◆ Leave for military duty is permitted as long as the student will miss no more than 25% of the total number of course meetings. Documentation must be supplied to the Academics office.
- ◆ Any student who arrives late or departs early from class by more than 15 minutes will be assessed a half-absence.

A student enrolled in a course is responsible for all course assignments or requirements that are due regardless of whether the student is present or absent from the scheduled course. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

Course Examinations

Exams are administered at the discretion of the individual instructors. Exams may be written, oral, practical or a combination of these elements. With the exception of a few courses, a final written exam, mid-term, or practical exam maybe required of every student enrolled in a course. Written and practical final exams may only be administered at their scheduled times during finals week of each quarter. An unexcused absence from a final exam will result in an "F" grade for that exam, and the instructor will award the course grade accordingly.

Incomplete Grades and Make-Up Exams

If a student is unable to attend the final exam or cannot complete the course due to a documented emergency, the student may request an Incomplete (Inc) with the Academic Dean prior to the exam date. A make-up exam will be scheduled at that time with the Academic Dean.

A Petition for Make-Up Exam form must be submitted in writing to the Academic Dean at least 48 hours prior to the exam date with documentation of the emergency and the associated Make-Up Exam fee (\$100). Check the syllabus as Make-Up Exams are not applicable for all courses.

Formats of the Make-Up Exams are not required to be identical to the regularly scheduled exam—such issues are decided by the Academics department.

All courses with an "Inc" must be completed within 1—2 weeks of the following quarter according to the schedule below:

- ◆ One (1) week for didactic courses
- ◆ Two (2) weeks for clinical courses

If an "Inc" is not completed within this time-frame, the grade will be permanently recorded as an "F" grade.

Standardized Program Examinations



The college has two (2) standardized program exams; the Mid-Curriculum and the Comprehensive exams. The Mid-Curriculum exam must be passed by the student in order to become a clinical intern. The Comprehensive exam must be passed by the student in order to complete the Master's of Acupuncture and Oriental Medicine program.

The exam schedule is published in the Academic Calendar and the schedule of classes each quarter. All students must register for the Mid-Curriculum and Comprehensive exams during the quarterly registration period.

Students must satisfy one of the requirements below to pass the Written exam:

- ◆ An overall score of 80% or higher.
- ◆ A score of 70% or higher on each subsection of the exam.

Students must meet the requirement below to pass the Mid-Curriculum Practical exam:

- ◆ A score of 70% or higher.

Results will be mailed to the students within one (1) week of the exam.

The college expects all students who have dedicated themselves to the study of acupuncture and Oriental medicine to successfully pass the standardized program exams.

Any student who does not pass the standardized program exams is encouraged to meet with the Academic or Associate Dean for advisement.

In the event of a student failing multiple times, the following steps will be taken:

Mid-Curriculum Examination

If a student fails the Mid-Curriculum exam three (3) times, the student will have a compulsory meeting with the Academic Dean or Associate Dean and be placed on Academic Probation. The student will be restricted from taking the Mid-Curriculum exam until the student has completed the remediation program designed by the Academic Dean. If a student fails the Mid-Curriculum exam the fourth (4th) time, that student will be automatically withdrawn from the program.

Comprehensive Examination

If a student fails the Comprehensive exam three (3) times, the student will have a compulsory meeting with the Academic Dean or Associate Dean and be placed on Academic Probation. The student will be restricted from taking the Comprehensive exam until the student has completed the remediation program designed by the Academic Dean.

The maximum time allowed for the completion of the masters degree program is 8 years from the first date of the start of the program. Students that exceed the 8 years will be automatically dismissed.

A student may voluntarily leave the program at any time. The student must meet with the Academic Dean to complete the necessary paperwork.

Withdrawal

If a student fails to enroll by the end of the 1st week of the subsequent quarter, the student will be designated as having withdrawn from the program. If a student wishes to formally withdraw from the program, the student must meet with the Academic Dean and complete the Withdrawal form.

Dismissal

A student who has been dismissed may not reapply for admission. (See Academic and Professional Conduct)

Leave of Absence (LOA)

The purpose of a LOA is to provide the students with the opportunity to leave the college for an extended period of time without withdrawing or affecting their SAP calculations. A student in good standing who has successfully completed at least one (1) quarter may apply for a LOA not to exceed 180 calendar days.

The student must complete the Petition for Leave of Absence form and submit it to the Associate Dean for approval. The effective date for the LOA must be at the beginning of the quarter the student is requesting the leave and comply with appropriate requirements. All loans and other sources of funding for the quarter of an approved LOA will be returned to the appropriate parties.

If a student was scheduled to be on Academic Probation for the quarter the LOA is effective, the conditions of the Academic Probation will be effective the quarter the student returns from the LOA. If a student does not return from an approved LOA, the grace period for applicable Stafford and Perkins loans will begin with the last date of attendance the student was enrolled in the program for at least a half-time student.

Students, who do not return from a LOA to resume courses on or before the approved return date, will be automatically withdrawn from the program.

International Students and Leave of Absence

International students must speak with the International Student Designated School Officer if they wish to go on leave.

Re-Entry to the Program

A withdrawn student may submit a petition with the Academic Dean to re-enter the program within two (2) consecutive quarters. These requests will be approved on a case-by-case basis by the Academic committee. After two (2) consecutive quarters of absence from the program, the student must reapply for admissions.

Transfer Credit Policies and Procedures

- ◆ Any courses which is counted towards the minimum 60 semester educational requirement are not eligible for transfer credit.
- ◆ An official academic transcript is required to be submitted directly to Admissions from any previous institution.
- ◆ All courses must have received a grade of "B" or higher in order to be eligible for transfer credit.
- ◆ Only courses taken within 5 years of admissions is eligible for transfer credit. (Exception for current employment in a field relevant to the course)
- ◆ Courses must have an equivalent course description to Emperor's College courses for which transfer credit is being applied.
- ◆ Up to 100% transfer credit may be granted for Emperor's College courses in basic sciences and Western clinical sciences from an ACAOM accredited or a regionally accredited institution.
- ◆ Up to 100% transfer credit may be granted for Emperor's College courses in Acupuncture, Herbal Medicine, and Oriental Medicine for courses taken at an ACAOM accredited and CAB approved institution.
- ◆ Up to 100% transfer credit may be granted for Emperor's College clinical courses from an ACAOM accredited and CAB approved institution.
- ◆ Credit may be transferred for up to 50% of Emperor's College requirements in Acupuncture, Oriental Medicine, Herbal Medicine, and Clinical courses from an ACAOM accredited but non-CAB approved institution.
- ◆ Emperor's College does not award transfer credit for its Elective courses (NCCAOM certified practitioners may be exempt in certain circumstances).
- ◆ Upon matriculation into the master's program, a \$100 Transfer Credit Processing fee will be applied to the student ledger to finalize the transfer of coursework into student records.
- ◆ Regardless of the conditions cited above, transfer students are required to complete 64 didactic units and 200 clinical hours in no less than one year's time (4 quarters) to graduate from the college.
- ◆ All requests for transfer credit for previously completed courses must be made within the 1st year of matriculation.

Course Taken at Other Institution

Students are required to meet with the Associate Dean for written approval prior to taking courses at another institution. Approval will be determined case-by-case. Students must provide a written course description and syllabus from the other institution for the course to be eligible for transfer credit.

Challenge Exam Policies and Procedures

Courses not eligible for transfer credit may be eligible for a challenge exam. Students should submit a request for a challenge exam with the Academic Dean.

The following requirements must be met to qualify for a challenge exam for course credit:

- ◆ An official transcript from an accredited institution showing proof of the course completed with a grade "B" or higher.
 - ◆ The cost for the challenge exam is \$100 per exam.
- A minimum score of 80% is required to pass a challenge exam. Only one challenge exam per subject is permitted. A challenge exam cannot be repeated. All challenge exams must be completed by the end of the 1st year of matriculation.

No challenge examination will be given for elective courses at Emperor's College.

NOTE: Students who have acceptable documentation in Chinese Medical Language, Tai Chi, or Medical Qi Gong may be eligible for relevant challenge exams. Eligibility is determined by the Academic Dean on a case-by-case basis.



Doctorate of Acupuncture and Oriental Medicine (DAOM) Program

The establishment of a clinical doctoral degree program at Emperor's College is aligned with the College's mission...

"to cultivate brilliant healers, teachers, and leaders in Oriental medicine who create the future of health care by word, deed, and through partnerships."

The Doctoral Program provides advanced training that deepens the practitioner's existing knowledge and broadens their competencies in the areas of patient care, clinical intervention, collaboration with other healthcare professionals, practice growth and management, and clinical research. The didactic courses were designed to advance knowledge and clinical skills through Chinese medical classics, biological bases of AOM, system-based AOM modalities, and the dual specialties of Internal and Physical Medicine. In addition, the program curriculum facilitates an understanding of both Eastern and Western medical perspectives on diseases.

The program is built upon the power of a cohort of adult students with professional and life experiences and uses their combined experience to promote professional growth. The clinical training provides unique opportunities to develop clinical and research competencies for career success. Overall, the curriculum is designed to promote critical thinking and effective problem solving through presentation of clinical cases and a research project, in which DAOM students present their own clinical experience, challenge assumptions from their past training, and undergo review by peers.



Educational Objectives

Educational Objectives reflect the program emphasis for students to acquire and demonstrate the following competencies:

- ◆ knowledge and skills of fundamentals and mechanisms of traditional Oriental medicine
- ◆ knowledge and skills related to biomedical assessment
- ◆ ability to develop multiple modalities
- ◆ ability to consult and collaborate with healthcare professionals
- ◆ ability to develop and conduct professional medical presentation
- ◆ ability to communicate business ideas and marketing strategies
- ◆ ability to assume teaching and evaluation responsibilities and role modeling
- ◆ ability to conduct clinical research projects
- ◆ ability to analyze research findings for clinical use

Program Length

The DAOM program at Emperor's College consists of 1,250 total hours – 600 hours of didactic instruction and 650 hours of advanced clinical rotations – completed over the course of eight consecutive academic quarters.

Classes meet one extended weekend per month. Clinical hours are fulfilled through a variety of options throughout the program.

Doctorate of Acupuncture and Oriental Medicine Program

Residency Requirements

All students must complete all of the didactic courses and minimum of 330 hours of clinical training on campus.

Maximum Time for Program Completion

The maximum time allowed for completion of the doctorate degree program is 4 years or 16 quarters from the date of matriculation. Students that exceed the 4 years will be automatically dismissed.

Standard Admissions

The admissions requirements are the following:

- ◆ Graduation from a master's degree or master's level program in Oriental medicine from an ACAOM accredited or candidate institution, or the foreign equivalent.
 - Foreign equivalence of ACAOM accreditation is assessed by the Admissions Committee upon receipt of academic transcripts, credential evaluation, and any other supporting documentation requested. In general, the training program must be of similar academic level, length of time, breadth and rigor as ACAOM accredited programs.
- ◆ Current clinical license or credentials in state, province, or country of residence, or ability to demonstrate that such is actively being sought.
 - An applicant who is admitted into the doctoral program while in the process of seeking licensure or credentialing will be required to obtain the legal ability to practice by the end of the first year of program commencement.

Special Admissions

Special admissions policies may be applied in the following circumstances. The normal application process still applies.

Educational deficiencies: applicants whose prior training lacks particular educational requirements needed for doctoral level studies, yet who possesses an ACAOM accredited or candidate degree or its foreign equivalent may be granted acceptance into the program upon proof of completion of all identified course work deficiencies.

Experienced clinicians: applicants whose prior training does not meet the criteria for standard admissions may be granted acceptance into the program provided that the applicant demonstrates all three requirements below:

- ◆ Documentation of at least five years of full-time clinical practice.
- ◆ Demonstrate a foundation of knowledge and skills required for doctoral-level studies through an entrance evaluation with the Dean.
- ◆ Proof of completion of all identified course work deficiencies or a challenge exam through NCCAOM.

English Language Competency

All courses are taught in English. Applicants from a non-English speaking country are required to demonstrate competency in the English skills needed for success by taking the Test of English as a Foreign Language (TOEFL) exam. ECTOM's TOEFL score requirements are 79 on the internet based test (iBT), 550 on the paper based test or 213 on the computerized test.

Doctorate of Acupuncture and Oriental Medicine Program

International Applicants

International applicants follow the same admissions and application process as domestic applicants. In addition, the following documents must be submitted:

- ◆ Official academic transcripts translated into English
- ◆ A comprehensive course-by-course evaluation of all foreign academic transcripts performed by an academic credential evaluation service that is a member of National Association of Credential Evaluation Services (NACES)
- ◆ Documentation of TOEFL score, if applicable
- ◆ An I-20 request form with a photocopy of your passport
- ◆ Evidence of financial resources sufficient to complete the academic program, which is approximately \$50,000 which including tuition and living expenses for the duration of the program

Transfer Credit Policies and Procedures

Emperor's College will accept up to 250 hours of clinical training from an ACAOM accredited or candidate institution.

Upon matriculation into the DAOM program, a \$100 Transfer Credit Processing fee will be applied to the student ledger to finalize the transfer of coursework into student records.

Matriculated Students

All students must be matriculated and registered to attend class or clinic.

Full-Time Students

The DAOM program is a full-time program, less than full-time enrollment is not allowed.

Academic Counseling

The Academic Dean provides academic counseling services for all students. All incoming students (new and transfer students) are encouraged to meet with the Academic Dean before they begin classes to review their academic program, requirements, and to map out their clinical training.

The Grading System

The didactic courses will be graded with a letter grade system. See the table below:

	Grade	Percentage	Grade Point
Excellent	A	90-100	4.0
Good	B	80-89	3.0
Satisfactory	C	70-79	2.0
Fail	F	Below 70	0.0
Pass	P		NA
Incomplete	Inc		0.0
Credit by Transfer	CBT		NA
In Progress	IP		NA
Withdrawn	W		NA

Doctorate of Acupuncture and Oriental Medicine Program

Satisfactory Academic Progress (SAP)

There are five requirements to maintain Satisfactory Academic Progress (SAP).

- ◆ Minimum quarterly grade point average (GPA) of 3.0.
- ◆ Successful completion of all scheduled clinical training courses each quarter.
- ◆ Minimum cumulative GPA of 3.0.
- ◆ In addition to Grand Round and Doctoral Clinical hours, the completion of an additional 100 clinical hours by the end of 4th quarter.
- ◆ Successful completion of the Capstone Project proposal by the end of 1st year.

Correction of Grades

In the unlikely event that a clerical error results in an incorrect grade being recorded, the student must immediately report the erroneous grade to the Academic Dean. The college will review the grade in question and make any necessary corrections. It is the responsibility of the student to report any incorrect grades within 2 weeks of the grades being posted.

Academic Probation

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on Academic Probation. Upon notification of probation, the student must meet with the Academic Dean to discuss his / her academic status. While on academic probation, the student must conduct all course registration with the Academic Dean.

Students must satisfy all the requirements listed to reestablish SAP. Additional requirements may be necessary as determined by the Doctoral Council. If a student does not return to SAP, the student will be considered withdrawn. There is no appeal to academic probation.

Prerequisite Courses

If a student fails any course it must be repeated the next time it is offered. If the failed course is a prerequisite for a subsequent course, the student will be considered withdrawn from the program.

Registration

Students in a cohort model will be automatically registered for the didactic and clinical courses assigned to the cohort. Students must meet with the Academic Dean each quarter to register for their additional clinical training coursework.

Course and Faculty Evaluation

These evaluations are anonymous and will be used to further enhance the program.

Attendance Policy

Students may be absent up to 16 days (no more than 5 consecutive days) in the program. Students are expected to inform the Academic Dean prior to being absent. Students are required to attend the poster and final capstone presentations. If students miss the poster or the final capstone presentation, they will receive a "Fail" for the course and they must complete the presentation with the next cohort. Multiple absences may adversely affect SAP. If a student misses more than 5 consecutive days because of an illness or an emergency, he or she must provide documentation for review to the Doctoral Dean. If a student exceeds 16 days of the program for any reason, the student will be automatically withdrawn.

Course Products

All course products from the didactic courses are due on the date assigned by the Academic Dean. Absent students are expected to submit course products by the due date. Late submission of course products may result in a lower grade.

Doctorate of Acupuncture and Oriental Medicine Program

Tuition and Fees

All fees and tuition are due by the published date on the Academic Calendar. The student understands that the balance on the student ledger must be paid in full before a degree is awarded and before transcripts will be issued.

Separation from the College

A student may voluntarily leave the program at any time. The student must meet with the Academic Dean to complete the necessary forms.

Withdrawal

The student must meet with the Academic Dean and complete the withdrawal form to leave the program. A student may reapply for admission.

Leave of Absence (LOA)

Leave of Absence is not available in the DAOM program.

Dismissal

A student who has been dismissed may not reapply for admission. (See Academic and Professional Conduct)

Refund Policy

Students are entitled to a full tuition refund if a written letter of withdrawal is submitted to the Academic Dean before the start of the program.

After the program starts, a student may withdraw from the program by submitting a written letter of withdrawal to the Academic Dean. A prorated tuition refund will be issued according to the tables

Tuition Refund Schedule (48 hour didactic course)

Time Course Dropped	% Completed	Grade Assigned	% Tuition Refund
Before 1st course meeting	0%	—	100%
Before 2nd course meeting	13%	W	80%
Before 3rd course meeting	25%	W	70%
Before 4th course meeting	38%	W	60%
Before 5th course meeting	63%	W	—
After 5th course meeting	—	F	—

Tuition Refund Schedule (12 hour didactic course)

Time Course Dropped	% Completed	Grade Assigned	% Tuition Refund
Before 1st course meeting	0%	—	100%
Before 2nd course meeting	50%	W	50%
After 2nd course meeting	100%	F	—

Doctorate of Acupuncture and Oriental Medicine Program

Curriculum Overview

Year One

DC110 Chinese Medical Classics I
DC210 Professional Development I
DC220 Professional Development II
DC230 Professional Development III
DC310 Master Tung's Acupuncture
DC321 Scalp Acupuncture
DC351 Constitutional Medicine
DC510 Capstone Project I
DC520 Capstone Project II
DC530 Capstone Project III
DC900 Capstone Project Proposal
DS110 Orthopedics
DS120 Sports Medicine
DS130 Cardiology
DS140 Stroke Rehabilitation

Year Two

DC120 Chinese Medical Classics II
DC240 Professional Development IV
DC250 Professional Development V
DC260 Professional Development VI
DC361 SaAm Acupuncture
DC370 I-Ching and Eight Trigrams
DC380 Biological Bases of Acupuncture
DC390 Herb-Drug Interactions
DC540 Capstone Project IV
DC550 Capstone Project V
DC950 Capstone Project
DS150 Immunology I
DS160 Immunology II
DS170 Reproductive Medicine
DS180 Oncology

Course Description

NOTE: Emperor's College reserves the right to modify the program, including the curriculum, course content and/or faculty roster as necessary to meet the educational objectives and standards as established by the college's board of directors, accrediting and governmental agencies.

Chinese Medical Classics

Chinese Medical Classics focuses on advanced knowledge and skills of the fundamentals and mechanisms of traditional Oriental medicine.

DC110 Chinese Medical Classics I

12 hours

Through investigation of classical texts from a variety of authors and time periods, doctoral students advance their knowledge of classical Oriental medical thoughts and are inspired to interpret the knowledge from the ancient context into modern clinical practice. *Yellow Emperor's Inner Canon* and *Treatise on Cold Damage Disorders* are the focus of this class, among other Oriental Medicine literature. The class contents put an emphasis on the modern applications of ancient literature in physical and internal medicine.

DC120 Chinese Medical Classics II

12 hours

Through investigation of classical texts from a variety of authors and time periods, doctoral students broaden their knowledge of classical Oriental medical thoughts and are inspired to apply this knowledge in the context of modern clinical practice. *Synopsis of Golden Chamber* and *Discussion of Warm Diseases* are the focus of this class, among other Oriental Medicine literature. The class contents put an accent on the modern applications of ancient literature in physical and internal medicine.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

Professional Development

In accordance with the college's mission, these courses are designed to cultivate the doctoral students as the future healers, teachers and leaders in Oriental medicine. The theme of professional development is integrated throughout the curriculum.

DC210 Professional Development I

6 hours

This class will cover strategic planning and career development in the AOM industry and lay the foundation on which doctoral students will develop their ability in marketing and management for a successful practice.

DC220 Professional Development II

12 hours

In this class, community and cultural dynamics will be addressed to build the competencies of doctoral students in consultation and collaboration with other healthcare professionals and patients.

DC230 Professional Development III

6 hours

In this class, doctoral students will conduct professional medical presentation and peer-review commentary. This class is scheduled at the end of the first academic year, and doctoral students will create and present a poster to introduce their research project proposal.

DC240 Professional Development IV

6 hours

In this class, doctoral students will acquire formative and summative evaluation skills used in medical education and apply to the analysis on their strengths and weakness in their medical presentations. Doctoral students will also shape how to improve themselves in role-modeling and exercise the principles of assessment on learner's progress.

DC250 Professional Development V

12 hours

This class will familiarize doctoral students with business operations of a private practice. Insurance billing procedures, including commercial, workers' compensation and personal injury cases, will be covered. Medical and legal issues will be addressed in this class as well.

DC260 Professional Development VI

6 hours

As the summation of the series of Professional Development, this class will require doctoral students to create and present their final work of capstone projects.

System-based Acupuncture and Oriental Medicine

System-based AOM is a series of coursework covers different AOM treatment modalities derived from the macro- and micro-system theories. Advanced AOM knowledge and skills that have been clinically proved effective, simple, and fast-working will be discussed.

DC310 Master Tung's Acupuncture

12 hours

Characterized by its unique channel system, needling techniques, bleeding therapy and distal points, Master Tung's acupuncture is a family lineage of Chinese medicine that has survived into the present day and expanded the traditional acupuncture knowledge in many aspects. This class will present an overview of Master Tung's acupuncture and demonstrate advanced hands-on skills. Class contents emphasize the clinical applications in physical and internal medicine.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

DC321 Scalp Acupuncture

12 hours

Scalp acupuncture is a specialized micro-system acupuncture technique, which places very short and fine needles on the scalp to achieve desired therapeutic effects on different parts of the body. This technique has been recognized as an effective tool to manage a variety of medical conditions, including physical and internal medicine.

DC350 Constitutional Medicine

12 hours

Balancing the constitutional energy traits is one major core concept in traditional Korean medicine, which highlights individualized therapeutic modalities based on *Sasang*, a typology of personal temperament and nature. This course will address the differentiation of constitutional energy traits for disease prevention and treatment. Clinical techniques and dietary regimens for different body types will be covered as well.

DC361 SaAm Acupuncture

12 hours

SaAm acupuncture is a Korean acupuncture method that treats illnesses by tracing the fundamental causes of physical and psychological diseases. SaAm acupuncture uses acupoints at the ends of limbs, which are selected after examining the whole body and its current status. Treatment principles for a common illness may vary in different people and different situations. The result is immediate in both newly acquired and chronic conditions. Diagnosis for SaAm acupuncture is based on Yin and Yang differentiation. To tonify deficiency and/or sedate excess, reinforcing and reducing methods are performed according to disease characteristics and affected meridians. The theory and clinical applications of SaAm acupuncture will be covered in this course.

DC370 *I-Ching* and *Eight Trigrams*

12 hours

The *I-Ching* and *Eight Trigrams* illustrate the energy fields in which Yin and Yang interact. Generations of AOM practitioners have applied the insights of this ancient wisdom to diagnosis and treatment. Core concepts of the *I-Ching* and *Eight Trigrams* including correlation of Five Elements, timing of treatment, and harmony of Heaven and Human cosmoses will be explored. The class will touch base with acupuncture techniques rooted from *I-Ching* philosophy and the *Eight Trigrams* theory.

Biological Bases of Acupuncture and Oriental Medicine

Biological bases of AOM are coursework to study the biological perspectives of acupuncture and Oriental medicine in the light of modern biomedical knowledge. Different biomedical theories explaining the work of acupuncture and Oriental medicine that are accepted by the majority of medical professionals, along with indications and contraindications, will be discussed.

DC380 Biological Bases of Acupuncture and Oriental Medicine

12 hours

This class will investigate the latest findings in biological mechanisms, human chemical reactions, and modern clinical applications of acupuncture and Oriental medicine. Doctoral students will be familiarized with various theories in biomedicine that explain the effectiveness of acupuncture and Oriental Medicine.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

DC390 Herb-drug Interactions

12 hours

This class provides advanced knowledge in the interactions between Chinese herbs and Western pharmaceuticals to ensure the safe and effective practice of Chinese herbal medicine in contemporary clinical settings. Compatibility and possible adverse interactions between herbs and prescription drugs and the proper conjunction with Western herbal medicine, nutritional supplements, vitamins, and minerals are covered.

Capstone Project

This course is designed to take doctoral students through the necessary steps to create and complete a clinical research project in one year. The final course product can be further developed and expanded for future publications.

DC510 Capstone Project I

12 hours

The first part of a series of research classes, this class focuses on literature review. The class content aims to train doctoral students to critically evaluate and synthesize the research information they gather from current literature related to Oriental medicine. Distinction of substantive findings and theoretical and methodological contributions will follow.

DC520 Capstone Project II

12 hours

The second part of a series of research classes, this class focuses on research design. As a "blueprint" for the Capstone Project, this class guides doctoral students in the research orientation, data collection, and research methods. Distinction of interventions, outcomes, variables and measurement tools in a research project will also be addressed.

DC530 Capstone Project III

12 hours

The third part of a series of research classes, this class focuses on evidence-based medicine (EBM). Doctoral students will be trained to apply the best available evidence to clinical decision making through scientific and systematic data collected. Associated with research design, the source type and other factors such as statistical validity, clinical relevance, and peer-review acceptance are also covered in this class. Doctoral students will be able to complete their proposals for the Capstone Project.

DC540 Capstone Project IV

12 hours

The fourth part of a series of research classes, this class focuses on data analysis and discussion. Doctoral students will be trained to apply qualitative and quantitative methods to a research project, examine the findings, and integrate practical information into clinical practice. This class aids doctoral students to complete their capstone projects.

DC550 Capstone Project V

12 hours

The fifth and last part of a series of research classes, this class focuses on the final stage of the research project including composition format, reference citation, and conclusion writing. Presentation skills and thesis defense will be addressed as well.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

Specialties

The program offers dual specialties in Internal and Physical Medicine. The specialty courses aim to advance the clinical competencies and collaborative capacities of doctoral students. With integrative and comprehensive knowledge and skills of AOM and biomedicine, doctoral students will establish multiple clinical modalities through an array of case-based and disease-focused class sessions. Faculty members include renowned scholars, experienced clinicians, and experts in their fields of instruction.

Physical Medicine specialty provides three areas of focus with interdisciplinary and integrative approaches to enhance the clinical competencies of doctoral students and to increase cross-referrals with other healthcare providers.

DS110 Orthopedics

48 hours

This course covers the diagnosis, physical examination and treatment modalities for pain management in musculoskeletal disorders. The faculty consists of experienced clinicians in the fields of acupuncture, Chinese herbs, chiropractics, orthopedic surgery, Tuina, and other experts whose knowledge and skills can enhance the clinical results of patient care in musculoskeletal disorders.

DS120 Sports Medicine

48 hours

This course covers the diagnosis, physical examination and treatment modalities for pain management in soft tissue and sports injuries. The faculty consists of experienced clinicians in the fields of acupuncture, Chinese herbs, kinesiology, naturopathy, physical medicine, physical therapy, Tuina, and other experts whose knowledge and skills can enhance the clinical results of patient care in soft tissue and sports injuries.

DS140 Stroke Rehabilitation

48 hours

In response to the recent demand for rehabilitation options and preventive treatments in stroke care, this course systematically covers various modalities proven to be effective in the treatment of stroke patients and stroke rehabilitation.

Internal Medicine specialty provides five areas of focus with interdisciplinary and integrative approaches to enhance the clinical competencies of doctoral students and to increase cross-referrals with other healthcare providers.

DS130 Cardiology

48 hours

In this course, pathology, OM and biomedical diagnosis, and treatment of cardiovascular diseases will be addressed. Commonly treated conditions, such as congenital heart defects, cardiovascular diseases, and heart failure, will be discussed.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

DS150 Immunology I

48 hours

This course investigates the role of AOM in immunology and studies all aspects of the immune system such as the physiological functioning of the immune system in health and diseases states and malfunctions of the immune system in immunological disorders. The involvement of AOM interventions as a part of integrative medicine will be addressed.

DS160 Immunology II

48 hours

This interdisciplinary course of Psychoneuro-immunology studies the interaction between psychological processes and the nervous and immune systems of the human body. The class contents will incorporate immunology with psychology, neuroscience, physiology, infectious diseases, and endocrinology. The main interests will be placed on the involvement of AOM interventions in physical, chemical and physiological aspects of the neuro-immune system, such as the interactions between the nervous and immune systems; the relationships between mental processes and body health; the physiological functioning of the neuro-immune system in health and disease.

DS170 Reproductive Medicine

48 hours

This course will address the prevention, diagnosis and management of reproductive diseases. Class contents will focus on improving and/or maintaining the health of reproductive system and fertility. Human reproduction, endocrinology and perinatal issues will also be covered.

DS180 Oncology

48 hours

This class will discuss health issues that are concerned with any type and any stage of cancer, including OM and western medical diagnosis, OM and biomedical therapies, and AOM modalities surrounding cancer care. Current research literature involved AOM and successful cases of integrative medicine will be addressed.

Doctorate of Acupuncture and Oriental Medicine Program

Course Description (Continued)

Clinical Training

The program entails 650 hours of advanced clinical training which provides an opportunity for doctoral students to broaden their proficiency in managing a wide spectrum of conditions and cultivating new collaborative relationships across medical disciplines.

Clinical training takes place in several integrated care settings with rotations beginning at Emperor's College Acupuncture Clinic and extending to mentorships under a variety of health care providers.

Grand Rounds

Total 80 hours

A case-based, disease-centered medical presentation derived from an authentic patient is required at the end of each quarter. These presentations help develop the skills needed for communicating with other medical professionals.

Doctoral Clinic

Minimum 100 hours

Doctoral students will practice independently and be advised by an on-site Doctoral Clinical Advisor. This clinical training is a research-based practice. A patient case write-up with details of diagnosis, treatment and a literature review will be submitted to the Clinical Advisor each quarter.

Didactic Assessment

Minimum 50 hours

Doctoral students will experience teaching, supervision, and assessment of student learning at Master's level and serve a role model for Master's students under the supervision of the Master's program Academic Dean.

Clinical Assessment

Minimum 50 hours

Doctoral students will experience teaching, supervision, and assessment of intern learning at Master's level and serve as a role model for Master's interns under the supervision of the Dean of Clinic.

Service Learning

Minimum 50 hours

Doctoral students will function as a leader in educating the public on the health benefits of Acupuncture and Oriental Medicine, including but not limited to, gratuitous healthcare services provided to people. Doctoral students will also earn credits by contributing articles to Qi Blog on the Emperor's College website for the general public.

On/Off Campus Clinical Training

Mentorship

Maximum 300 hours

Doctoral students may select their mentors to expand their clinical training in their individual areas of interest up to 300 hours. Areas of mentorship can be in AOM or biomedicine, providing the mentor's background meets all academic and clinical requirements.

Doctorate of Acupuncture and Oriental Medicine Program

Doctoral Faculty

Emperor's College doctoral faculty is dedicated to the promotion of the integration of the east-west approaches of medicine. The faculty is comprised of scholars and researchers in Oriental medicine and biological sciences, as well as experienced physicians licensed in the United States. The doctoral faculty is a multi-specialty team of didactic and clinical experts who teach from both eastern and western medical paradigms.

Core Course

Elisabeth Rochat de la Vallee, DEA (France)
Dawn Upchuch, PhD, LAc
Wei Zhou, PhD (Japan)

Specialty Course

David Chen, PhD
Robert Chu, PhD, LAc
Emily Dashiell, ND
Hua Gu, PhD, LAc
John Hsieh, DC, PT, LAc
Gary Jacob, DC, LAc
Takeshi Komatsu, DAOM, LAc
Mai Layyous, OMD, LAc, MD (Egypt)
Dong Liu, LAc, MD (China)
Ariella Morrow, MD
Chiao-Nien Wang, PhD, LAc
Hua-Bing Wen, LAc, MD (China)
James E. Williams, OMD, LAc
Joseph Yang, PhD (Japan), LAc, MD (China)
Tiande Yang, PhD (China), LAc
Ji Zhang, LAc, MD (China)
Qiwei Zheng, LAc, OMD

Clinical

John Fang, DAOM, LAc
Bong Dal Kim, OMD, LAc
Jacques MoraMarco, OMD, LAc
Robert Newman, LAc
Zhuoyi Qiu, LAc, MD (China)

Emperor's College of Traditional Oriental Medicine

Student Receipt and Acknowledgement

I HAVE RECEIVED THE STUDENT HANDBOOK FROM EMPEROR'S COLLEGE OF TRADITIONAL ORIENTAL MEDICINE.

I UNDERSTAND THAT I AM RESPONSIBLE FOR READING AND FOLLOWING ALL INFORMATION AND POLICIES CONTAINED IN THIS STUDENT HANDBOOK THROUGHOUT MY TRAINING AT EMPEROR'S COLLEGE.

I ADDITIONALLY UNDERSTAND THAT THE INFORMATION AND POLICIES IN THE EMPEROR'S COLLEGE STUDENT HANDBOOK MAY BE UPDATED AT ANY TIME AND THAT I WILL BE RESPONSIBLE FOR READING AND FOLLOWING ANY SUCH REVISIONS.

I AGREE TO PROVIDE EMPEROR'S COLLEGE WITH CURRENT CONTACT INFORMATION INCLUDING MY CURRENT EMAIL ADDRESS, MAILING ADDRESS AND TELEPHONE NUMBER.

STUDENT NAME (PRINTED)

DATE

STUDENT SIGNATURE