

佛
州
中
醫
學
院

Florida College of
Integrative Medicine

OUR MEDICAL EDUCATION
GETS RIGHT TO THE POINT!

2024-2025
CATALOG

2024 Fall Semester & 2025 Spring Semester



MESSAGE FROM THE PRESIDENT

Welcome to the **Florida College of Integrative Medicine**. Established in 1990, we are the first college in Florida to be duly licensed by the Florida Department of Education to award both the Bachelor of Science Degree in Professional Health Studies and the Master of Science Degree in Acupuncture and Herbal Medicine, with the latter also duly accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).

Our rigorous, dual-degree curriculum successfully integrates the traditions, philosophies and techniques of Traditional Chinese Medicine (abbreviated “TCM”, and often referred to as “**Oriental Medicine**” in various scholastic and professional settings) with Western biomedical sciences and clinical practices to foster proper and effective patient care and prepare our graduates for rewarding careers in alternative medicine within America's overall health care delivery system. Over the next six semesters, you will not only build a solid educational foundation for your future career in medicine but also make new friends and establish new connections that will benefit you in innumerable ways for many years to come.

I am confident that your experience here at FCIM will be life changing. Now is the time for acupuncture, herbal medicine, and other alternative forms of healing to be fully integrated into western health care and our students are leading the way. Join us in this incredible adventure and we will do everything we can to help you succeed!



Sincerely,
Lincoln Z. Zhao, Esq.

A handwritten signature in blue ink, appearing to be 'LZ Zhao'.

President, General Counsel
& Member of FCIM Supervisory Board

Table of Contents

MISSION & PHILOSOPHY	3
GENERAL INFORMATION	5
THE CAMPUS	6
LIBRARY, LEARNING RESOURCES AND INFORMATION SERVICES	7
PROGRAM AND CURRICULUM	9
ACADEMIC CURRICULUM	14
COURSE DESCRIPTIONS	19
ADMINISTRATION	28
ADMISSIONS	37
FINANCIAL INFORMATION	40
FINANCIAL AID	42
REFUND POLICY	45
STUDENT SERVICES	46
STUDENT CONDUCT	51
ADMINISTRATIVE POLICIES	52
ACADEMIC CALENDAR	61

MISSION & PHILOSOPHY



Mission Statement

FCIM's mission is to provide a comprehensive education in Traditional Chinese Medicine principles, concepts and practices that is designed to train the individual student to become a qualified and licensed healthcare professional who provides acupuncture diagnosis and treatment, herbal remedies, as well as adjunctive therapies and diagnostic techniques for the promotion, maintenance and restoration of health and the prevention of disease.

Program Philosophy

To achieve the above-stated Mission Statement, FCIM adheres to the following philosophies in conducting its program:

1. The program offers comprehensive education in the fundamental theories and practices of acupuncture and herbal medicine, while ensuring that graduates are knowledgeable in relevant Western biomedical clinical science concepts and technologies, where the integration of biomedical sciences into our curriculum is designed to enhance the quality of care provided by our interns and graduates.
2. The program is based upon a worldview that acknowledges the importance of maintaining harmony and balance, where a physician's ability to observe, diagnose and heal disharmonies hidden *within* the body – as differentiated from those manifested on the surface – is the essence of the healing art and science.

3. The curriculum is rigorous in depth and breadth and is designed to contribute to the personal growth of students by helping them understand fundamental theory, develop responsible independent judgment, and deliver effective patient care.
4. The curriculum aims to foster primary health care practitioners based on traditional medical concepts that employ acupuncture diagnosis and treatment, herbal remedies, as well as adjunctive therapies and diagnostic techniques, for the promotion, maintenance and restoration of health and the prevention of disease.

Educational Objectives

Specifically, FCIM has set the following Educational Objectives for all of our students, which are disseminated and repeated in various official publications of the College including the Catalog and Student Handbook:

1. Graduates will be able to demonstrate the fundamental academic and clinical knowledge drawn from TCM and biomedical science content and experience, which is necessary to practice effective acupuncture and herbal medicine.
2. Graduates will be able to assess and diagnose patient conditions using all relevant TCM medical diagnostic theory and procedures and appropriate biomedical diagnostic principles and techniques.
3. Graduates will be able to formulate effective treatment plans that are indicated by careful diagnosis and based upon sound clinical reasoning.
4. Graduates will be able to recognize patient conditions that require referral to other healthcare professionals.
5. Graduates will be able to articulate the importance of ethical behavior in their professional and personal lives.
6. Graduates will be able to communicate competently about acupuncture and herbal medicine with patients and other healthcare professionals.
7. Graduates will be knowledgeable of the principles of practice management to include applicable federal and state laws and local ordinances.

Achievement of Institutional Objectivities and Frequency of Review Process

The assessment institutional goals achievement is an ongoing process. Assessment of student performance, graduate outcomes is carried out in regularly scheduled meetings of the Curriculum Review and Development Committee, staff meetings, faculty meetings, and student government meetings. These activities are crucial in identifying weakness in achieving purposes and formulating corrective responses. Consequently, no significant inconsistencies between purpose and practice go long unnoticed or tolerated.

GENERAL INFORMATION

The College, owned by the National Institute of Oriental Medicine, Inc., is currently operating under the name “Florida College of Integrative Medicine”. This name is descriptive of the College’s integration of Western biomedical sciences with acupuncture and herbal medicine so that our students, who graduate with a Master of Science Degree in Acupuncture and Herbal Medicine, can effectively integrate their training into the evolving health care delivery system in the United States. The College has been in operation since 1990 and presently owns facilities located in Orlando, Florida. The FCIM Board of Supervisors oversees the governance and operations of the College.

Accreditation

Florida College of Integrative Medicine and its following program are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Science Degree in Acupuncture and Herbal Medicine

Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and herbal medicine practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level.

ACAHM
8941 Aztec Drive
Eden Prairie, MN 55347
Telephone: (952) 212-2434
Fax: (952) 657-7068
[Http://acaahm.org](http://acaahm.org)
Email: info@acaahm.org

Licensure

The Florida College of Integrative Medicine is licensed by the Commission for Independent Education, Florida Department of Education, License No. 2621. For further information, please call or write to:

**Commission for Independent Education,
Florida Department of Education**
325 West Gaines St., Ste. 1414
Tallahassee, FL 32399-0400
Telephone: (850) 245-3200
Fax: (850) 245-3233
Toll Free: 1-888-224-6684

Degree of Award

Upon completion of our program, graduates receive both a **Bachelor of Science Degree in Professional Health Studies** and a **Master of Science Degree in Acupuncture and Herbal Medicine**. These degrees qualify the graduate to take the national board exam administered by the National Certification

Commission of Acupuncture and Oriental Medicine (NCCAOM), which then make the graduate eligible to apply with the relevant state for licensure as an Acupuncture Physician.

THE CAMPUS

Location

The campus is located in Orlando Central Park, a prestigious business park in south Orlando, Central Florida. The College's Central Florida location places it in one of the fastest growing metropolitan areas of the country. It can be accessed with only a few minutes of driving time from Interstate 4, the Florida Turnpike, the Beeline highway (528), the Greenway (417), and the East-West Expressway (408). Orlando International Airport is only 15 minutes to the east. Orlando, with its sunny weather, beaches, and major attractions, is home to many national and international corporations and is a major tourist center. The beaches of Florida (both coastlines) are within easy driving distances. It's possible to watch the sun rise out of the Atlantic Ocean on the east coast and see it set into the Gulf of Mexico on the West Coast with time to enjoy the beaches all on the same day.



Facilities

The College's facilities are situated on a large landscaped lot that fronts on beautiful Lake Ellenor. Palm trees and Oak trees add an inviting dimension to the campus. All classrooms are equipped with audio-visual media equipment. In addition, there is a student lounge, with kitchen and dining areas. The library, which includes audiovisual and computer learning stations and bookstore, has an extensive collection of reference materials. A copier for student use is located in the library. The herbal pharmacy is one of the largest in Orlando with over 600 raw, patent and granular herbs from CGMP certified suppliers. All office computers, including those in the Clinic Office, the Herbal Pharmacy, the Physician's Conference room, Teacher's Lounge and the Library are connected to a campus-wide LAN, which utilizes a dedicated server. Broadband service connects all computers to the Internet. The campus has a wireless network service for student use.



On-Site Clinical Facility The FCIM Clinic includes a welcoming front desk reception with patient files area, an Herbal Pharmacy room, Physician's conference room and treatment rooms. The Herbal Pharmacy has adequate space for preparation of herbal prescriptions and shelving storage for patent herbs and powdered granule herbs from a GMP certified supplier. Electronic scales are used for weighing formula components. Custom clinic management software, which incorporates herbal

formula data from the herb companies used by the College and interfaces with patient data and intern scheduling, is an integral part of clinic operations. Each treatment room is fully equipped to meet OSHA standards and to facilitate educational objectives. All facilities comply with federal, state, and local health safety regulations, laws, and guidelines.

LIBRARY, LEARNING RESOURCES AND INFORMATION SERVICES

Goals and Objectives of the Library

The Florida College of Integrative Medicine (FCIM) considers a well-equipped, professionally staffed library to be a vital part of a student's education and an important element in the overall effectiveness of the College. The library's external mission is to connect FCIM students to the knowledge and outside resources available in the fields of acupuncture, herbal, and western medicine. Its internal mission is to provide the information requested and needed by the staff and students of FCIM, to run efficiently, and to expand effectively.

Specific objectives supporting this mission are:

1. To provide the most current information in Traditional Chinese Medicine (TCM), acupuncture, western medicine, to students, faculty, and staff.
2. To provide this information in a variety of media, including hardcopy books and journals, online e-books and journal databases, and CD-ROM products.
3. To provide professional library services to students, faculty, and staff. These services include: General reference help, online searching, Interlibrary Loan (ILL), Collection Development, and Circulation.
4. To provide library resources to the FCIM community for the hours most needed.
5. To provide bibliographic instruction (teaching how to use the library) to any group or individual who requests it.
6. To provide periodic updates to students, faculty, and staff, highlighting additions and improvements to library service.
7. To provide a setting that includes adequate seating, sufficient shelving, comfortable computer terminals, and amenable surroundings for study.
8. To provide a system in which it is easy to locate and check out books.

Library Facilities and Holdings

The library has approximately 5,000 books and journals plus audio-visual resources. It also has carrels for computer use and video viewing.

The library maintains a computer lab of desktop computers as well as laptop computers. The computers are equipped with FCIM Online



Public Access Catalog (OPAC), and ExamSoft examination software (Examplify). Pay printing is available on all library computers.

A full-time personnel provides reference, purchasing, organizational, and supervisory services. Other staff members occasionally provide access to library materials. The library is open Monday through Friday for student and faculty use.

[Information Resources](#)

FCIM uses an integrated library automation package from Surpass Software. This package includes cataloging, periodicals management, and an OPAC. Catalog searching and book checkout are automated. This addition to the library, along with professional staffing, and increased hours, establishes FCIM as a leader in library services for Colleges of its kind and size in the Southeast.

[Library holdings related to healthcare and the studies of Acupuncture and Herbal Medicine are as follows:](#)

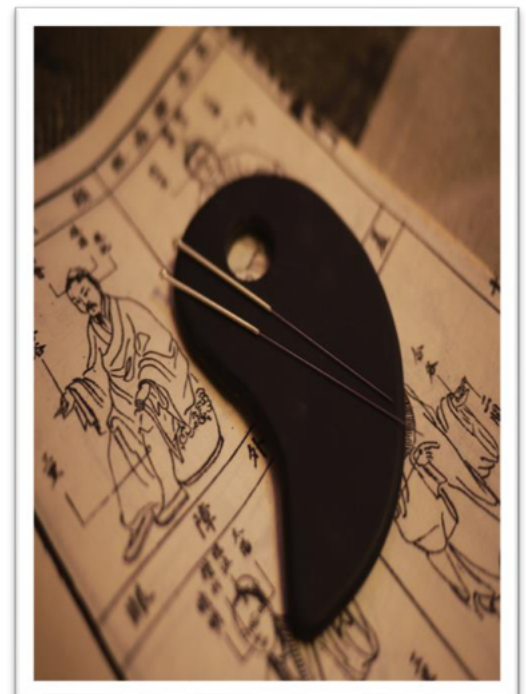
Books	3568
Journal Titles	15
Online Journal Titles	2
DVD, CD and Video Tapes	109
Learning Aids	41

[The breakdown of text and journal holdings is as follows:](#)

Books - Theory and Practice of Acupuncture	846
Books - Herbology and Food Therapy	672
Books - Biomedicine	307
Books - Other	420
Books - Chinese Language	598
Journals – TCM/Oriental Medicine	26
Journals - Biomedicine	17

[The TCM/Oriental Medicine Journals in English currently being received are:](#)

Acupuncture Alliance Forum
Acupuncture Today
Alternative Therapies in Health and Medicine
American Acupuncturist
American Journal of Acupuncture
American Journal of Chinese Medicine
Chinese Journal of Integrated Traditional and Western Medicine
Clinical Acupuncture and Oriental Medicine
International Journal of Clinical Acupuncture
The Journal of Alternative and Complimentary Medicine
Journal of Chinese Medicine
Medical Acupuncture: A Journal for Physicians by Physicians
Meridians: Changing the Experience of Personal Health
Natural Awakenings: Healthy Living
Natural Standard
Oriental Medicine Journal
Pacific Journal of Oriental Medicine
Traditional Chinese Medicine World
Townsend Letter for Doctors and Patients



Chinese Language Journals currently being received are:

Journal of Traditional Chinese Medicine
Traditional Chinese Acupuncture
Journal of Beijing University of TCM
Traditional Chinese Medicine Research
Journal of Traditional Chinese Medicine Rehabilitation
The Practice of TCM as Folk Medicine
Management of Neck and Low Back Pain with TCM
Journal of Shandong University of TCM

The Biomedicine Journals currently consist of:

American Family Physician
Journal of American Medical Association
Cortland Forum
Journal of Clinical Psychiatry
Consultant
Journal of Family Practice
Emerging Medicine
Managed Care
Family Practice Recertification
Patient Care
Hippocrates
Physician of Sports Medicine
Hospital Medicine
Postgraduate Medicine
Hospital Physician
Resident Staff Physician
Hospital Practice

Selection, Acquisition, Organization, and Maintenance of Library Materials

Based on recommendations from faculty, students, administration, alumni and surveys of materials listed in catalogs and reviewed in journals, materials are selected for acquisition. The Library uses the National Library of Medicine and catalogs each acquisition accordingly as it arrives.

Computer Learning and Research Capabilities

The library makes computers available to students, which are connected to the Internet and to a printer. The Online Public Access Catalog (OPAC) and Microsoft Office programs are available on these computers. Desktop and laptop computers are equipped with Examplify for assessment use. The librarian is available to assist students in mastering skills in information literacy and research.

PROGRAM AND CURRICULUM



The College offers a unique program that integrates the teaching of acupuncture and herbal medicine with the teaching of western medical sciences. The purpose of this integration is to produce a knowledge base that is appropriate for the practice of acupuncture and herbal medicine in a society where western healthcare predominates. Without basic understanding of western medical sciences, a practitioner of acupuncture and herbal medicine cannot communicate intelligently with other healthcare professionals, nor can the practitioner properly assess how TCM treatment may interact with western treatment.

The acupuncture and herbal medical courses are taught, and the clinic supervised by faculty members who are highly qualified, experienced, and licensed in Florida. Each brings outstanding acupuncture and herbal medical training, practice, and

teaching experience to their classroom instruction. In the clinic students have the opportunity to work under the masterful guidance of acupuncture physicians while treating patients with the modalities of Acupuncture, Moxibustion, Herbology, Tui-Na (Chinese Medical Massage), Nutritional Counseling and Lifestyle Counseling.

The faculty's versatility blends the holistic approach of TCM modalities of health care with Western biomedical science. The emphasis, however, is on acupuncture and herbal medicine. An essential part of the training lies in cultivating the skills of observing, listening, pulse reading, and becoming sensitive to the body's energy. These skills are developed through close work with faculty in the classroom and the clinic to learn the theoretical and practical approaches to patient care.

Acupuncture and Herbal Medicine

The College offers a three-year bachelor-and-master dual degree program and holds institutional and programmatic accreditation with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). ACAHM is recognized by the U.S. Department of Education as the only accrediting agency authorized to accredit in the areas of Acupuncture and Herbal Medicine.

The ACAHM accreditation is for a first professional master's degree in Acupuncture and Herbal Medicine and the College has been authorized to award the Master of Science in Acupuncture and Herbal Medicine Degree to students who meet all program completion requirements. The College's program also meets the requirements set forth by the Florida Board of Acupuncture in Chapter 457 of the Florida Statutes for the education and licensure of Acupuncture Physicians in Florida. This chapter defines acupuncture as a form of primary health care based on traditional and modern medical concepts and techniques.

Academic Year and Related Information

The College's academic program is accelerated and takes 36 months to complete. Semesters begin at the end of January and the end of July each year with breaks during the summer and winter months and for some holidays.

Core Curriculum Compliance

The program is in full compliance, and often exceeds, the core curriculum requirements. Each course is reviewed every semester with regard to course hours and content to assure compliance. Improvements are made as appropriate.

FCIM uses the ACAHM clock-hour-to-credit-hour conversion formula: 15 hours of classroom instruction or 30 hours of supervised clinical training equal one credit hour.

The curriculum and training directly support the mission and objectives of the program. Classroom instruction and clinical training breakdown into specific categories as follows:

Category	Hours	Credits
Acupuncture & Chinese Medicine Foundation Theory	808	53.8667
Chinese Herbal Studies	616	41.0667
Western Biomedical Science	660	44.0000
Clinical Training	900	30.0000

Counseling/Business	108	7.2000
Totals	3092	176.1334

(Note, Total Program Credits have been rounded to 2 Decimal Places)

To graduate, students must complete all coursework and clinical training (to include at least 350 patient treatments). Training in the program is both challenging and rigorous, requiring students to demonstrate depth and breadth of knowledge and skills.

Evaluation of Educational Objectives

Educational objectives for the College focus on proficiency outcomes related to the practice of acupuncture and herbal medicine. Feedback from various evaluation processes, including real-time data filled reports and information from our assessment software (Examsoft and Livetext), at every level of the program, and from our comprehensive exams for key courses, provides an effective measure of student competency. The comprehensive exams occur at every level and have embedded outcomes measured against ACAHM professional standards and NCCAOM exam content outlines. The outcomes Specific evaluation activities are:

1. Verbal interaction with instructors and Clinic supervisors. Tests and examinations given by instructors to assess specific knowledge.
2. Review course grades by faculty and the Dean's Office.
3. Verbal and skills evaluation during the various levels of clinical internship. Evaluation by using FCIM Intern Clinic Assessment Booklet by the Clinical Supervising Physicians.
4. Students at the end of all courses of instruction complete evaluations for classes, instructors, and Clinic supervisors.
5. Periodic evaluations are provided by the Director of Institutional Assessment & Data Management to various constituencies of the College.
6. Surveys by Clinic patients, graduates, and others associated with the College.
7. Oversight by Supervisory Board.
8. Information on pass rate and national statistics regarding the NCCAOM examination.
9. Graduate feedback pertaining to placement and practice information.
10. Ongoing student, program and institutional assessment programs facilitated by Examsoft and Livetext software programs.

Instructors are required to provide syllabi at the beginning of each course, detailing objectives, course content, learning materials, and evaluation methods. The College maintains a permanent file of course descriptions and syllabi in the Dean's Office and a copy of all syllabi in the library. Course information is also provided in the Catalog, including a semester-by-semester progression of the curriculum.



Clinical Training

Clinical training for semesters one and two are devoted solely to observation—a total of 200 hours. Observation begins in semester one with emphasis on duties include greeting patients, patient forms, SOAP notation, and the organization of students' own time to support scheduling for the Clinic. Observation continues with emphasis on treatment room preparation, treatment procedure assist, and interaction of senior interns and supervisors with patients according to HIPAA and OSHA standard.

Semesters One and Two provide students with a thorough foundation in Chinese Medicine by systematically progressing through a broad spectrum of knowledge. First-year students begin their clinical training by observing more advanced students and also have the opportunity to follow licensed practitioners during practitioner shifts and the “Grand Rounds” clinic courses. Such exposure provides real-life application of the didactic course material. During semester two, interns observe actual treatments and interact with supervisors and senior interns following observations and can follow licensed practitioners during practitioner shifts and the “Grand Rounds” clinical courses. Observing interns also restock treatment rooms, and, following universal precautions, clean and prepare treatment rooms and learn clinical office operations.



Semesters Three and Four consists of a more in-depth understanding of acupuncture and herbal medicine, including advanced needling techniques. In the clinic, students begin to directly participate in diagnosis and treatment as they treat in conjunction with the Supervising Physicians and Senior Treaters in patient treatments. In semester three, interns will learn different patient treatment protocols, discuss diagnosis and treatment more extensively with supervisors and senior interns, and participate in treatments with the Senior Treaters. Although observation continues beyond this stage of the clinical internship, interns are now assimilating and engaging in the entire patient treatment process. In semester four, all aspects of clinical internship are continuously reinforced, but the primary emphasis is placed on patient treatment.

The Fifth Semester is devoted to an extensive and comprehensive study of Chinese Herbal formulas and how they are prescribed. Students in the Sixth Semester enter the phase of semi-independent internship in the clinic. This advanced level of training provides Senior Interns the opportunity to actually practice under supervision. This final level of experience enables students to become complete and competent practitioners of acupuncture and herbal medicine. During semesters four, five, and six, interns focus on intake, diagnosis, treatment, health counseling, and record keeping—all leading to proficient clinical skills by the end of the program. Herbal knowledge and prescription preparation are also part of interns' clinical experience—areas in which they must demonstrate proficiency.

Relationship between Clinical Training and Overall Curriculum

Basic Theory, Diagnostic Skills, Clean Needle Technique, Clinic Management I, II and III, Point location, Identification of Disease Patterns, First Aid and CPR, Medical Terminology, Anatomy and Physiology are offered in semesters one and two to form the foundation of knowledge required for clinical practice.

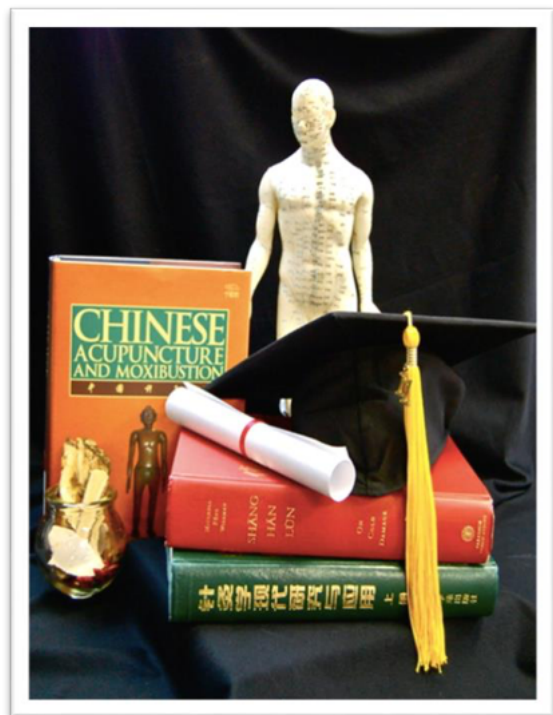
Supervised practice facilitates student confidence. During semesters three and four, students receive more advanced theory and practice of Chinese Medicine, including Herbology, Chinese Patent Formulas, Chinese Formulas, Integration of Herbal Medicine and Western Science, Advance Needling Techniques, Acupuncture Treatment Protocols, Systems-based Acupuncture, and Clinic Management III. Western Biomedical Science courses focus on Microbiology, Western Pathology, Western Diagnostics, and Radiology.

In semesters five and six, coursework focuses on herbal formulas, the treatment of common diseases in different systems, acupuncture treatment protocols and case studies. Western Pharmacology, Clinical Psychology, Human Common Diseases, Business Management, Red Flags and Integrative Case Management further support students' development as well-rounded clinicians who are prepared to work in a western healthcare environment. The NCCAOM Acupuncture, Foundations, Herbology and Bio-med review courses are provided in the 6th semester.

Supervision of Clinical Training

The on-site clinic, which is open six days a week, consists of ten well-equipped treatment rooms. Two licensed supervising clinicians are often on duty per clinic shift. Several of the clinical supervisors received their full TCM training and all have extensive treatment experiences. Supervision duties rotate among licensed practitioners.

Student interns need to complete a minimum of 900 hours of clinical training over the six semesters of the program. Students' clinical hours and clinic requirements are carefully recorded and monitored by the Clinic Manager and Records Administrator. Students are able to schedule their Clinic hours using a computer program.



Clinic hours for each semester are as follows:

Semester One	80	hours of Clinical Observation
Semester Two	120	hours of Clinical Observation
Semester Three	160	hours of Clinical Internship
Semester Four	180	hours of Clinical Internship
Semester Five	180	hours of Clinical Internship
Semester Six	180	hours of Clinical Internship

Each student must perform a minimum of 350 intern-performed treatments, including 175 as junior treating intern and 175 as senior treating intern (under supervision). Clinical training costs are included in the tuition. Student interns get to treat a variety of medical conditions in the Clinic, including particularly chronic pain, respiratory problems, gynecological problems, and problems of depression, etc.

Assessment of Clinical and Technical Skills

The Clinical supervisors assess interns' clinical and technical skills through direct observation during the interns' 900 hours of Clinic, which includes a minimum of 350 patient treatments. Structured assessments of each student's skills are completed throughout each semester. Practical exams are performed to assess critical technical skills and are evaluated through Livetext at every internship level. Forms for food therapy and herbal assessments are provided in the Clinic Handbook.

Insurance Coverage

Medical professional liability coverage is provided. This coverage includes all clinical treatment provided by interns, which is supervised by licensed clinic physicians.

Student Achievement

Course grades, graduation rates, and pass rates on the NCCAOM exam are the primary data used to evaluate student achievement. Course grade reports, graduation statistics and other assessment measures are reviewed by the Dean's Office and the Curriculum Review and Development Committee. All institutional research is reviewed by the Curriculum Review and Development Committee. Evaluation of each student transcript is done each semester and reviewed with the student.

Course Prerequisites and Sequencing

FCIM courses with the same whole number designation are sequential courses—those with lower decimal numbers are prerequisites for those with higher decimal numbers. For example, 4056.3H (Chinese Herbology III) is a prerequisite for 5056.4H (Chinese Herbology IV).

Course scheduling follows normal course sequencing from semester to semester. For example, students normally take Acupuncture Point Location I before taking Acupuncture Point Location II. However, the Dean's Office may grant permission for a student to be scheduled in related courses concurrently. The Dean's Office may also allow non-sequential scheduling of courses for transfer students, licensed physicians, and others with previous training.

The college reserves the right to change, modify, add, or remove courses and/or instructors as deemed necessary by the college.

The type of course is designated as follows:

A = Acupuncture H = Herbology W = Western Science
B = Business/Legal C = Clinical G = General Education

Hours-to-credit conversion formula:

15 hours of class instruction = 1 semester credit

30 hours of clinic training = 1 semester credit

ACADEMIC CURRICULUM

ACUPUNCTURE

Course #	Course Title	Hours	Credit
3007.1A	Foundation of Chinese Medicine I	72	4.8000

3007.2A	Foundation of Oriental Medicine II	48	3.2000
3032.1A	Chinese Medicine Diagnostic Skills I	72	4.8000
3032.2A	Chinese Medicine Diagnostic Skills II	72	4.8000
3100.1A	Foundation in Acupuncture Needling Techniques & Adjunctive Therapies	32	2.1333
3301.1A	Acupuncture with Point Location I	76	5.0667
3301.2A	Acupuncture with Point Location II	64	4.2667
4301.3A	Acupuncture with Point Location III	36	2.4000
3612.1A	Tui Na, Tai Qi and Chinese Medicine Practicum I	36	2.4000
4612.2A	Tui Na, Tai Qi and Chinese Medicine Practicum II	36	2.4000
4701.1A	Acupuncture Treatment I	40	2.6667
5701.2A	Acupuncture Treatment II	32	2.1333
6701.3A	Acupuncture Treatment III	48	3.2000
6701.4A	Acupuncture Treatment IV	64	4.2667
4200.1A	Systems-Based Acupuncture I	40	2.6667
5200.2A	Systems-Based Acupuncture II	40	2.6667
Subtotal Acupuncture and Herbal Medicine Hours & Credits		808	53.8667

HERBOLOGY

Course #	Course Title	Hours	Credit
3056.1H	Chinese Herbology I	24	1.6000
3056.2H	Chinese Herbology II	64	4.2667
4056.3H	Chinese Herbology III	60	4.0000
5056.4H	Chinese Herbology IV	56	3.7333
4906.0H	Integration of Herbal Medicine and Western Science	32	2.1333
5826.0H	Chinese Patent Herbal Formulas	32	2.1333
5810.1H	Chinese Herbal Formulas I	76	5.0667
6810.2H	Chinese Herbal Formulas II	44	2.9333
6511.0H	Treatment of Common Diseases in TCM: Internal Medicine	52	3.4667
6531.0H	Treatment of Common Diseases in TCM: Dermatology and Traumatology	32	2.1333
6521.0H	Treatment of Common Diseases in TCM: Pediatric and E.N.T.	28	1.8667
6541.0H	Treatment of Common Diseases in TCM: Gynecology	36	2.4000
6856.0H	Strategies of Chinese Herbal Formulations	28	1.8667
		52	

6711.0H	Syndrome Bases Formulas Study		3.4667
Subtotal Herbology Hours & Credits		616	41.0667

WESTERN MEDICINE

Course #	Course Title	Hours	Credit
3406.1W	Medical Terminology & Anatomy and Physiology I	76	5.0667
3406.2W	Anatomy and Physiology II	76	5.0667
4686.0W	Western Pathology	76	5.0667
4667.0W	Microbiology	36	2.4000
5441.0W	Western Diagnostic Skills	76	5.0667
5481.0W	Radiology	32	2.1333
6101.0W	Integrated Medicine and Psychiatric Issues	32	2.1333
6151.0W	Western Pharmacology	48	3.2000
6350.1W	Human Common Diseases I	76	5.0667
6350.2W	Human Common Diseases II	72	4.8000
6601.0W	Red Flags and Integrative Case Management	60	4.0000
Subtotal Western Medicine Hours & Credits		660	44.0000

COUNSELING/ BUSINESS

Course #	Course Title	Hours	Credit
3401.1B	Clinical Management I	16	1.0667
3401.2B	Clinical Management II	24	1.6000
5401.3B	Clinical Management III	24	1.6000
6061.0B	Business Management	44	2.9333
Subtotal Counseling / Business Hours & Credits		108	7.2000

CLINICAL TRAINING

Course #	Course Title	Hours	Credit
3206.1C	Clinical Observation I	56	1.8667
3251.1C	Clinical Grand Rounds – Observation I	24	0.8000
3206.2C	Clinical Observation II	80	2.6667
3251.2C	Clinical Grand Rounds-Observation II	40	1.3333
4206.3C	Clinical Internship III	160	5.3333
5206.4C	Clinical Internship IV	180	6.0000

6206.5C	Clinical Internship V	180	6.0000
6206.6C	Clinical Internship VI	180	6.0000
Subtotal Clinical Hours & Credits		900	30.0000

Total Program Hours: 3092 - Total Program Credits: 176.1334 (Rounded to 2 Decimal Places)

COURSES BY SEMESTER

FIRST SEMESTER – FOUNDATION (BACHELOR) LEVEL

Course #	Course Title	Hours	Credit
3007.1A	Foundation of Chinese Medicine I	72	4.8000
3032.1A	Chinese Medicine Diagnostic Skills I	72	4.8000
3056.1H	Chinese Herbology I	24	1.6000
3100.1A	Foundation in Acupuncture Needling Techniques & Adjunctive Therapies	32	2.1333
3301.1A	Acupuncture with Point Location I	76	5.0667
3401.1B	Clinical Management I	16	1.0667
3406.1W	Medical Terminology & Anatomy and Physiology I	76	5.0667
3251.1C	Clinical Grand Rounds – Observation I	24	0.8000
3206.1C	Clinical Observation I	56	1.8667
Subtotal		448	27.2000

SECOND SEMESTER – FOUNDATION (BACHELOR) LEVEL

Course #	Course Title	Hours	Credit
3032.2A	Chinese Medicine Diagnostic Skills II	72	4.8000
3007.2A	Foundation of Chinese Medicine II	48	3.2000
3056.2H	Chinese Herbology II	64	4.2667
3301.2A	Acupuncture with Point Location II	64	4.2667
3612.1A	Tui Na, Tai Qi and Chinese Medicine Practicum I	36	2.4000
3401.2B	Clinical Management II	24	1.6000
3406.2W	Anatomy & Physiology II	76	5.0667
3251.2C	Clinical Grand Rounds – Observation II	40	1.3333

3206.2C	Clinical Observation II	80	2.6667
Subtotal		504	29.6000

THIRD SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
4056.3H	Chinese Herbology III	60	4.0000
4301.3A	Acupuncture with Point Location III	36	2.4000
4701.1A	Acupuncture Treatment I	40	2.6667
4200.1A	Systems-Based Acupuncture I	40	2.6667
4612.2A	Tui Na, Tai Qi and Chinese Medicine Practicum II	36	2.4000
4906.0H	Integration of Herbal Medicine and Western Science	32	2.1333
4686.0W	Western pathology	76	5.0667
4667.0W	Microbiology	36	2.4000
4206.3C	Clinical Internship III	160	5.3333
Subtotal		516	29.0667

FOURTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
5701.2A	Acupuncture Treatment II	32	2.1333
5200.2A	Systems-Based Acupuncture II	40	2.6667
5056.4H	Chinese Herbology IV	56	3.7333
5826.0H	Chinese Patent Herbal Formulas	32	2.1333
5810.1H	Chinese Herbal Formulas I	76	5.0667
5441.0W	Western Diagnostic Skills	76	5.0667
5481.0W	Radiology	32	2.1333
5401.3B	Clinical Management III	24	1.6000
5206.4C	Clinical Internship IV	180	6.0000
Subtotal		548	30.5333

FIFTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
6701.3A	Acupuncture Treatment III	48	3.2000
6810.2H	Chinese Herbal Formulas II	44	2.9333
6511.0H	Treatment of Common Diseases in TCM: Internal Medicine	52	3.4667
6531.0H	Treatment of Common Diseases in TCM: Dermatology and Traumatology	32	2.1333
6521.0H	Treatment of Common Diseases in TCM: Pediatric and E.N.T.	28	1.8667

6101.0W	Integrated Medicine and Psychiatric Issues	32	2.1333
6151.0W	Western Pharmacology	48	3.2000
6350.1W	Human Common Disease I	76	5.0667
6206.5C	Clinical Internship V	180	6.0000
Subtotal		540	30.0000

SIXTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
6711.0H	Syndrome Based Formula Study	52	3.4667
6856.0H	Strategies of Chinese Herbal Formulations	28	1.8667
6541.0H	Treatment of Common Diseases in TCM: Gynecology	36	2.4000
6701.4A	Acupuncture Treatment IV	64	4.2667
6601.0W	Red Flags and Integrative Case Management	60	4.0000
6350.2W	Human Common Diseases II	72	4.8000
6061.0B	Business Management	44	2.9333
6206.6C	Clinical Internship VI	180	6.0000
Subtotal		536	29.7333

Total Program Hours: 3092 - Total Program Credits: 176.1334 (Rounded to 2 Decimal Places)

COURSE DESCRIPTIONS

ACUPUNCTURE

3007.1A Foundation of Chinese Medicine I

This course examines the philosophical and conceptual roots of Acupuncture and Chinese Medicine within the context of the philosophical foundation of Chinese Medicine, Jing, Qi, Blood & Fluid theory, and Zang Fu theory. These fundamental theories provide the foundational concepts for developing an understanding of the basic theories of Acupuncture and Chinese Medicine. This course establishes the foundation for Chinese Medicine Diagnostics, Acupuncture with Point Location, Chinese Herbology, Herbal Formula and various clinical courses.

3007.2A Foundation of Chinese Medicine II

This course examines the philosophical and conceptual roots of Acupuncture and Chinese Medicine within the context of constitution theory, etiology, onset of disease, pathogenesis, prevention, and treatment principle. These fundamental theories provide the foundational concepts for developing an understanding of the basic theories of Acupuncture and Chinese Medicine. This course establishes the

foundation for Chinese Medicine Diagnostics, Acupuncture with Point Location, Chinese Herbology, Herbal Formula and various clinical courses. *Prerequisites: 3007.1A, 3032.1A*

3032.1A Chinese Medicine Diagnostic Skills I

This course instructs the learner on standard clinical evaluation and diagnostic methods using the Four Examinations and Eight Principles. This course will serve as a bridge between the fundamental theory and clinical courses, to better establish the basic knowledge of Chinese Medicine Diagnostic Skills and provide further understanding of Pattern Differentiation study in Chinese Medicine Diagnostics Skills II.

3032.2A Chinese Medicine Diagnostic Skills II

This course examines Pattern Differentiation in Chinese Medicine relating to Pathogenic Factors, Qi-Blood-Body Fluids, Zang Fu, Channels, Six Channels, Wei-Qi-Ying-Blood, and San Jiao. This course also provides Acupuncture and Herbal Medicine SOAP Notes format and regulation to second semester students, for them to prepare for further internship. This course will serve as a bridge between the fundamental theory and clinical courses, to better establish the basic knowledge of Chinese Medicine Diagnostic Skills. *Prerequisite: 3007.1A, 3032.1A*

3100.1A Foundation in Acupuncture Needling Techniques & Adjunctive Therapies

This course explores the internal and external causes which give rise to the onset of disease, among them are the six pernicious influences, the seven emotions, diet, lifestyle, sexual activity, physical activity, and miscellaneous factors (prenatal, preadolescent, adolescent, and adult influences).

3301.1A Acupuncture with Point Location I

This course focuses on the basic Channel and Meridian Theory to provide students with an understanding of the dynamics of Channel Theory along with knowledge of the pathways of the regular channels and meridians and the extra channels and vessels. The coursework will also cover the divergent meridians, muscle regions, cutaneous regions, and collaterals. Understanding of the dynamics and pathways of meridians provides students with the foundational knowledge required for in-depth examination and mastery of the location, functions, indications, and contraindications for the use of the acupuncture points of the channels and meridians. This course lays a foundation for the study of Acupuncture Treatment and other clinical courses.

3301.2A Acupuncture with Point Location II

This course aims to further explore and understand the dynamics and pathways of meridians and provide students with the foundational knowledge required for in-depth examination and mastery of the locations, functions, and indications and contraindications for the use of the acupuncture points of the channels and meridians. This course lays a foundation for the study of Acupuncture Treatment and other clinical courses. *Prerequisite: 3301.1A*

4301.3A Acupuncture with Point Location III

This course aims to further explore and understand the dynamics and pathways of meridians and provide students with the foundational knowledge required for in-depth examination and mastery of the locations, functions, and indications and contraindications for the use of the acupuncture points of the Eight Extraordinary Channels, Fifteen Luo-Connecting Channels, and Extra Points. This course lays a foundation for the study of Acupuncture Treatment and other clinical courses. *Prerequisite: 3301.2A*

3612.1A Tui Na, Tai Qi and Chinese Medicine Practicum I

This course provides both clinical and hands-on practice with more clinical emphasis involving Tui-Na, Tai Qi, acupuncture needling techniques and adjunctive Chinese Medicine modalities. The coursework will focus on proper Clean Needle Techniques and instructions for the practice of Tai Qi, clinical applications of Tui-Na, needling techniques, adjunctive therapies, and the contraindications for each

therapy. The learner will practice applying various clinical techniques on one another in preparation for treating patients in a clinical setting. Prerequisites: 3100.1A

4612.2A Tui Na, Tai Qi and Chinese Medicine Practicum II

This course provides both clinical and hands-on practice with more clinical emphasis involving Tui-Na, Tai Qi, acupuncture needling techniques and adjunctive Chinese Medicine therapies. The coursework will focus on proper Clean Needle Techniques and instructions for the practice of Tai Qi, clinical applications of Tui-Na, needling techniques, adjunctive therapies, and the contraindications for each therapy. The learner will practice applying various clinical techniques on one another in preparation for treating patients in a clinical setting. Prerequisites: 3612.1A

4701.1A Acupuncture Treatment I

The Acupuncture Treatment course covers the acupuncture & moxibustion treatment principles, techniques, and primary acupuncture treatment protocols for common diseases in TCM patterns. This course presents and guides students to learn primary acupuncture treatment point prescriptions and adjunctive therapeutic modalities to the different patterns of common disorders.

Prerequisites: 3007.2A, 3032.2A, 3301.2A, 3406.2W, 3401.1B, 3401.2B

5701.2A Acupuncture Treatment II

Acupuncture Treatment covers the acupuncture & moxibustion treatment principles, techniques, and primary acupuncture treatment protocols for common diseases in TCM patterns. This course presents and guides students to learn primary acupuncture treatment prescriptions and adjunctive therapeutic modalities to the different patterns of common disorders. Prerequisites: 4701.1A, 3401.1B, 3401.2B

6701.3A Acupuncture Treatment III

Acupuncture Treatment covers the acupuncture & moxibustion treatment principles, techniques, and primary acupuncture treatment protocols for common diseases in TCM patterns. This course presents and guides students to learn primary acupuncture treatment prescriptions and adjunctive therapeutic modalities to the different patterns of common disorders. Prerequisites: 5701.2A, 3401.1B, 3401.2B, 5401.3B

6701.4A Acupuncture Treatment IV

In this course students examine real and hypothetical case studies and discuss possible treatment strategies including acupuncture, Gua Sha, Tui Na, cupping, and other adjunctive therapies. Review and study of the meridians, meridian theory, point location, point selection, point categories and adjunctive therapies further prepares students for practice and sitting for the national board examination.

Prerequisites: 6701.3A, 6350.1W

4200.1A Systems-Based Acupuncture I

This course introduces the learner to different systems and styles of Acupuncture that is currently used in clinical practice. It covers the basic theories, scientific research, treatment principles, and point prescriptions for the most popular styles of acupuncture applied by practitioners in the field.

Prerequisites: 3301.2A

5200.2A Systems-Based Acupuncture II

This course introduces the learner to different systems and styles of Acupuncture that is currently used in clinical practice. It covers the basic theories, scientific research, treatment principles, and point prescriptions for the most popular styles of acupuncture applied by practitioners in the field.

Prerequisites: 4200.1A, 4301.3A

HERBOLOGY

3056.1H Chinese Herbology I

The course introduces the foundational concepts regarding the medicinal use of various foods according to East Asian traditions and is an introduction to the foundational concepts of Chinese Herbology. Coursework includes the study of the differences between Chinese Food Therapy and Medicated Diet and Western concepts of food and nutrition. Students will also learn the importance of Cultural competence and the significance of providing culturally and linguistically appropriate care to patients and how it affects the quality of patient care. Class discussions regarding current cultural concerns help prepare students to provide patient lifestyle counseling and community educational opportunities as an important part of clinical practice.

3056.2H Chinese Herbology II

The first section of this course introduces the foundational concepts related to study of Chinese Herbology beginning with some of the basic language skills needed to facilitate further learning in Chinese Herbology. This course will cover the basics of Chinese Pin Yin including Pin Yin terminologies such as colors, numbers, various plant parts and other relevant information to enhance foundational knowledge that will prepare them for the study of Chinese Herbology.

The second section of the course provides the basic theory and clinical application of Traditional Chinese Herbal and is one of the basic courses of Traditional Chinese Medicine. Through this course, students will possess the basic theory of Chinese Herbology, the function and indications of common herbs, and the application of common herbs, and lay the foundation of learning Chinese Formula.

4056.3H Chinese Herbology III

The Chinese Herbology course provides the basic theory and clinical application of Traditional Chinese Herbal and is one of the basic courses of Traditional Chinese Medicine. Through this course, students will possess the basic theory of Chinese Herbology, the function and indications of common herbs, and the application of common herbs, and lay the foundation of learning Chinese Formula. *Prerequisites:* 3056.2H

5056.4H Chinese Herbology IV

The Chinese Herbology course provides the basic theory and clinical application of Traditional Chinese Herbal and is one of the basic courses of Traditional Chinese Medicine. Through this course, students will possess the basic theory of Chinese Herbology, the function and indications of common herbs, and the application of common herbs, and lay the foundation of learning Chinese Formula. *Prerequisites:* 4056.3H



4906.0H Integration of Herbal Medicine and Western Science

This course introduces the botany of Eastern and Western Herbs and their common effects and contraindications when combined with Western Pharmaceuticals. *Prerequisites:* 3056.2H

5826.0H Chinese Patent Herbal Formulas

This course covers the meaning of formula names, the herbs, and their major functions for each Chinese patent herbal formula. This course summarizes the traditionally prepared herbal formulas as well as their general functions, indications, and contraindication known as “Patent Medicine.” *Prerequisites: 4056.3H*

5810.1H Chinese Herbal Formulas I

This course presents all the Chinese Herbal formulas listed in the NCCAOM Chinese Herbology board exam content outline. Specifically covered are the meanings of formula names, the herbs and their functions for each formula, the dosage of the individual herbs, major indications, contraindications, key modifications for each formula. Also included are the standard methods of preparation and modifications of each formula to address the various patterns of disharmony. *Prerequisites: 4056.3H, 4906.0H*

6810.2H Chinese Herbal Formulas II

This course presents all the Chinese Herbal formulas listed in the NCCAOM Chinese Herbology board exam content outline. Specifically covered are the meanings of formula names, the herbs and their functions for each formula, the dosage of the individual herbs, major indications, contraindications, key modifications for each formula. Also included are the standard methods of preparation and modifications of each formula to address the various patterns of disharmony. *Prerequisites: 5810.1H*

6511.0H Treatment of Common Diseases in TCM: Internal Medicine

This course covers internal diseases that are commonly seen and prevalent in modern life. Students will investigate the etiologies, pathologies, diagnosis, and emphasizes herbal treatment of many common illnesses affecting the internal organs including lungs, heart, liver, stomach, and kidneys, etc. *Prerequisites: 5056.4H, 5810.1H, 5826.0H, 5401.3B*

6531.0H Treatment of Common Diseases in TCM: Dermatology and Traumatology

This course covers common dermatological and traumatological diseases. It reviews the etiologies, pathologies, differentiation diagnosis of the common dermatological and traumatological diseases in Chinese Medicine and emphasizes herbal treatment of them. *Prerequisites: 5056.4H, 5810.1H, 5826.0H, 5401.3B*

6521.0H Treatment of Common Diseases in TCM: Pediatric and E.N.T.

This course covers common pediatric and E.N.T. diseases. It reviews the etiologies, pathologies, differentiation diagnosis of the common pediatric and E.N.T. diseases in Chinese Medicine and emphasizes herbal treatment of them. *Prerequisites: 5056.4H, 5810.1H, 5826.0H, 5401.3B*

6541.0H Treatment of Common Diseases in TCM: Gynecology

This course covers common gynecological diseases. It reviews the etiologies, pathologies, differentiation diagnosis of the common gynecological diseases in Chinese Medicine and emphasizes herbal treatment of them. The course includes diseases like irregular menstruation, amenorrhea, dysmenorrhea, PMS, infertility etc. *Prerequisites: 6810.2H*

6711.0H Syndrome Based Formula Study

This course focuses on the study of herbs and formulas and prepares students for the national herbal board examination. Study is focused on the application of formulas related to Internal Disease Patterns, Six Channel Theory, Four Stage Theory and San Jiao Theory. Students will develop their understanding of how to apply herbal medicine in a clinical setting through the syndrome-based formula study. The course includes over 160 herbal formulas and nearly 300 herbs. *Prerequisites: 6810.2H*

6856.0H Strategies of Chinese Herbal Formulations

This course focuses on the in-depth studies of herbal formulas frequently used in Chinese Herbal Medical practice. Through multiple test practices and case study analysis, this course reviews the integration of the foundations of Chinese medicine, Diagnostic techniques of Chinese medicine, Chinese herbal medicine, Chinese herbal formulations, and herbal safety. Students will learn how to modify the formulas to achieve desired therapeutic effects, practicing case study analysis will help students deepen their understanding of herbal practice and review fundamental herbal information necessary in clinical practice. *Prerequisites: 6810.2H*

WESTERN MEDICAL

3406.1W Medical Terminology & Anatomy and Physiology I

This course introduces the students to general principles of Medical Terminology and Anatomy and Physiology (A&P). The Medical terminology portion provides the basic rules of the language of medicine, to assist students in the study of all biomedicine courses of the program. The Anatomy and Physiology I portion covers the basic biology concepts, the Integumentary System, the Skeletal System, the Muscular System, and the Nervous System.

3406.2W Anatomy and Physiology II

The Anatomy and Physiology II course covers the Endocrine System, the Cardiovascular System, the Lymphatic System, the Immune System, the Respiratory System, the Digestive System, the Urinary System, the Reproductive System, Nutrition, Metabolism, thermoregulation of the body, and the Fluid, Electrolyte, and Acid-Base Balance. *Prerequisites: 3406.1W*

4686.0W Western Pathology

Pathology is a basic medical course to study the etiology, pathogenesis, pathological changes, outcomes, and outcomes of diseases, it is also an important bridge course linking clinical courses. The purpose of the course is to enable students to understand the pathological changes of diseases and the laws of their occurrence and development, so as to understand the nature of diseases, and lay a foundation for learning clinical courses. *Prerequisites: 3406.2W*

4667.0W Microbiology

This course introduces students to Medical Microbiology. The main purpose of this course is to accentuate the importance of biological pathogens as the causatives of infectious disorders. The course also covers OSHA related questions on prevention, screening, and emergency prophylaxis of blood-borne pathogens for future acupuncture physicians. *Prerequisites: 3406.2W*

5441.0W Western Diagnostic Skills

Students learn routine clinical diagnostic procedures including how to obtain medical history, perform biomedical physical examinations, proper documentation of SOAP notes, and how to write a narrative report that includes a diagnosis and treatment plan. Students will review case studies to gain critical thinking skills necessary for deciphering clinically relevant patient information from irrelevant information in arriving at pertinent differential diagnoses, from which to select the correct diagnoses. The student will learn the relevance of laboratory and diagnostic tests and procedures as well as the basis and need for referral and/or consultation. *Prerequisites: 4686.0W, 4667.0W*

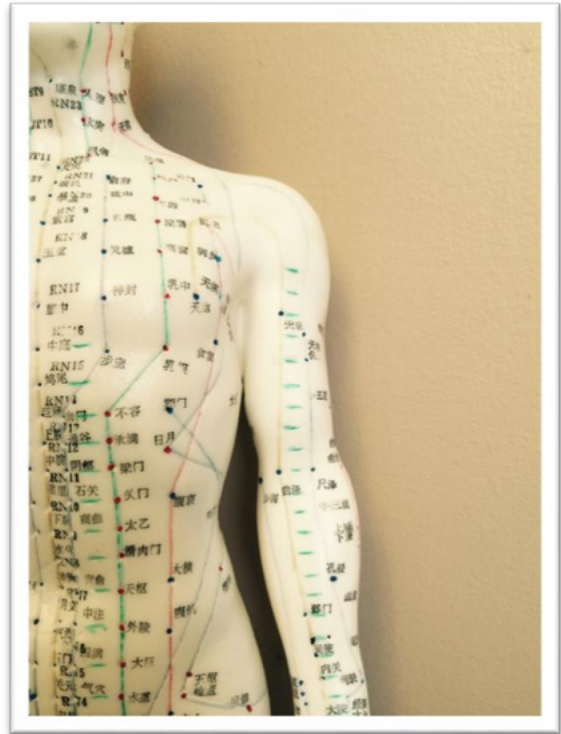
5481.0W Radiology

This course covers the primary radiology technique and diagnosis of common disorders. The radiology techniques include X-ray, ultrasonography, computerized tomography, thermography, etc., for different systems. *Prerequisites: 4686.0W*

6101.0W Integrated Medicine and Psychiatric Issues

This course covers foundational material regarding acupuncture practitioners working in integrative medical settings, especially regarding clinical approaches to working with patients with mental, emotional, and behavioral problems. Coursework emphasizes assessment of mental disorders from a Chinese medical perspective as well as from a Western medical perspective based on the taxonomy system found in the current Diagnostic and Statistical Manual.

Prerequisites: 4686.0W, 5441.0W, 3401.1B, 3401.2B, 5401.3B



6151.0W Western Pharmacology

This course presents the major groups of pharmaceuticals in the U.S., including their functions, indications, common prescription names, as well as potential complications and contraindications related to herb-drug interactions. *Prerequisites: 5441.0W*

6350.1W Human Common Diseases I

This course provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. *Prerequisites: 5441.0W*

6350.2W Human Common Diseases II

This course provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. *Prerequisites: 6350.1W, 6101.0W, 6151.0W*

6601.0W Red Flags and Integrative Case Management

This course provides students with situational awareness training through a scenario-based education on medical red flags, emergency situations and medical referral procedures. The coursework focuses on the knowledge, skills, and abilities necessary to become a capable practitioner in providing patient centered care for the patient whose symptomology raises red flags about serious or emergency medical conditions. Coursework includes training in recognition of these medical red flags and how to communicate effectively with the patient about the possible medical emergency they might be facing. The course also provides education in the standards and resources necessary for effective communication with other healthcare professionals to better provide integrative case management based on specific conditions *Prerequisites: 6350.1W*

CLINICAL COURSES

3206.1C Clinical Observation I

Students observe all aspects of history taking, examination, diagnosis, and treatment under the supervision of a licensed acupuncture physician or senior student interns. *Prerequisites: 3401.1B*

3251.1C Clinical Grand Rounds - Observation I

Students observe all aspects of history taking, examination, diagnosis, and treatment under the supervision of a licensed acupuncture physician. Students will also participate in Grand Rounds, observing licensed acupuncture practitioners providing acupuncture treatments for patients. *Prerequisites: 3401.1B*

3206.2C Clinical Observation II

With an emphasis on medical record keeping, students continue to observe and discuss all aspects of clinical practice including point location, needling and palpation techniques, moxibustion, and Tui-Na massage under the supervision of a licensed acupuncture physician or senior student interns.

Prerequisites: 3251.1C, 3206.1C

3251.2C Clinical Grand Rounds - Observation II

Students observe all aspects of history taking, examination, diagnosis and treatment from licensed acupuncture practitioners providing acupuncture treatments for patients. With an emphasis on medical record keeping, students continue to observe and discuss all aspects of clinical practice including point location, needling and palpation techniques, moxibustion, and Tui-Na massage during the treatment.

Prerequisites: 3251.1C, 3206.1C

4206.3C Clinical Internship III

With an emphasis on medical record keeping, students participate in advanced application of clinical procedures and co-treating treatment to patients under the direction of the supervising Acupuncture Physician. *Prerequisites: 3251.2C, 3206.2C, 3401.2B, 3301.2A, 3612.1A, 3100.1A*

5206.4C Clinical Internship IV

With an emphasis on medical record keeping, students participate in advanced application of clinical procedures and co-treating treatment to patients under the direction of the supervising Acupuncture Physician. *Prerequisites: 4206.3C, 4701.1A, 4200.1A*

6206.5C Clinical Internship V

Interns focus on conducting patient interviews, proper diagnosis of patient conditions and providing appropriate and safe acupuncture treatments and prescription of appropriate herbal formulas independently. There is also a special focus for Interns on pharmacy management including conducting herbal consults and writing and putting together prescriptions of appropriate herbal formulas. Students will also learn how to properly maintain and dispense herbal formulas in an herbal dispensary following appropriate cGMP guidelines. *Prerequisites: 5206.4.C, 5441.0W*

6206.6C Clinical Internship VI

This is the final phase of clinical practice in which the Intern practices as a Senior Intern. Interns are responsible for complete patient care with near total independence of practice. Competency is expected about diagnosis, treatment, acupuncture prescription, selection of appropriate herbal formulas, and social interaction with the patient. Senior Interns are expected to follow-up and monitor the patient's progress. There is also a special focus for Interns on pharmacy management including conducting herbal consults and writing and putting together prescriptions of appropriate herbal formulas. *Prerequisites: 6206.5C, 6350.1W*

COUNSELING/BUSINESS

3401.1B Clinic Management I

This course will provide students with their first orientation to working in the student intern clinic. The organizing concept for this course is patient-centered care. Students will be introduced to several of the major subject areas that infuse most other courses related to providing clinical care such as cultural competence, evidence-based medicine, and quality improvement. Coursework covers important information about HIPAA and OSHA requirements, basic patient communication skills, and basic concepts of quality improvement in the clinical setting. The course also introduces the subject of ethical behavior in the clinical setting and covers topics such as professional boundaries and confidentiality. Students will be introduced to the Clinic Internship requirements and guidelines for the preparation of their first semester's internship.

3401.2B Clinic Management II

This course provides the student with their orientation to the Junior intern level in their clinic rotations. Quality improvement involves identifying errors and hazards in care along with the ability to think systemically in analyzing systems and designing changes with the objective of improving the quality of patient care. Students will learn the basic knowledge and skills involved in handling clinic emergencies including basic first aid and cardiopulmonary resuscitation. In addition, students will learn the foundational skills involved in working as part of an interdisciplinary team and understanding cultural competence and medical ethics in clinical practice. Coursework will cover the basic skills involved in professional communications with simulations involving collaborating, communicating, and integrating care as a member of a team. The course will also cover the internship requirements and duties expected of students entering the treating intern level. *Prerequisite: 3401.1B, 3251.1C, 3206.1C*

5401.3B Clinic Management III

This course provides students with an orientation and preparation for becoming treating Senior Treating Interns in the student intern clinic. The coursework focuses on the knowledge, skills, and abilities necessary to become a capable practitioner of Acupuncture and East Asian Medicine. Coursework includes training in the development of primary skills necessary for building a therapeutic relationship with the patient including advanced listening skills as well as skills in establishing trust, as well as effective and culturally competent communication. *Prerequisite: 3401.2B, 4701.1A, 4056.3H*

6061.0B Business Management

This course is to teach the basics of business management. The course will include an emphasis on legislation, regulations, and rules of law pertaining to Florida. The students will learn the up-to-date information on quality improvement about the prevention and proper handling of medical errors. This course will also cover the methods and communication skills related to insurance billing and the use of electronic health records (EHR), including updated information on the Health Insurance Portability and Accountability Act of 1996 relating to the operation of a private practice. This course will cover topics relating to insurance, billing codes, and the ethical use of patients' health information. Additionally, the course will cover marketing strategy and practice management for an acupuncture practice.

ADMINISTRATION

Administrative Organization

The College's administrative team consists of well-experienced individuals who specialize in diverse duties with dedication and integrity. Team members are encouraged to participate actively in the evaluation of operational policies for their departments and the institution.

Lincoln Z. Zhao, Esq., President, General Counsel and Supervisory Board Member

Mr. Zhao first joined FCIM in 2015 as the College's General Counsel and then took on the role President in June 2017. A practicing attorney since 1999 and an entrepreneur in various industries, he brings to FCIM a unique skill set that combines in-depth legal knowledge and expertise with valuable business experience and acumen. As President of FCIM, Mr. Zhao's responsibilities include (among others) strategic decision-making, project management leadership, legal and regulatory compliance oversight and overall management of FCIM's operations as a going concern. A native of Shanghai, Mr. Zhao is fluent in English and Mandarin as well as the Shanghai and Canton dialects of the Chinese language. Prior to joining FCIM, Mr. Zhao practiced law in the Washington, D.C., New York, Hong Kong, Beijing and Shanghai offices of various Wall Street law firms and had also founded several China-based companies that continue to operate.

Yuan-Yuan Han, A.P., Dipl. O.M., Vice President

Yuan-Yuan Han is NCCAOM board certified and licensed in the state of Florida. She obtained her Master's degree from the Florida College of Integrative Medicine, graduating Suma Cum Laude. She has received extensive additional training in TCM in Anhui-Hui TCM University in China. Since 2008, she has served FCIM as Herbal Pharmacy Director as well as instructor. Since 2011, Yuan-Yuan Han has been a monthly contributing writer for health columns and publications. Yuan-Yuan Han is currently in charge of quality assessment, third party learning resources and faculty training.

Jenjen Han, Vice President

A graduate of Beijing University of Traditional Chinese Medicine, Jenjen Han's has been with FCIM since 2007. Her professional experience includes marketing accounts with major technological corporations. Jenjen Han is currently in charge of strategic planning, marketing development, online marketing, website and internet creative planning, international promotional campaigns, and program outlook.

Xiaowen Zhu, MAC., Academic Dean and Instructor

Xiaowen Zhu graduated from Liaoning University of Traditional Chinese Medicine in China, her major is Acupuncture, Moxibustion, Tuina and English for six years. She finished her advanced training at Liaoning Hospital of Traditional Chinese Medicine, which included a rotation in the departments of Cardiology, Orthopedics, Acupuncture, Neurology, Gynecology, etc. As a translation assistant, she cooperated with teachers to provide professional help to American students from the University of Bridgeport who came to China to study. After her graduation, teachers and students at the University of Bridgeport invited her to come to the United States to further her studies.

After she graduated from the University of Bridgeport in 2020 with a master's degree in Acupuncture. She worked at Starwood Acupuncture Clinic in NY for two years. Xiaowen Zhu currently teaches Chinese Medicine classes at FCIM and is passionate to serve as the Academic Dean of Florida College of Integrative Medicine.

Robert Gilman, DACM, A.P., Dipl. O.M., Clinic Director, Instructor and Supervising Physician

Dr. Robert Gilman earned his Master of Traditional Oriental Medicine, and his Doctor of Acupuncture and Chinese Medicine degrees from Pacific College of Oriental Medicine in San Diego, CA, and holds additional certifications in Japanese Meridian Therapy, Facial Rejuvenation Acupuncture, and is a certified Reiki Master.

Dr. Gilman discovered acupuncture following a back injury that ended his career as an airline pilot. He was so impressed with the relief he felt after just one treatment, he was compelled to learn this medicine and to share it with others. Dr. Gilman practices a style of acupuncture called Japanese Meridian Therapy as taught by Japanese Masters, Shudo Denmei, Ikeda Sensei, and Kiko Matsumoto, which focuses on putting the body in balance, allowing one's own natural healing ability to thrive.

Dr. Gilman is a nationally certified Acupuncture Physician through NCCAOM, and is licensed to practice acupuncture in the State of Florida.

Amy Anderson, Director of Assessment & Data Management

Amy Anderson received a Bachelor's of Science degree in Accounting and Management Information Systems from the University of Central Florida in Orlando. Before coming to the Florida College of Integrative Medicine, Amy had worked over ten years in Operations for the Walt Disney Company in Orlando, and later worked with a local public accounting firm. Amy is the Records Administrator for FCIM and is responsible for the management of student grades, and records. She is also in charge of institutional, physician, faculty, student and instructor evaluations.

Michelle Colon, Admissions Representative & Chief Clinic Administrator

Michelle Colon is a passionate and hardworking admissions representative. She takes great joy in learning the benefits of Acupuncture and Oriental Medicine in the lives of her students and their patients. She is an excellent bilingual communicator in English and Spanish. Michelle studied nursing in Puerto Rico and professionally has five years administrative experience coordinating office management and special projects in healthcare administration. She then went on to work in variety of industries but had to return to her passion for working in the medical environment.

Susan Hoeh, Director of Finance

Susan Hoeh earned a Bachelor's of Science in Accounting from the University of Central Florida. She has been working in accounting and finance since 1991. She is certified in AutoCAD and has worked both in the civil and structural side of the field. She has also recently earned her degree in Multimedia Technology. She has worked for both domestic and international corporations. She has supervised the accounting division for a large software distribution firm. While with a Beijing based company, she was responsible for restructuring corporate accounting and reporting procedures. Mrs. Hoeh is responsible for all accounting related duties at FCIM.

Nieping Peng, Director of Learning Resources

Originally from Hunan, China, Nieping has several years of experience in administration, media and language teaching, all of which she continues to study. Her college majors involved Chinese language, Computer graphic design, and Economic rules and regulations, which she studied at the Chinese Academy of Social Science in Beijing, China. Nieping is responsible for providing reference services, collection development, and online resources. She brings with her a diverse business background and enjoys sharing her knowledge.

**Bela Rebeli-Szabo, Student Services,
Director of Financial Aid & Registrar**

Bela Rebeli-Szabo was born in Budapest, Hungary. He graduated from University of Central Florida in 2020 with a bachelor's in computer science. He has a background in customer service, creating and translating advertisements for large and small businesses in Hungary, plus software development.

Bela Enjoys a smooth operating work environment and being helpful and supportive as much as possible to everyone around him.

Sol Reyes, Clinic Manager

Sol Reyes was born in Puerto Rico and lived in Virginia for a moment before coming to Florida. In 2021 she graduated from Valencia College and earned an Associates degree in Medical Office Administration. Sol is passionate about helping others and is able to fulfill that while working as the Clinic Manager at FCIM. At

FCIM Sol works with interns and patients to make sure the acupuncture experience goes smoothly.



FACULTY

"The following roster consists of faculty members as of January 1, 2020. There may be changes to the roster from time to time, which will be updated in a timely manner."

Xiaowen Zhu, MAC., Academic Dean and Instructor

Xiaowen Zhu graduated from Liaoning University of Traditional Chinese Medicine in China, her major is Acupuncture, Moxibustion, Tuina and English for six years. She finished her advanced training at Liaoning Hospital of Traditional Chinese Medicine, which included a rotation in the departments of Cardiology, Orthopedics, Acupuncture, Neurology, Gynecology, etc. As a translation assistant, she cooperated with teachers to provide professional help to American students from the University of Bridgeport who came to China to study. After her graduation, teachers and students at the University of Bridgeport invited her to come to the United States to further her studies.

After she graduated from the University of Bridgeport in 2020 with a master's degree in Acupuncture. She worked at Starwood Acupuncture Clinic in NY for two years. Xiaowen Zhu currently teaches Chinese Medicine classes at FCIM and is passionate to serve as the Academic Dean of Florida College of Integrative Medicine.

Robert Gilman, DACM, A.P., Dipl. O.M., Clinic Director, Instructor and Supervising Physician

Dr. Robert Gilman earned his Master of Traditional Oriental Medicine, and his Doctor of Acupuncture and Chinese Medicine degrees from Pacific College of Oriental Medicine in San Diego, CA, and holds additional certifications in Japanese Meridian Therapy, Facial Rejuvenation Acupuncture, and is a certified Reiki Master.

Dr. Gilman discovered acupuncture following a back injury that ended his career as an airline pilot. He was so impressed with the relief he felt after just one treatment, he was compelled to learn this medicine and to share it with others. Dr. Gilman practices a style of acupuncture called Japanese Meridian Therapy as taught by Japanese Masters, Shudo Denmei, Ikeda Sensei, and Kiko Matsumoto, which focuses on putting the body in balance, allowing one's own natural healing ability to thrive.

Dr. Gilman is a nationally certified Acupuncture Physician through NCCAOM, and is licensed to practice acupuncture in the State of Florida.

Craig P. Adamson, B.S., A.P., Instructor and Supervising Physician

Craig P. Adamson has been a professor at FCIM since 1998. He earned a Bachelor of Science in Statistics from the University of Central Florida in 1976 and worked as an engineer in the high-tech electronics industry until the early 1990's. He received a Master of Science in Oriental Medicine from the National College of Oriental Medicine in 1995 and a year later studied in Beijing, China where he received advanced training in Acupuncture and TCM at the Xi Yuan Hospital. He first began to teach at the T'ai College of Oriental Medicine in 1997 where he taught Point Location, Food Therapy, and Gynecology for three years. He currently owns a successful private practice in Winter Park, FL. Professor Adamson currently teaches Point Location, Ear and Scalp Acupuncture and General Principles of Acupuncture at FCIM.

Lin Chai, M.D. (China), Ph.D., A.P., Instructor

Dr. Chai earned her Bachelor of Traditional Chinese Medicine degree from Beijing University of Traditional Chinese Medicine and Pharmacology. The Ph.D. degree was earned at Beijing University of Traditional Chinese Medicine. Dr. Chai studied diseases and treatment under the guidance of the celebrated Professor Dong Jian Hua. She completed a systematic study of the treatment infectious diseases and digestive system diseases with Traditional Chinese Medicine. Her doctoral dissertation is entitled "The Clinical and Experimental Study of Stomach-Spleen Damp-heat Syndrome."

Dr. Chai has combined acupuncture, massage, scraping and other Traditional Chinese therapies, including herbal medicine, to treat a wide variety of diseases with positive results. From 1990 to 1996, she studied at Suzhou Hospital of Traditional Chinese Medicine. She treated sequelae of apoplexy with acupuncture, massage and herbal medicine in Beijing. She worked as an attending physician in Dongzhimen Hospital. She has been professionally related to Hubei College of Traditional Chinese Medicine, Shanghai College of Traditional Chinese Medicine, Guangzhou College of Traditional Chinese Medicine, and Zhen Hospital of Traditional Chinese Medicine.

Jacqueline YT Cheng, A.P., Dipl. O.M., Instructor and Supervisory Board Member

Jacqueline Cheng has been serving the FCIM intern clinic as supervising physician since 2011. She was also appointed as Supervisory Board Member of the College in 2017 and served as former Clinic Director for 7 years.

She received a Bachelor's Degree of Science in Professional Health Studies and a Master of Science in Oriental Medicine with Suma Cum Laude in 2009 and was on the Dean List for five semesters consecutively. She is also NCCAOM, Nationally Board Certified, and Florida State Licensed with Acupuncture Injection Therapy certification.



Jacqueline Cheng has been intensively treating patients within her practice in Downtown Orlando. She has significant results in helping extraordinary cases with tremendous experiences through her practice such as facial paralysis (Bell's Palsy), pre/pro chemo-therapy care, pre/pro surgery care, cardiovascular disorder, stress & depression management, high blood pressure, headache, stroke, pain management, gastro-intestinal diseases and various of internal diseases. She also treats the pediatric population with tenderness and care. She not only hopes for making a difference in patient's life,

but her purpose and mission is to influence one's life to live with joy, well-being and longevity.

Choyan Hsieh, A.P., Instructor

Choyan Hsieh majored in Nursing, specialized in speech pathology and worked as a speech therapist in the National Taiwan University Hospital, all the while learning TCM under Dr. Wei-Chie Young. She came to the United States in 1980 and enrolled in a speech pathology master program for two years. She was certified as a registered nurse in the US in 1982. After over 20 years of being a case manager in home health care, she decided to pursue her dream as well as to fulfill her lineage duties of becoming a physician of Oriental Medicine. She graduated from the Florida College of Integrative Medicine and became NCCAOM board certified and licensed in the state of Florida.

Joshuah Jackson, A.P., DACM, Dipl. O.M., Instructor

Dr. Jackson has always had a deep interest in health and the human condition. This interest led her to pursue a B.S. in biology with a pre-med focus. Noticing a misalignment with what has become the traditional medical model of care she decided to pivot into medical research and received her M.S. in Biomedical Sciences.

Feeling the need to have more direct contact with those she wanted to help, she began her studies at the Florida College of Integrative Medicine where she received her B.S. in Professional Health Studies and M.S. in Oriental Medicine. She later received her doctorate in Acupuncture and Chinese Medicine from the Pacific College of Health and Science.

Deepening her understanding of the body's profound ability to heal drives her to continue studying modalities that allow healing on every level; mind, body, and spirit. Dr. Jackson has studied with physicians in the U.S., China, and Taiwan. Her special interests include mental health, internal medicine, and chronic illnesses.

Elvan Jennings, M.D. (Turkey), Instructor

Dr. Jennings, graduated from Hacettepe University Faculty of Medicine, Ankara Turkey, and did her residency in Family Medicine. She then became an Assistant Professor of Family Medicine at Yeditepe University, worked as a phase 3 coordinator of the medical school, and taught Theoretical and Practical Clinical skills for phase 2 and 3, at Yeditepe University Faculty of Medicine

Her research areas are, among others, stress management, IgG mediated food intolerance in chronic diseases, healthy aging and internet addiction which, she has publications and several lectures on. In 2010, she was accepted for the National Interest Waiver, by the U.S. government, under the exceptional

ability category based on her medical knowledge and education. Upon moving to the U.S. due to her interest on Integrative Medicine, she pursued her education at Florida College of Integrative Medicine where she graduated with a Master of Science Degree in Oriental Medicine in 2015. After graduating she has continued to be invited to give lectures globally to create medical awareness for integrated medicine and acupuncture. Currently she is a manager at a major healthcare company in the clinical certification department, and teaching Western Diagnostic at FCIM.

Oksana Kless, M.D. (Ukraine), Ph.D., Instructor

Dr. Kless graduated from the Medical University of Kiev, Ukraine with magna cum laud in 1990. Her training combined a traditional medicine approach with numerous Naturopathic modalities, such as nutrition, herbal medicine and physiotherapy. After receiving her doctorate diploma, Dr. Kless was accepted into a fellowship program at the National College of Obstetrics, Gynecology, and Pediatric Medicine. She has participated in clinical research in Dermatology and continues her work as a research scientist.

She received her Ph.D. in Respiratory Physiology with an emphasis and research on hypobaric oxygenation. At FCIM, Dr. Kless teaches Anatomy and Physiology, Pharmacology, Pathology, Radiology, and Microbiology.

Lisa Lapwing, A.P., Dipl. O.M., Instructor

Lisa Lapwing has been educating by way of continuing education courses since 2017, mostly on the subject of her specialty; Men's Health in TCM (Traditional Chinese Medicine). She has taught CEU's at The AOMA School of Integrative Medicine, where she is an alumnus, having graduated in 2010, as well as for SUNA (The Society of Urologic Nurses and Associates) in October of 2020 and most frequently, through FSOMA (Florida State Oriental Medical Association). She's also appeared on podcasts, has been published and interviewed for various online and print magazines discussing men's health and acupuncture and TCM in general. Building on experience gained in the clinic, she's been specializing in men's health since 2012. Though this is her area of specialty and expertise, she has vast experience in treating many different health conditions over her time as an Acupuncturist. She's passionate about empowering Acupuncturists as well as patients and the general public by providing clear understandings of the power of TCM.

Steve Moreau, A.P., Dipl. O.M., Instructor and Supervising Physician

Steve Moreau is an Acupuncture Physician, licensed in Florida. His interest in natural healing started in his early college years with an avid interest in herbal healing that has since expanded. After college while seeking answers for his own health he was introduced to acupuncture. This proved to be the beginning of a health odyssey and along the way completed TCM apprenticeship which included several clinical tours in Sri Lanka in 1996 and 1997. His overseas experience exposed him to an integrated approach to health care. He graduated with a Masters in Oriental Medicine from The Florida College of Integrative Medicine in 2006. and previously taught at FCIM from 2011 to 2020. He also had the great honor of serving on the Florida Board of Acupuncture from 2015 to 2021. His avid interest in natural healing has led him into extensive training in functional medicine, metabolic disorders, and related modalities. His core belief is that true healing comes by assisting the body's natural healing potential using the best of Eastern healing with the understanding of modern Western science.

Shamiso Mucherera, A.P., Dipl. O.M., Supervising Physician

Shamiso Mucherera earned her Master's Degree of Oriental Medicine and Acupuncture and at Florida College of Integrative Medicine in 2018. She also has two Bachelor's Degrees, one in Professional Health Sciences from FCIM and Public Health Degree from the University of South Florida. She is a nationally board certified Acupuncture Physician through NCCAOM, with Acupuncture Point Injection Certification and holds a practicing license for the state of Florida.

Shamiso Mucherera has added to her acupuncture knowledge by training in Master Tong System, Dr. Tan Balance Method and Medical QiGong. She is also certified and teaches Reiki, Yoga, First Aid and CPR. She also has post-graduate schooling in Mental Health counseling.

Robert Murphy, A.P., Instructor

Robert Murphy graduated summa cum laude from Florida College of Integrative Medicine with a Master of Science in Oriental Medicine in 2009 and is board certified through NCCAOM. He started his path into studying the human body through Tai Chi, Qi Gong and Kung Fu in 1995 and has achieved the rank of Master through his training and teaching. After graduation he went to Chengdu University of Traditional Chinese Medicine to do an intensive internship studying Chinese herbs.

Robert Murphy currently owns and operates a group practice in Orlando, FL. He teaches Tui-Na and Oriental Medicine Practicum, Business Management and is a clinical supervisor.

Mohammed. A Patel, Instructor

Mohammed Patel has a diverse educational background in both biomedical sciences and biotechnology as well as over a decade of experience as a biomedical educator. He completed his Bachelor's degree in Biological sciences at the University of Florida and Master's level coursework in Biomedical Sciences at the University of Colorado at Colorado Springs. He went on to complete his Master's in Education with a focus on Biological Sciences as well as a doctorate in Curriculum & Instruction specializing in International, Global, and Comparative Education at the University of Central Florida. He has worked with many organizations such as NASA, UF, UCF, Shand's Hospital, and Orange Technical College. He has worked on research projects involving novel-host shift viruses, growing plants in microgravity environments, sensor fabrication utilizing micro-electromechanical systems, medical imaging using computer vision, and genome sequencing using bioinformatics. He runs a bioengineering lab in South Orlando which has now graduated thousands of students who are eligible to earn Biotechnician credentials through the University of Florida.

He also works as an instructional designer with many organizations such as Syngenta and UCF to integrate and develop curriculum with the goal of bringing the latest in scientific research into the traditional classroom. He regularly consults with physicians to create educational training programs for specialized equipment and patient guides. He is working on joint projects with the UCF College of Medicine and the UCF College of Innovation and Education to increase diversity for underrepresented populations in medicine and projects to improve medical curriculum.

Rudek L. Perez, A.P., Dipl. O.M., Instructor

Rudek Perez is NCCAOM Board certified with Diplomate in Oriental Medicine status and licensed in the state of Florida. He graduated Summa Cum Laude from Florida College of Integrative Medicine, receiving his Master of Science in Oriental Medicine and Bachelor of Science in Professional Health. He also earned a BA in Clinical Psychology from Sacred Heart University in Puerto Rico and is a member of NCCAOM, FSOMA, and AAAOM. He has received additional training in Pain Management from Dr. Richard Tan and in infertility with Bob Flaws. He also received additional training in Functional Endocrinology and Functional Blood Chemistry Analysis and Quantum Nutrition. Rudek Perez currently teaches Acupuncture Case Studies as well as Foundations in Acupuncture Needling Techniques and CNT.

Tara L. Reed A.P., Instructor

Tara L. Reed graduated from the Florida College of Integrative Medicine in 2010 with honors and is a Licensed Acupuncture Physician in the state of Florida. She began teaching in the classroom in 2010 for a massage program, and in 2012 joined the FCIM faculty. She has taught a variety of courses at FCIM including Tuina, Food Therapy, Point Location, Disease Diagnosis, Case Studies and more.

After 10 years in general practice using traditional methods of acupuncture, herbal medicine, cupping, and Tuina her practice has taken on its own evolution and has shifted to focus upon the treatment of emotional imbalances and old traumas. This was a natural progression drawing upon training that centers on the identification with ego as well as her experience with the energy body and energy healing. She brings all of her training together to help patients calm their nervous system, address meridian imbalance and work through limiting beliefs that prevent their healing and ability to move forward after trauma.

Peichi Yen, A.P., Dipl. O.M., Supervising Physician

Peichi Yen is a licensed Acupuncturist in the state of Florida and is certified Diploma of Oriental Medicine through NCCAOM. She earned her Bachelor of TCM and Master's degree of Gynecology of Chinese Medicine in Shanghai University of Traditional Chinese Medicine. She is also a certified physician of TCM in China. She treats various problems with Acupuncture, Chinese herbs, Tui-na, and food nutrition, and specializes in neuromusculoskeletal disease, autoimmune disease, stress management, and gynecology.

Bill Wenling Zheng, M.D. (China), Ph.D., Instructor

Wenling Zheng studied in the Faculty of Medicine and Department of Pathology at the First Uniform Medical University, with earned BS (Medicine) and MS (Pathology) respectively. He was an MD Physician and a professor in South China, working in medical genomics and integrative approaches for the mechanisms of cancer, as well as traditional Chinese medicine and acupuncture. Dr. Zheng had been a visiting scholar at Yale University (2005), a postdoctoral fellow at the National Institutes of Health (1994-1998). Besides teaching international program, Dr. Zheng has also actively participated in antiaging studies and practices.

Policy Formation/Communication

As mentioned above administration team members are encouraged to participate actively in the evaluation of operational policies for their departments and the institution.

Policies of the College are included in the various publications of the College, namely the *Catalog, Administrative Policy and Procedures Handbook, Faculty Handbook, Student Handbook, and Clinic Handbook* as dictated by subject matter.

Planning for the College is a dynamic process. Long-range planning is led by executive leadership in cooperation with the Supervisory Board and involves allocation of resources, time-lines, and specific staff assignments. Short-term plans are tied more closely to emerging operational needs and input from experienced department heads and newer staff who infuse the organization with their fresh perceptions and experience. Feedback from students, alumni, clinic physicians, and faculty constitutes some of the raw materials from which both short- and long-term planning flows.

Organization for Academic Leadership

The Dean of Academic Affairs is the academic leader for the College in all phases of instructional organization and activity, including the curriculum. The faculty is actively involved as an important element in academic leadership. Regular CRDC (Curriculum Review and Development Committee) and Faculty Meetings are held, and the faculty is encouraged to participate assertively in academic decision-making and curriculum development.

Recommended changes in the curriculum are made to the FCIM Board of Supervisors by the Curriculum Review and Development Committee in response to thoughtful student feedback, changes in the

educational requirements made by the Board of Acupuncture, changes in ACAHM core curriculum requirements, faculty recommendations for change, or ongoing development in TCM.

The focus of the program is sound education in the theory and practice of Traditional Chinese Medicine. Hand-in-hand with the emphasis on TCM is a companion emphasis on the integration of contemporary Western medical science. This emphasis is long standing and is based on the belief that such emphasis and training produce more competent TCM practitioners.

Teaching Assignments

The Dean's Office in consultation with the President and Academic Dean to carefully match instructors' credentials and experience (and availability) with each semester's course offerings, to optimize learning for students. The involvement of these administrators in the determination of teaching assignments helps to ensure that the assignments are distributed equitably and reasonably.

Faculty Professional Development

Besides the opportunities for continuing educational development that the College provides and documents faculty members are encouraged to participate in outside professional development activities and professional associations. In addition, faculty meetings each semester may include presentations on teaching strategies or videos about topics related to teaching. The college also maintains an in-house teaching resource website and assessment consultants provide ongoing training and support.

Faculty Recruitment

It is the policy of the College to recruit faculty with training appropriate to their area of instruction, to encourage long-term relationships with faculty and to increase the number of full-time appointments as enrollment permits. Academic freedom is honored and professional development and research are supported.

New faculty members are hired for an evaluation period of 90 days, a period used to help train instructors and evaluate their performance—especially their ability to establish rapport with students and to create a positive learning environment. The College rarely uses direct advertising to recruit new faculty; instead it relies on staff recommendations and referrals.

Faculty Committees

The Curriculum Review and Development Committee meet to discuss curriculum development, clinical training, and student-faculty issues and meets at least once per semester. It also guides the other three faculty committees (Oriental Medicine, Clinical Training, and Western Biomedicine). The chairpersons organize meetings as needed where faculty participate in the formulation of Academic Policies, Practices, Curriculum, and Program Development

Faculty feedback is solicited for program development through faculty committee meetings, surveys, and an open-door policy with the Office of the Dean. Participation is encouraged from both full-time and part-time faculty in making policy or curriculum changes.

ADMISSIONS

Requirements

The minimum admission requirements for acceptance are a high school diploma and at least 90 semester hours of credit from an accredited college or university. Any student must be at least 18 years of age. The college credit must include at least 30 credits of general education or liberal arts courses which may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology. The College does not admit students under the “Ability to Benefit”

criteria, meaning that a high school diploma and/or Certificate of High School Equivalency is required for all admitted students. Academic success at the College is dependent upon the student’s ability to communicate in English. The ability to understand, speak, read, and write in English must be well developed in order to learn material with full comprehension in a reasonable time period. Every effort should be made to perfect English skills prior to entering the college. Unless exempted by the Admissions Committee, students who are not native speakers of English must take Tests of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. The minimum required score is an overall score of 61 on the TOEFL or a level 6 on the IELTS. The result of the examination determines if a student must take special courses in English prior to enrollment or if he/she may be allowed to take an English course while concurrently enrolled in the program.

Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English before beginning the Clinical experience.

Conditional Acceptance

For students who meet the minimum requirements of 90 college credits from an accredited college or university but lack any of the General Education requirements, the prospective student may be accepted on a conditional basis at the discretion of the Admissions Committee. The prospective student will sign an agreement stating they will enroll in the course(s) needed at an accredited college or university and earn no less than a 2.00 (“C”) in each course concurrently with FCIM’s program. Upon completion of the course(s) needed and submitting official transcripts from the institution, the student will be officially accepted. The prospective student will not receive the Bachelor of Science in Professional Health Studies degree or the Masters of Science in Acupuncture and Herbal Medicine degree without completion of these course(s).



Admissions Application Procedure

Qualified applicants must submit the following items:

- The completed Application for Admission. **
- Application Fee \$50 (non-refundable)
- Registration Fee \$100
- Admissions Interview **
- A current résumé presenting your educational and professional credentials.
- A brief (one to two pages) autobiographical essay which includes reference to life goals and reasons for wanting to enroll in our program.
- Two passport size photos
- Drivers' license
- Social security number
- Proof of Citizenship (Passport, Birth Certificate or Certificate of Naturalization)
- College transcript(s) from every college attended sent directly from the college(s) to FCIM that document successful completion of at least 90 semester hours of credit.
- Two letters of recommendation from non-family members.
- Expense Acknowledgement Form. **
- Photo Release Form

** Many of the required forms are available online or may be obtained from the admissions department.

Admissions Process

Acceptance for admission is based on the completed application as noted above; commitment to or experience in the healing arts; compassion; motivation and attitude; the personal interview; quality of previously completed academic courses with regards to type of courses and grades; and financial ability to meet tuition. Only those applicants who are believed to be capable of achieving the educational objectives of the program are admitted to the program.

The Admissions Committee is responsible for reviewing and recommending an applicant's acceptance into the program. The Admissions Committee makes the final admissions decisions. The Admissions Representative submits an applicant's completed file with recommendations to the Committee. Upon acceptance, the Admissions Representative issues a letter of acceptance to the applicant.

In order to secure a place in class, the Enrollment Agreement, Registration Fee and Tuition Down Payment must be received and signed within three weeks of the date the student is notified of acceptance or at least ten days prior to the first day of class, whichever comes first. If this requirement is not met, the student may lose his/her place in the class.

**Applicants must have experienced receiving an Acupuncture Treatment.*

**No application will be processed until required documents have been received. After all the above materials is received, the Admissions committee will review the application.*

International Student I-20 Application Process

International students must meet the requirements of the above application process and *also* provide the following:

- Application Fee \$50 (non-refundable)

- Registration Fee \$100
- International Student Processing Fee \$100
- Transcript Assessment Fee \$100 (non-refundable)
- Official Course by Course Transcript Evaluation (contact the Admissions Representative for a list of evaluation resources)
- TOEFL test
- Bank statement- must show a minimum of \$35,000USD for 1 year (official translated English document)
- Financial support affidavit ** (official translated English document)
- Passport (required prior to starting classes) and Visa
- Proof of Health Insurance (required prior to starting classes)

** Many of the required forms are available online or may be obtained from the admissions department. Because the application process takes considerably more time for an international student, it is highly recommended that you begin the application process no less than 6 months prior to the desired start date. Once the student has been accepted, FCIM will issue an I-20. At that time, the student can apply for their VISA. Please tell FCIM if you are bringing any family members with you as we will have to adjust the I-20 accordingly.

F-1 students may bring their spouse and/or unmarried, minor (under age 21) children to the United States in F-2 status. No other relatives are eligible for F-2 status. To be admitted to the United States in F-2 status, F-2 dependents are required to have a dependent Form I-20 and F-2 visa.

FCIM will issue separate Form I-20s to any eligible F-2 dependents of an F-1 student. Each F-2 dependent's fee is \$80.

Students coming from other countries should arrive in Orlando a minimum of 2-3 weeks prior to classes starting. This is to allow for the time it takes to find housing, a vehicle, vehicle insurance, set up an account at a financial institution, set up utilities and get to know the area. International student assistance is available for incoming international students. If interested in having an FCIM student assist you in getting acclimated, please contact the Admissions Representative.

Transfer of Credit

The College may accept transfer credits that it judges to be equivalent to its requirements for graduation. Transcripts and other required documentation must be received directly from the transferring institution. As per the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), a student must complete least one full academic year at the College in order to be eligible to graduate from the College's program. No transfer credit will be given for grades of D's or below.

Transfer Students from other institutions should be aware that, based on the evaluation of their transferred courses, they will be placed accordingly in the College's program with reference to the Program Progression Policy. Transfer courses must have equivalency in content to the appropriate FCIM course(s) in order to receive full transfer credit.

Notice of Non-Discrimination

The Florida College of Integrative Medicine does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

FINANCIAL INFORMATION

Financial Obligation

Any student who is accepted and completes an Enrollment Agreement enters into a definitive and binding financial commitment. Students are legally responsible for their educational expenses for the period of enrollment. Students who are current with payment are entitled to all privileges of enrollment. Failure to remain current with payment will result in dismissal.

Tuition, Fees and Other Costs

The following Tuition, Fees and Other Costs are effective for the **Academic Year of 2024-2025** (2024 Fall and 2025 Spring semesters) for the Bachelor of Science in Professional Health Studies & Master of Science in Acupuncture and Herbal Medicine dual-degree program. Tuition, Fees and Other Costs may be increased year on year, typically no more than five percent (5%)

CATEGORY	TITLE	DETAILS	AMOUNT
Tuition	Tuition per semester for 2024-2025 academic year	Down payment of \$250 upon registration	\$10,880/semester
	Admission Application Fee	Must be paid prior to admission	\$50
Fees	Registration Fee	Must be paid upon registration	\$100
	Technology Fee	Must be paid upon registration	\$110/semester
	Graduation Fee	Payable prior to graduation	\$180/graduation
	Student ID Card	For issuance of new card & replacement of lost/damaged card	\$15/card
	Student Parking Decal	For issuance of new decal & replacement of lost/damaged decal	\$10/decal
Fees	* Transcript Assessment Fee	<i>Applicable only to:</i> a) transferring students; b) international students; c) former students who wish to be re-admitted to FCIM; and d) any student who needs or wishes to apply for a customized course schedule based on prior scholastic experience, special circumstances, special needs, etc.	\$100/assessment/semester
	* International Students Processing Fee	Applicable only to International Students for purposes of U.S.	\$100

CATEGORY	TITLE	DETAILS	AMOUNT
Other Costs		immigration documentation. Must be paid prior to admission.	
	Books and materials required for course study	Books and materials shall be purchased based on each semester's syllabi and before the start of each semester, available for purchase through the FCIM Bookstore or elsewhere (e.g. online). The FCIM Bookstore is located in the library.	First semester books cost approximately \$508.00, if purchased from FCIM Bookstore. A total of approximately \$2,500 to complete the program
	Clinic Supplies & Attire	For Clinic Internship, student will need to procure scrubs, badge, lab coat and certain supplies such as e- stem machine, digital blood pressure monitor, digital thermometer, stethoscope, gaussha tool etc. and per determination by the Clinic Director during Clinical Management I Class.	A total of approximately \$600 to complete the program
	Clean Needle Technique Examination Fee	This is a national exam that is offered at the end of the Clean Needle Technique Course. The exam fee is due within approximately a month after the start of class and is paid directly to the exam sponsor, Council of Colleges of Acupuncture and Oriental Medicine.	\$150/written exam fee plus \$75/practical exam fee
	Supplies for Clean Needle Technique Course	Supplies are self-procured by student from third party vendors	\$50
	Supplies for Point Location I Course	Supplies are self-procured by student from third party vendors	\$10
	Other Costs	Transcript – <i>Unofficial</i>	FCIM does not provide any free unofficial transcript. Each copy must be requested and paid for prior to issuance.
Transcript – <i>Official</i>		FCIM will, upon a student's request, provide up to two (2) free copies of student's official transcript, where one copy is sent to the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)	\$10/per

CATEGORY	TITLE	DETAILS	AMOUNT
		and the other is sent to the student's designated state licensure board. Any extra copy requested by the student shall be paid for prior to issuance.	
	Returned Check Penalty	For bounced or returned checks.	\$25/per
	Late Payment Fee (after three business days)	Applicable to all balances that are due to FCIM but unpaid by student for more than three (3) business days.	18% Annual Percentage Rate (APR) interest penalty on unpaid balance
	Examination Fee	For retake and/or make-up of exams, tests and quizzes.	\$75/per
	Library Overdue Fee	For overdue books, video and audio materials borrowed from library.	\$1/day for books \$2/day for video/audio

Payment and Penalty

Tuition is paid by semester in full or in monthly installments. Monthly tuition payments are due the first three business days of each month after the semester begins. A late fee in the amount of 18% APR of the unpaid balance will be assessed on any payment that is more than three business days overdue. If payment is more than three business days overdue the student will not be able to access the Webconnect, clinic login and clinical training until the payment and late fee are paid in full. If a tuition payment is made with a personal check and the check is subsequently dishonored by the payers' bank, the student is subject to a returned check fee of \$25.00 plus the standard 18% APR interest penalty. If a payment is not received within 30 days of the due date, the student is subject to suspension from the program or expulsion from the college and the entire balance owed is immediately due and payable. If payment is not received within 60 days the account will be sent to collections. All tuition, fees, or other charges must be paid in full before the student is permitted to graduate.

FINANCIAL AID

Since 1998, the College has administered Title IV funds under the William D. Ford Federal Direct Loan Program. Currently, Florida College of Integrative Medicine (FCIM) participates in the Federal Direct Stafford Loans (subsidized and unsubsidized loans) and the Federal Direct Plus Loans. FCIM is approved for graduate-level loans, which are up to \$20,500 per year.

The college also participates in Florida Scholarship programs and Florida Prepaid College Plans. Please contact the Director of Financial Aid for further information.

FCIM is approved for Veterans Administration educational benefits. Students receiving Veterans Administration benefits work closely with the Director of Financial Aid, who monitors their attendance and academic progress and complies with all Veterans Administration requests for information and audits.

As required, federal financial aid audits are submitted to the U.S. Department of Education annually. Students may obtain financial aid information and assistance from the FCIM's Financial Aid Office, Monday through Friday, 9:00am to 5:00pm.

Eligibility

To be eligible for financial aid, the student must meet the following requirements, including, but not limited to:

- Be enrolled fulltime in the FCIM Acupuncture & Herbal Medicine Program.
- Be a U.S. citizen or eligible non-citizen.
- Not owe an overpayment on any Title IV grant or be in default on a Title IV educational loan.
- Be registered with the Selective Service, if required to do so.
- Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the Financial Aid Office for processing.
- Submit copies of income tax returns to the Financial Aid Office as required.
- Complete a verification form as requested by the Financial Aid Office.
- Have financial need if applying for subsidized loans.
- Complete all other documentation as requested by the Financial Aid Office.
- Maintain satisfactory academic progress
- Meet any and all other federal mandated requirements.

Financial Aid Application

Students apply for federal financial assistance by completing the Free Application for Federal Student Aid (FAFSA) and submitting it for analysis. FAFSA on the Web (www.studentaid.gov) is the U.S. Department of Education's official electronic application for federal student aid. Applying for student aid is FREE; that's why the application you use is called the Free Application for Federal Student Aid (FAFSA). If you need help completing the FAFSA, you can get that help free, too.

Before you can apply on the FAFSA you will need to have an FSA (Federal Student Aid) ID. An FSA ID is a username and password that students, parents, and borrowers must use to log in to certain U.S. Department of Education websites. The FSA ID replaces the **Federal Student Aid PIN** and is used to confirm your identity when accessing your financial aid information and electronically signing your Federal Student Aid documents. You can create this user ID at www.studentaid.gov/fsa-id After you have your FSA ID you may continue signing in to complete your FAFSA application (www.studentaid.gov). You will need to have your prior year's taxes available to you when completing the FAFSA. Questions about deadlines about applying for financial aid should be directed to the Financial Aid Office. Federal Direct Stafford Loans are generally awarded for one year. These loans are disbursed twice a year at the beginning of each semester. Each year the student will reapply for the financial aid through the [FAFSA](http://www.studentaid.gov) site.

Federal Direct Stafford Subsidized Loan

The student borrows on his/her own behalf through the Direct Loan Program. Subsidized loans are based on financial need. The federal government pays the interest on the subsidized loan while the student is in school and until repayment begins. The interest on these loans is at a fixed rate and may change each year but it will never exceed 8.25 percent. Eligible students may borrow up to \$5,500.00 per year. This loan

must be repaid. After the student graduates, leaves school or drops below half-time enrollment, repayment begins six months later. The minimum monthly payment is generally \$50.

Federal Direct Stafford Unsubsidized Loan

The student borrows on his/her own behalf through the Direct Loan Program. An Unsubsidized Loan is not awarded based on financial need. The term "unsubsidized" means that the student pays all the interest on the loan while in school. The interest on these loans is at a fixed rate and may change each year but it will never exceed 9.5 percent. Eligible students may borrow up to \$20,500.00 per year. This loan must be repaid. After the student graduates, leaves school or drops below half-time enrollment, repayment begins six months later. The minimum monthly payment is generally \$50.

Direct Plus Loan for Graduate Level Students

The Federal Direct PLUS Loan, also known as a Grad PLUS Loan, is available for eligible Graduate Level Students. A credit check is required for this loan and if you have an adverse credit history, you may still be able to receive a PLUS loan if you meet additional requirements. After the student graduates, leaves school or drops below half-time enrollment, repayment begins six months later.

Veterans Benefits

For those who qualify, the program is approved for Veterans Administration educational benefits. It is suggested the student first contact the Department of Veteran Affairs to determine their eligibility for benefits and then contact the Financial Aid Office for further details about the process. For more information on Veteran benefits, visit: <https://www.ebenefits.va.gov/ebenefits/homepage>

Veteran Administration Policies

A student who receives Veteran education benefits must maintain a minimum grade point average of not less than 2.0 ("C") each evaluation period and meet all clinical requirements each semester. Each Veterans Administration student is expected to complete the program within the number of training hours approved by the State Approving Agency for Veterans Training

A Veterans Administration student, who at the end of an evaluation period, has not maintained satisfactory progress is placed on Academic Warning for the next evaluation period. Should the student not achieve satisfactory progress by the end of the warning period, the student is placed on Academic Probation and Academic Plan for the next evaluation period, which specifies required coursework necessary to comply with the Progression Policy and regular scheduled meetings with the Academic Dean to monitor progress. **Any Veteran benefits forthcoming will be terminated.** A student whose Veterans Administration education benefits have been terminated for unsatisfactory progress may petition the College to be re-certified after one semester has elapsed. The College may re-certify the student for Veterans Administration educational benefits only if there is a reasonable likelihood that the student will be able to maintain satisfactory progress for the remainder of the program. Please see U.S. Department of Veterans Affairs attendance policy in Attendance under Administrative Policies.

Veterans Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Study Abroad

Enrollment in a program of study abroad approved for credit by FCIM may be considered enrollment in FCIM for purposes of applying for federal student financial aid.

Work-Study

FCIM currently does not offer “work-study” or other type of employment as part of any student’s financial aid package.

REFUND POLICY

The College uses a fair and equitable refund policy that are divided into two parts, which are “*Part A – Institutional Refund Policy*” and “*Part B – Federal Return of Title IV Funds Policy*”, where Part A applies to all students and Part B applies only to students who obtains federal financial aid under Title IV. Each of Part A and Part B is outlined below. The refund policy is applied equitably to students who are terminated, suspended or who withdraw from the program. **Any request by a student to withdraw from the program must be made in accordance with the procedures outlined in the most current FCIM Student Handbook.**

Part A – Institutional Refund Policy

*** Per Florida law, nonrefundable fees regarding admission and registration of Florida students shall not exceed \$150.*

1. Refunds are made within 30 days following cancellation, termination, suspension or withdrawal, as applicable.
2. Admission Application Fee (\$50) is not refundable.
3. Registration Fee (\$100) is not refundable.
4. If an accepted applicant cancels his/her enrollment or otherwise withdraws from the program after signing this Enrollment Agreement, then:
 - (a) the following fees are not refundable:
 - (1) Technology Fee for the relevant semester (\$110);
 - (2) Transcript Assessment Fee (\$100, *if applicable*); and
 - (3) International Student Processing Fee (\$100, *if applicable*); and
 - (b) with respect to all Tuition paid to FCIM for the relevant semester by such student independently of Title IV financial aid (the “***Self-Paid Tuition Amount***”), such student shall receive:

- (1) if no more than 20% of the relevant semester's entire length of time has elapsed prior to the student's withdrawal, a refund equal to the portion of the Self-Paid Tuition Amount that is attributable to the remainder of the relevant semester; or
 - (2) if more than 20% of the relevant semester's entire length of time has elapsed prior to the student's withdrawal, no refund of any portion of the Self-Paid Tuition Amount will be due or payable to the student.
5. All unearned portions of any student's Title IV financial aid funds shall be refunded according to "*Part B - Federal Return of Title IV Funds Policy*" (see below), which refund shall be made directly to the Title IV lender(s) for such student's account.
 6. Unmarked textbooks in new condition will be refunded 100% up to 7 days after date of sale with receipt from the FCIM Bookstore. This does not apply to special order books and books not required by syllabus.
 7. All materials and supplies including CDs and tapes are nonrefundable once issued to the student.

Part B – Federal Return of Title IV Funds Policy

Federal regulations require the College to return to the Title IV lender(s) all unearned portions of Title IV funds. The return of Title IV funds is determined based on a specific, federally mandated formula. The amount of Title IV funds that the student earns is prorated based on his/her attendance at the College during the payment period. The College monitors attendance and refunds are made based on the percentage of the enrollment period (semester) attended through the last recorded day of the relevant student's actual classroom or clinic attendance, up to 60 percent. For purposes of making this calculation, scheduled breaks of at least five (5) consecutive days are excluded. After 60 percent attendance of the semester, no refund is due. The return of Title IV refund calculation uses the credit hour program and is based on the semester, which is the applicable payment period. For example, if a student attended the College for 20% of the payment period, then they have earned 20% of the Title IV funds. The excess funds must be returned by the College and/or the student. Once the student has completed 60% or more of the payment period, they have earned all of the Title IV funds and no refund is necessary. The student is notified in writing of any Title IV refund returned to the lender(s) by the College and the total amount of the loan that is his/her responsibility to repay. Title IV refunds are made within 30 days following expulsion, suspension or withdrawal. The College's refund will be applied first to the unsubsidized portion of the loan, then to the subsidized portion. A post-withdrawal disbursement may be allowed if the student has withdrawn prior to disbursement of funds. The student must have thoroughly completed the FAFSA so that it can be processed and have signed a promissory note. The student must also fulfill the Exit Interview requirements at that time. The student must be aware that any amounts owed to the College will be taken out of this disbursement. For more details regarding calculating refunds, please see the Director of Financial Aid.

STUDENT SERVICES

The College is supportive of the success of students in the program. Students are encouraged to approach the Director of Student Services, the faculty, or any member of the senior administrative staff regarding any academic or personal issue that negatively impacts their success.

How Student Services Helps

Key administrative personnel are usually available for advisement, including academic and personal advisement detailed below. Students are encouraged to ask questions about their programs, licensure requirements, trends, and updates in acupuncture and herbal medicine. In addition, notices are regularly posted to the bulletin boards in the main building. All postings must be pre-approved by the Director of Student Services.

Student Activities and Clubs

Though the Student Government is usually involved in initiating or advising about student activities, any FCIM student may work with the Director of Student Services and with the Student Government to initiate a student activity, campus organization, or club. Students who would like to organize activities, organizations, or clubs should talk to the Director of Student Services or to a class representative.

Academic Advising

Faculty members willingly make themselves available to consult with students regarding academic issues. If such issues cannot be readily resolved before, during, or after class, then an appointment should be scheduled. The Director of Student Services is also available to help assist students academically by arranging tutoring. Students who have academic problems may be referred to the Academic Dean for advisement.

Personal Advisement

Students who need help with non-academic or personal issues should speak with the Director of Student Services. By helping identify the appropriate resources within the College or from the outside community, the Director of Student Services can help students resolve problems that interfere with their studies.



Students should not hesitate to contact Student Services. For issues related to Financial Aid, students should seek the assistance of the Director of Financial Aid.

Tutoring

When students experience difficulty with academic performance, they should speak first with the instructor involved and ask for suggestions. Frequently, academic problems can be resolved with some advice on how to study. Organizing a study group with other students is also an appropriate initiative. A meeting with the Director of Student Services to explore other possible informal and formal options may also be helpful.

Study Abroad Programs

Florida College of Integrative Medicine recognizes the value of extracurricular study for students of Acupuncture and Herbal Medicine, especially when offered in clinical settings. FCIM also recognizes that these extracurricular studies are especially valuable to the student when paired with study abroad programs.

Based on current ACAHM criteria and educational requirements, FCIM only grants credit for clinic hours, and patient counts from teaching hospitals and clinics that are part of a TCM university program that have a formal affiliation with FCIM.

Placement Services

The program prepares students for the practice of Acupuncture and Herbal Medicine. For the most part, this means private practice as an individual or associated practitioner. Training in practice development and management is included in the curriculum. All practice information and opportunities received by the College are posted for student information. Also, the Office of Student Services serves as a clearinghouse for information about practice issues and opportunities and its services are available to graduates and students. In addition, the Director of Student Services is available for placement assistance and may contact graduates when notified by employers of openings. However, no guarantee of placement or income is made or implied by the College.

Graduation Ceremonies

Graduation ceremonies are usually scheduled twice a year (one at the end of January and another at the end of June). The Director of Institutional Assessment and the Vice President determine graduation sites and dates. Requests for changes in the graduation site and/or date must be made in writing to the Student Services, who will consult with other members of the Administration about the request. All such requests will receive an answer in writing. Final authority for all graduation-related matters rests with the Administration and with the Supervisory Board of the College.

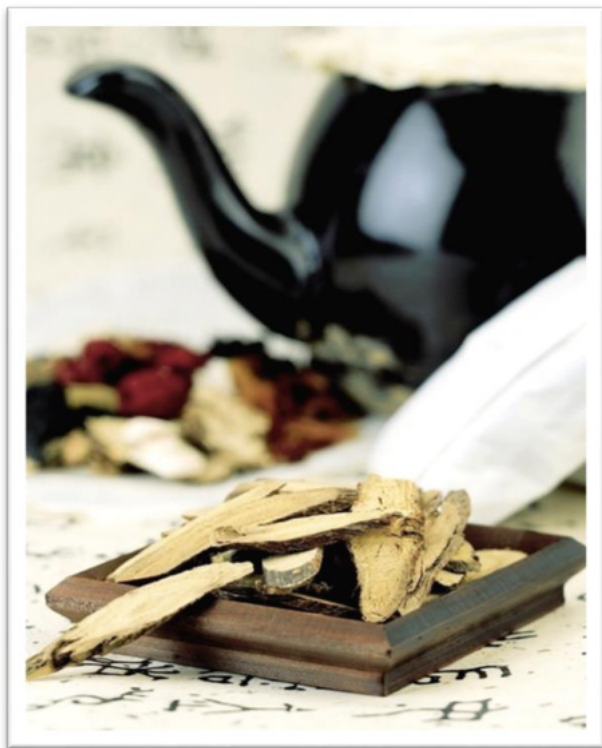
Program's Responsibilities to Students Outside the Academic Arena

Whether as classroom learners or Clinic interns, our students require support in several non-academic areas. In general, they need a College Administration that is responsive to their needs and that has the personnel and procedures in place to provide non-academic as well as academic help. For example, the Admissions Representative, the Registrar and the Clinic Manager provide students with an initial orientation to College operations and to the procedures in the Clinic. They also guide students through the financial aid process—and carefully review their paperwork. They are almost always available to answer student questions about schedules, state licensing, and financial aid.

Director of Student Services, who works closely with the Student Government, is to help coordinate student activities and to act as a conduit for student complaints and concerns. The director also provides students with monthly calendars of activities and newsletters and makes classroom visits to provide information and to listen to student complaints. The Director assists students in resolving conflicts with other students.

Student Health

The College provides students with sharply discounted treatments in the College's Clinic (including discounted herbs). As part of their training, students also have access to various types of physicians, and students are encouraged to apply good health principles themselves and to seek referrals for any particular medical conditions they may have. The College does not offer healthcare insurance to students.



Student Involvement in Institutional and Community Affairs

Both formally and informally, the Student Government President and the Class Representatives interact with the administration in various institutional issues. Students, including the Student Government President, have also participated in local community health fairs. Students have also organized welcoming picnics for incoming students and special seminars by nationally known Acupuncture Physicians.

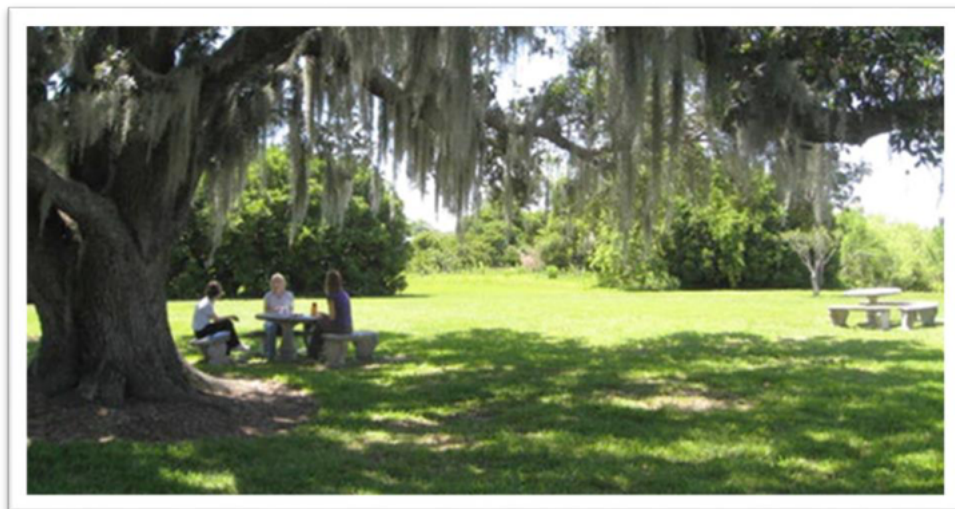
The Director of Student Services and the Administration use various means to help keep students, alumni, and others informed about institutional and community activities: College newsletter, a news page and bulletin board page at the College's website, announcements and regular postings of College sponsored and outside or community sponsored events, activities, and seminars.

Administration and Coordination of Student-Related Activities

Working closely with the Student Government President and the Class Representatives, the Director of Student Services helps coordinate student events and activities and acts as a liaison between the students and the upper Administration. The Director of Student Services provides students with info regarding shows seminars, continuing education courses, holidays and holiday activities, and special events and activities.

Orientation

Various members of the administrative staff address the students on the day of Orientation as a group, reviewing various policies and procedures. The Clinic Director will review all clinic policies, procedures and responsibilities. The Office of the Dean will provide students with an overview of the academic responsibilities; and review the major policies and procedures outlined in the Student Handbook. Altogether, the group orientation lasts about 4 hours. During this time, students have the opportunity to ask more detailed questions about the program and Clinic operations. Subsequently, students may meet with staff members, particularly with the Director of Financial Aid and



the Academic Dean to have their questions answered about their schedules, coursework, clinical training, or financial aid.

Residential Services

The College owns no housing facilities and does not contract to provide student housing. However, the College does provide information about local housing and helps to bring students, especially new students, into contact with other enrolled students seeking to share housing costs. The Director of Student Services regularly posts notices for students seeking to share housing. In general, the Administration will informally assist students to find housing, but no formal accommodations or residential services exist at present.

Student Complaints & Grievances

The College exercises all reasonable efforts to remedy or respond to student complaints before they become formal written grievances. The usual steps involved in addressing student complaints & grievances are listed below, where steps #1 to #4 shall constitute an informal process of dialogue and discussion, while #5 and #6 shall constitute a formal process of written complaint and inquiry:

1. Student notifies an instructor or Director of Student Services regarding an issue, who will discuss the issue with the student and then make a recommendation. The issue may be resolved at this level. If not, then move on to step #2 below.
2. The student is referred to the Academic Dean or the Clinic Director, who will discuss the issue with the student and then make a recommendation. The issue may be resolved at this level. If not, then move on to step #3 below.
3. The consulted staff member refers the issue to and discuss with other staff members, upon which an informal investigation may be conducted by the Administration and certain recommendations made to the student. The issue may be resolved at this level. If not, then move on to step #4 below.
4. The consulted staff member discusses options for next steps with student, including meeting with other staff members for further consultation and the possibility of submitting a formal grievance report. The issue may be resolved at this level. If not, then move on to step #5 below, which marks the commencement of a formal process of written complaint and inquiry.
5. Student commences the submission process of a written grievance report to the Dean's Office, during which he/she will be required to submit sufficient and relevant details and evidence to justify the launch of a formal inquiry. Within 10 working days following receipt by the Dean's Office of such supporting details and evidence, a formal inquiry shall commence, during which the complainant and other relevant parties may be required to, among other things, present further details/evidence and meet with one or more members of the Administration. The issue may be resolved at this level. If not, then move on to step #6 below.
6. The complainant may request a formal grievance hearing by writing to the Dean's Office. Within 5 working days after receiving such request, the Administration shall appoint a Grievance Committee to consist of 5 objective members with representation from both the Faculty (2 members) and Administration (3 members). The grievance hearing shall be held within 15 working days after the date of grievance hearing request and shall be chaired by a Vice President, who shall not cast a vote. Within 5 working days after the hearing, the Administration notifies the student in writing of the Grievance Committee's decision.

*** In the event a student complaint or grievance cannot be resolved after exhausting the above-listed steps, the student may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, Telephone: (850) 245-3200.*

Student Diversity

The College upholds a strong and long-standing tradition of being open and welcome to students of all races, ethnicity, age, sexual orientation, and cultural/religious backgrounds. The following are some basic demographic statistics of the current student body:

Gender	Percentage of Student Body
- Male	16%
- Female	84%
Ethnicity	
- Caucasian	48%
- African American	10%
- Hispanic/Latino	12%
- Asian / Pacific Islander	24%
- Multi-ethnic	6%

STUDENT CONDUCT

Standards of Student Behavior

The *Student Handbook* provides detailed information regarding student conduct, including the following general principles:

Academic Honesty

The College upholds the values of honesty, ethics, and professional integrity. All students must do their own work. All sources used by a student must be documented through normal scholarly references and citations. Students found guilty of dishonesty or plagiarism are liable for sanctions up to and including dismissal from the College.

Classroom and Campus Conduct

The College expects students to contribute to a positive learning environment and to promote a professional standard of study and academic scholarship. Students are expected to respect the rights of the classroom instructors and those of other students and to treat one another as medical professionals and colleagues.

Although students may bring laptop computers, language translators, Bluetooth devices, cell phones, pagers, and other electronic devices into class. Electronic devices should be used as unobtrusively as possible, and put on “silent” settings. Students’ use of electronic devices is not to disrupt instructor lectures or demonstrations. This includes but is not limited to making or receiving phone calls or allowing pagers or phones to beep. If students need to monitor critical situations, they should leave the classroom to check messages or to make necessary calls. Otherwise, students should wait until scheduled breaks.

Only students, faculty, staff, and authorized patients and visitors are permitted on campus. Students may not bring children to class or to the clinic (except as patients) or leave children anywhere on campus. Students accompanied by children will be sent home. The College cannot be responsible for the safety of children, and their presence does not contribute to the maintenance of a professional-academic environment.

Pets are not permitted on campus, except for trained animals assisting a student with a disability. For anything not covered in this section or in the sections below, students should seek guidance from their instructors and the Director of Student Services. However, students should always follow the general principle of maintaining a professional and academic environment appropriate to a medical school.

General Standards of Conduct

All students enrolling in the College assume an obligation to conduct themselves at all times as responsible members of the College's campus community and in accordance with standards of common decency and decorum. As candidates for becoming primary health care physicians, students are expected to be cooperative and helpful and to show compassion and consideration for patients and for each other.

Recognition and respect for the personal and property rights of others and with the educational mission of the College are also required. In addition, the violation of local, state, or federal law as well as College regulations may result in disciplinary action.

Disciplinary Procedures

College disciplinary procedures assure the student's right to procedural and substantive due process to safeguard the personal and confidential information concerning the student. These procedures may differ from court.

Disciplinary actions are based on all attendant circumstances. Official notifications are issued to affected parties. The College maintains official records of all disciplinary actions and communications. Possible sanctions include disciplinary warning, reprimand and probation with conditions, suspension, and expulsion.

ADMINISTRATIVE POLICIES

Full-Time Enrollment

Students are expected to complete their educational program without interruption other than regularly scheduled vacation periods. Excellent attendance and completion of all courses is expected. If a student must temporarily withdraw, per ACAHM requirements, the program must be completed in no more than eight years of elapsed time from the first date of enrollment in an equivalent program at an ACAHM accredited institution.

Attendance

Because of the intensive nature of the program, students are expected to attend every class. Policy prescribes that any student missing more than 25 percent of the course meeting hours is subject to failing and having to repeat the course. Instructors are required to report any excessive absences to the Academic Dean.

As a medical school, clinic participation is of utmost importance. Completing the required clinic hours each semester will also determine a students' satisfactory academic progress. Please see the Intern Clinic Handbook for specific clinic attendance policy and procedure.

Excessive absences in the classroom or clinic that result in a final grade of failure are reported to the DOE, Veteran's Administration and/or other agencies that provide financial assistance.

Veteran's Attendance Policy

As dictated by the U.S. Department of Veterans Affairs in conjunction with the veterans State Approving Agency all veteran students may not exceed 20 percent absence in a calendar month. Veteran students exceeding this percent will have their benefits terminated for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, veteran students must show satisfactory attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the veteran student may be recertified for VA education benefits. The veteran student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Tardiness to Class

Students are expected to arrive at class on time and remain until the scheduled dismissal time. Classes are typically four hours in length. If a student is late to class by 15 minutes or misses any 15-minute portion of class during the four hours that a class is scheduled to meet, she/he will be considered 'tardy'. Each additional 15 minutes missed is considered an additional 'tardies'. Four 'tardies' will be considered one absence.

Reporting of Grades

At the conclusion of each semester, students receive written notification of the grade achieved in each course. All grades are reviewed by the Dean's Office. The College keeps these records on file permanently.

Grades

The College uses the conventional "A" through "F" and "Incomplete" grading system. There is no "D" grade. "Pass" and "No Pass" are used in certain circumstances and are not used in the calculation of the GPA.

A = Excellent	90 - 100%	4.0
B = Above Average	80 - 89%	3.0
C = Average	70 - 79%	2.0
F = Failure*	69% and below	0.0

*** Entire course must be repeated**

I – Incomplete

Indicates that the student has not completed the coursework in its totality due to unforeseen, but serious justifiable reasons and that they may still potentially earn the credit for that coursework. Only the instructor can give permission for the student to complete the coursework and earn credit for it. This coursework may include exams, exam retakes or course assignments. Incomplete coursework must be completed within the timeframe specified by the instructor and/or the Academic Dean. If the coursework is not completed within the timeframe specified by the instructor and/or the Academic Dean, a grade of "F" will be assigned and the course must be repeated, which may affect satisfactory academic progress through the Program and thus eligibility for Title IV financial aid as well as the length of the Program. Prior to receiving an incomplete grade, students falling behind with their coursework, clinic internship or not completing exams on time will be given academic counseling with the Academic Dean or Clinic Director for academic advisement.

Assignments may be set by professors or the Clinical Director to enable students to demonstrate course or clinical skills proficiency. The student must have completed 75% of the course and may not have failed any exams for the course before they may be considered for an Incomplete.

A student must complete a “Form for Requesting a Designation of Incomplete or Withdrawal from an Academic Course” and submit it to the instructor of the course. The instructor will then submit the completed form with any accompanying documentation to the Dean’s Office within three (3) working days.

W – Withdrawal

“W” does not award academic credit and is not used in calculating the cumulative grade point average. “W” indicates that a student has withdrawn from the course. Withdrawal from courses requires the approval of the instructor and/or the Academic Dean and may affect satisfactory academic progress through the Program and thus eligibility for Title IV financial aid as well as the length of the Program. The student may withdraw from a given course if he/she has not completed at least 75% of such course. After 75% of the course has been completed the student may not withdraw. The student must retake the entire course and there will be a \$100 administrative fee to be paid by the student in the following semester for retaking the course.

If a student wishes to withdraw, a student must complete a “*Form for Requesting a Designation of Incomplete or Withdrawal from an Academic Course*” and submit it to the instructor of the course. The instructor will then submit the completed form with any accompanying documentation to the Academic Dean within three (3) working days.

Students may only withdraw from five (5) courses during their entire Program. Students may only withdraw from any given course once in the duration of the entire Program.

Any student who fails to attend the College for 30 consecutive days will be considered withdrawn from the program and must execute a new Enrollment Agreement prior to re-entry at the then-prevailing tuition rate and curriculum.

F – Failure

Indicates that the student has not passed the course and no credit will be given. The student must retake the course and may not progress to the next sequential course if the failed course was a prerequisite, which may impact satisfactory academic progress through the program and thus eligibility for Title IV financial aid.

The grade of “F” will be used to calculate the cumulative grade point average. When a student is required to repeat a course due to a failure, the current grade as well as the previous failure will be included in the GPA. There will be a \$100 administrative fee to be paid by the student for retaking a failed class.

Final course grades must be posted on the class roster and submitted to the Director of Institutional Assessment and Data Management no later than two (2) weeks after the last class meeting.

Copies of paper exams, along with an answer key must be submitted to the Director of Institutional Assessment and Data Management to be maintained in the designated course folder.

A student who appeals a grade must immediately consult with the instructor of the course. After meeting with the instructor, a student may continue an appeal by meeting with the Academic Dean. Further appeals must use the grievance procedure.

Satisfactory Progress

Federal, state and accrediting bodies mandate that schools monitor a student’s satisfactory progress towards completion of a degree therefore academic progress has a direct impact on student enrollment status. To make satisfactory progress in a course of study toward a degree, a student must maintain attendance, earn specified grades in each course, maintain a specified overall grade point average, complete a specified number of clinic hours and proceed through the program at a pace leading to completion in a specified time frame. In order to maintain satisfactory academic progress students must do all of the following:

- Maintain 75% attendance in all academic courses
 - Maintain 100% performance in clinic internship responsibilities
 - Maintain a cumulative grade of 70% (“C”) or higher in all courses
 - Maintain an overall 2.0% grade point average
 - Proceed through the program within the specified time frame – 3 years, as shown in table below
- Program Progression Policy**
- Adhere to all policies, procedures and requirements set forth in the college catalog and the student handbook and student clinical handbook.

Student progress is assessed at the end of each semester. The percentage of didactic and clinical hours completed by each student according to the program progression policy determines a student’s eligibility for continuation in the program and eligibility for financial aid.

Semester	End of Year	% Program Completion	Equivalent Program Hours
1		14.27%	432
2	1	30.38%	920
3		47.42%	1436
4	2	64.60%	1956
5		81.90%	2480
6	3	100%	3028

The maximum time frame in which a student must complete his or her degree cannot be longer than 150% of the published length of the enrolled program. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid during the time frame. All repeated courses, failed courses, withdrawals, and transferred hours will count as credit hours attempted toward the maximum time frame. Example: If Sally’s enrolled program requires 100 hours for graduation, then Sally could attempt up to 150 hours (100 x 150%). Once 150 hours are exceeded, aid would be suspended.

Academic/Financial Aid Warning (AFAW)

If the student fails to achieve these minimum levels of performance, he or she will be placed on Academic/Financial Aid Warning for one semester and will be provided with an “Early Intervention Academic Plan.” While on Academic/Financial Aid Warning, the student must:

- Adhere to all requirements of the Early Intervention Academic Plan.
- Make up any deficient clinic hours and all requirements of the student intern clinic handbook **and/or;**

- Repeat the failed courses with a lower class while proceeding to the next semester on Academic/Financial Aid Warning, further postponing any courses for which the failed course was a prerequisite **or**:
- Repeat the entire semester with the lower class. This option will impact your satisfactory academic progress as shown above in the table Program Progression Policy and may impact your eligibility for Title IV financial aid.

While on Academic/Financial Aid Warning (AFAW) a student must in addition to the above requirements, achieve a minimum of 70% on all final grades and a "Pass" grade on other courses and on all internship evaluations. If the student is a Title IV aid or Veteran Administration benefits recipient, the student will continue to receive financial aid or Veteran Administration benefits. Such students will also need to meet at regularly scheduled meetings with the Dean's Office or other designated staff member to help keep track of their progress.

The grades of "I" and "W" do not warrant immediate AFAW or AFAP (below). A grade of "I" is temporary and will change to a letter grade upon completion of specified requirements. The grade of "W" may impact progress, and result in AFAW or AFAP, if the course is a prerequisite for other courses in the program, thus delaying progression. An assignment of "No-Pass" for a course only warrants immediate AFAW or AFAP if said course is a prerequisite for other courses in the program. The grade of "F" will result in Academic/Financial Aid Warning or AFAP.

Academic/Financial Aid Probation (AFAP)

If a student fails to achieve satisfactory academic progress for a second consecutive semester they will be placed on Academic/Financial Aid Probation and the student will be placed on "Academic Plan" which specifies required coursework necessary to comply with the Progression Policy and regular scheduled meetings with the Dean's Office to monitor progress. If the student is a Title IV aid or Veteran Affairs benefits recipient, **any federal funds forthcoming will be cancelled**. While on Academic/Financial Aid Probation, **the student must**:

- Adhere to all requirements of the Academic Plan.
- Make up any deficient clinic hours and all requirements of the student intern clinic handbook and/or
- Repeat the failed courses with a lower class while proceeding to the next semester on Academic/Financial Aid Probation, further postponing any courses for which the failed course was a prerequisite or
- Repeat the entire semester with the lower class. This option will impact your satisfactory academic progress as shown above in the table Program Progression Policy and your eligibility for Title IV financial aid.

Students who are placed on Academic/Financial Aid Probation and withdraw from the Program and then choose to re-enroll will remain on the AFAP status until satisfactory academic progress has been met.

Appeals and Reinstatement of Aid

If you have been placed on probation and/or disqualified from financial aid, and believe you have extenuating medical or immediate family related circumstances preventing you from complying with either the quantitative (Program Progression time) and/or qualitative (Grades) requirements of Satisfactory Progress, you may submit an appeal in writing within two weeks of your receipt of Probation/ Disqualification notice, with supporting documents if any, to the Director of Financial Aid who will then review the appeal with the Academic Dean and Vice President . A decision as to whether to Reinstatement Aid and the terms of continued enrollment particularly as it related to the Academic Plan will be

rendered and delivered to the student within two weeks of receipt of the student's appeal. The decision of the Director of Financial Aid, Dean's Office and Vice President is final and may not be appealed further.

Suspension from Program

A student who fails to achieve satisfactory academic progress for a third consecutive semester will be suspended from the program and may only be re-admitted to the program one time. Furthermore, re-admittance is not guaranteed. Once the student is re-admitted they are placed on AFAP and must maintain satisfactory academic progress.

Re-admissions

A student who has withdrawn from the Program for *any* reason must re-apply for admission and be accepted by the Admissions Committee to rejoin the Program. Students with any outstanding fee due to the College must make full payment before being considered for re-admission.

Certain re-admissions may be on a 'conditional' basis as determined by the Admissions Committee. To be re-admitted, an applicant who had previously withdrawn from the Program must, among other things (as may be reasonably determined by the Admissions Committee), adequately demonstrate that he/she is willing and capable of successfully completing the Program notwithstanding the circumstances that had given rise to his/her prior withdrawal.

Students who have been 'suspended' from the Program for failure to do acceptable academic work, who were absent in excess, whose performance or attendance in the student intern clinic was unacceptable, or whose conduct has been deemed unacceptable to the College, must apply for re-admission to the Program and be accepted by the College prior to resuming his/her studies at the College. Additional admission requirements may, at the sole discretion of the Administration, be placed on any or all suspended student(s) applying for re-admission to the Program. These additional requirements may include, but are not limited to, adequate demonstration by the applicant of his/her willingness and capability to successfully complete the Program notwithstanding the circumstances that had given rise to his/her prior suspension, and will also require a mandatory in-person interview with the full Admissions Committee. Re-admission under the circumstances of a 'suspension' requires a unanimous vote by the Admissions Committee and final approval by the Dean's Office.

***There is no possibility of re-admission to the College for anyone who has been expelled from the College.**

Leaves of Absence

Students who find it necessary to temporarily interrupt their coursework must submit a written request for a leave of absence to the Dean's Office. Leaves may be granted for acceptable reasons on an individual basis for no more than two weeks, provided that all missed work is made up in accordance with conditions established by the Academic Dean. If the interruption exceeds two weeks, the student must withdraw subject to petition for readmission.

Status Change

Name, address, telephone number or other status changes must be promptly reported to the Director of Financial Aid and Student Services by completing a Student Personal Information Change Request Form at <https://www.fcim.edu/formsanddocs/> found on the college's website. Students who receive Veterans Administration benefits must file a VA Change of Name and Address Form with the VA Certifying Official. Change of name notification requires official documentation such as a marriage license. All students with outstanding student loans must notify their lender and Loan Servicer of their change of status immediately.

Notices Via the Mail

Notices or other correspondence addressed to a student at the last address recorded in the records of the College and dispatched via U.S. Postal Service shall be conclusively presumed to have been received and read by the student.

Dress Code

Students are expected to dress appropriately and to present an appearance of professionalism and good taste when attending classes or clinic or representing the College at off-site events.

Student Records

By appointment, a student may examine his or her records during regular business hours. The College does not release school records, or any other information about a student, to any third party without the consent of the student, except as required by law. The College permanently maintains records of academic progress.

Transcripts

The College issues official transcripts of academic performance only upon the written authorization from the individual student. There is no charge for students requesting pre-graduation transcripts to be sent to NCCAOM. Two transcripts at no charge are issued upon graduation; one transcript to NCCAOM and one transcript sent to the licensing board that the student designates. Subsequent transcripts cost \$10.00 for an official transcript, \$5.00 for an unofficial transcript and must be accompanied by a completed FCIM transcript request form found on the FCIM website.

Reservation of Rights

The College reserves the right to make changes in all policies, procedures, schedules and other provisions stated in this catalog including tuition and fees, in order to enhance the educational quality and effectiveness of the College. In the event changes are made, students will be given notification.

Meeting admission or readmission criteria does not confer a right of admission or readmission. The College reserves the right to make such decisions.

Accessibility of Facilities

The College's facilities are accessible to mobility handicapped students and patients and complies with all federal, state, and local building and health care facility regulations and with the Americans with Disabilities Act.

Campus Security

Pursuant to the Campus Security Act (Public Law 101-542), the College maintains data on campus crime. Faculty and students are provided with this data annually on the College's website and upon initial enrollment. More detail on Security and Safety is in the Annual Security Report.



Smoke-Free Facilities

Florida Statute, Section 386.205(2)(a) states that smoking is not permitted inside educational facilities where the public attends class. It is the policy of the College that all its facilities are smoke-free and that all designated smoking areas are located out-of-doors.

Equal Opportunity Policy

The College is an equal opportunity institution and does not discriminate on the basis of race, color, age, religion, gender, national origin, ethnic origin, sexual orientation, or disability in its educational programs, activities, hiring, financial assistance, or student admission practices.

Privacy Act of 1974

The Privacy Act of 1974 requires institutions to establish appropriate procedures for granting access to student records. Such access must be within a reasonable time, not to exceed 45 days. For students 18 years of age or older, no release is permitted of personally identifiable records, files or other personal information contain in them without the written consent of the student, except to the following:

- Other officials, administrators and instructors within the College who have legitimate educational interests.
- Officials of other institutions in which the student intends to enroll. (In such cases the student is notified of the transfer, receives a copy of the records, and, if so desired, has the right to challenge the content of the record.)
- Authorized state and federal officials.

A student may inspect and secure copies of material from his or her file or record that does not jeopardize the confidentiality of other students. A small charge is made for such copies.

Substance Abuse Policy

All full-time and part-time students and personnel of the College are subject to federal, state and local laws as well as rules set forth by the College with regard to controlled substances. The breach or violation of any of these laws and rules may result in suspension or termination.



The College maintains a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. All employees are hereby notified that the illegal possession, use, sale, delivery and/or manufacture of controlled substances are strictly prohibited in the workplace, on College grounds and at College activities. Violations may subject the employee to dismissal from employment and to

prosecution and, if convicted, fines or imprisonment.

The possession or consumption of alcoholic beverages while on College property is not tolerated except in the case of authorized functions.

Harassment, Bullying and Anti-Hazing

The College is committed to providing a work and learning environment that is free of discrimination and harassment. This policy applies to all employees, administrators, instructors, students, and any other person who does business with the College.

It is a violation of this policy for any administrator, instructor, employee, or student to engage in or condone harassment or bullying. It is the responsibility of every employee to recognize acts of sexual harassment and to take every action necessary to ensure that the applicable policies and procedures of the College are implemented.

Any person who believes he or she has been subjected to harassment or bullying has the right to file a complaint with the Director of Student Services and to receive prompt and appropriate handling of the complaint. In such cases, all reasonable efforts shall be made to maintain confidentiality and to protect privacy.

FCIM also has a zero-tolerance policy for hazing. Key points to note are:

- Any form of hazing is a violation of FCIM policy and may also lead to civil and/or criminal liability under applicable state and federal laws.
- Hazing takes various forms, but typically involves physical risks or mental distress through, for example, humiliating, intimidating, or demeaning treatment.
- Hazing can cause significant harm to individuals, groups and the College.

Notice

Although completion of the College's program meets the educational requirements to sit for the NCCAOM National Board Exams, credits and awards earned from this College do not automatically qualify the holder to practice acupuncture or herbal medicine. Persons interested in practicing in this field should contact the licensing board of the state in which they wish to practice for specific license application procedures.

The Florida Board of Acupuncture will not issue a license to practice to anyone who has been:

1. Convicted, plead guilty or pleaded nolo contendere, regardless of the adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss.801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to license application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years)
3. Terminated for cause by any other State Medicaid or Medicare Program (unless the termination was at least 20 years prior to application and the applicant has been in good standing for the most recent 5 years)

ACADEMIC CALENDAR

2024 Fall Semester - July 22, 2024 - January 4, 2025

June 7, 2024	Admissions/Financial Aid Deadline
June 14, 2024	Registration Deadline
July 18, 2024	New Student Orientation (Mandatory)
July 22, 2024	First Day of Semester
August 31, 2024 – September 2, 2024	Labor Day Holiday
November 28-30, 2024	Thanksgiving Holiday
December 25-27, 2024	Christmas Holiday
December 31, 2024 – January 1, 2025	New Year's Holiday
January 4, 2025	Semester Ends
January 20, 2025	Martin Luther King Jr. Day

2025 Spring Semester - January 27, 2025 - June 28, 2025

December 6, 2024	Admissions/Financial Aid Deadline
December 13, 2024	Registration Deadline
January 23, 2025	New Student Orientation (Mandatory)
January 27, 2025	First Day of Semester
April 18-20, 2025	Spring Break
May 24-26, 2025	Memorial Day Holiday
June 19, 2025	Juneteenth
June 28, 2025	Semester Ends
July 4, 2025	Independence Day

2025 Fall Semester - July 21, 2025 - January 3, 2026

June 6, 2025	Admissions/Financial Aid Deadline
June 13, 2025	Registration Deadline
July 17, 2025	New Student Orientation (Mandatory)
July 21, 2025	First Day of Semester
August 30, 2025 – September 1, 2025	Labor Day Holiday
November 27-29, 2025	Thanksgiving Holiday
December 24-26, 2025	Christmas Holiday

December 31, 2025 – January 1, 2026	New Year's Holiday
January 3, 2026	Semester Ends
January 19, 2026	Martin Luther King Jr. Day

2026 Spring Semester - January 26, 2026 - June 27, 2026

December 5, 2025	Admissions/Financial Aid Deadline
December 12, 2025	Registration Deadline
January 22, 2026	New Student Orientation (Mandatory)
January 26, 2026	First Day of Semester
April 3-5, 2026	Spring Break
May 23-25, 2026	Memorial Day Holiday
June 19, 2026	Juneteenth
June 27, 2026	Semester Ends
July 4, 2026	Independence Day

2026 Fall Semester - July 27, 2026 - January 9, 2027

June 5, 2026	Admissions/Financial Aid Deadline
June 12, 2026	Registration Deadline
July 16, 2026	New Student Orientation (Mandatory)
July 27, 2026	First Day of Semester
September 5-7, 2026	Labor Day Holiday
November 26-28, 2026	Thanksgiving Holiday
December 23-25, 2026	Christmas Holiday
December 31, 2026 – January 1, 2027	New Year's Holiday
January 9, 2027	Semester Ends
January 18, 2027	Martin Luther King Jr. Day

2027 Spring Semester - January 25, 2027 - June 26, 2027

December 4, 2026	Admissions/Financial Aid Deadline
December 11, 2026	Registration Deadline
January 21, 2027	New Student Orientation (Mandatory)
January 25, 2027	First Day of Semester
March 26-28, 2027	Spring Break

May 29-31, 2027

Memorial Day Holiday

June 19, 2027

Juneteenth

June 26, 2027

Semester Ends

July 4, 2027

Independence Day

Class Schedules

Students enrolling in the **Day Schedule** with a **Fall** semester initial start for their program will have the following class schedule for the duration of their studies.

Monday 9am – 1pm, 2pm – 6pm

Tuesday 9am – 1pm, 2pm – 6pm

Wednesday 9am – 1pm, 2pm – 6pm

Students enrolling in the **Day Schedule** with a **Spring** semester initial start for their program will have the following class schedule for the duration of their studies.

Wednesday 9am – 1pm, 2pm – 6pm

Thursday 9am – 1pm, 2pm – 6pm

Friday 9am – 1pm, 2pm – 6pm

In addition to the above class schedules, students will be responsible for scheduling clinic hours as required by semester.



Florida College of Integrative Medicine
7100 Lake Ellenor Drive - Orlando, Florida 32809
Phone (407) 888-8689 - Fax (407) 888-8211
Toll Free (877) 492-9298
email: info@fcim.edu
web site: www.fcim.edu