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Florida College of
Integrative Medicine

OUR MEDICAL EDUCATION
GETS RIGHT TO THE POINT!

2019-2020
CATALOG
Volume 27

2019 Fall Semester & 2020 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 nationally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and are 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 Oriental Medicine.

Our rigorous, dual-degree curriculum successfully integrates Oriental Medicine traditions, philosophies and techniques 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, consisting of stylized initials and a surname.

President, General Counsel
& Member of FCIM Supervisory Board

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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 Oriental Medicine program:

1. The program offers comprehensive education in the fundamental theories and practices of Oriental Medicine while ensuring that graduates are knowledgeable in relevant Western biomedical clinical science concepts and technologies, where the integration of biomedical sciences into our Oriental Medicine Program 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 Oriental 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 Oriental and biomedical science content and experience, which is necessary to practice effective Oriental Medicine.
2. Graduates will be able to assess and diagnose patient conditions using all relevant Oriental 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 Oriental 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 and Oriental Medicine technologies so that our students, who graduate with a Master Degree in Oriental Medicine, can effectively integrate their Oriental Medicine training into the overall 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

The Accreditation Commission accredits the professional Masters Level Oriental Medicine Program of the Florida College of Integrative Medicine for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing Acupuncture and Oriental Medicine practitioners. ACAOM can be reached at:

ACAOM
8941 Aztec Drive
Eden Prairie, MN 55347
Telephone: (952) 212-2434
Fax: (952) 657-7068.
Email: info@ACAOM.Org

Licensure

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

Florida Commission for Independent 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 Oriental 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 Oriental Medicine 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, Oriental Medicine, 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 Saturday 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 Oriental Medicine are as follows:

Books	3110
Journal Titles	58
Online Journal Titles	2
DVD, CD and Video Tapes	267
Learning Aids	41

The breakdown of text and journal holdings is as follows:

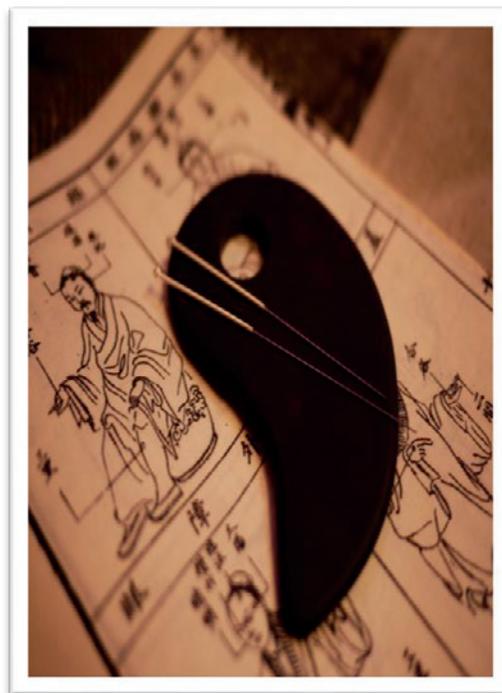
Books - Theory and Practice of Acupuncture	846
Books - Herbology and Food Therapy	672
Books - Biomedicine	307
Books - Other	420
Books - Chinese Language	598
Journals - Oriental Medicine	26
Journals - Biomedicine	17

The 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 Oriental 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 Oriental Medicine in a society where western healthcare predominates. Without basic understanding of western medical sciences, the practitioner of Oriental Medicine cannot communicate intelligently with other healthcare professionals, nor can the practitioner properly assess how Oriental treatment may interact with western treatment.

The oriental medical courses are taught, and the clinic supervised by faculty members who are highly qualified, experienced, and licensed in Florida. Each brings outstanding oriental medical training, practice, and teaching experience in China to their classroom instruction. In the clinic students have the opportunity to work under the masterful guidance of these Chinese 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 ancient Oriental modalities of health care with Western biomedical science. The emphasis, however, is on Oriental 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.

Oriental Medicine

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

The ACAOM accreditation is for a first professional master's degree in Oriental Medicine and the College has been authorized to award the Master of Science in Oriental 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 ACAOM 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 & Oriental Medicine Theory	932	62.1334
Oriental Herbal Studies	556	37.0667
Western Biomedical Science	528	35.1999
Clinical Training	900	29.9999
Counseling/Business	112	7.4666
Totals	3028	171.87

(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 Oriental 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 ACAOM 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 front desk and reception duties—scheduling patients, patient filing system, greeting patients, patient forms, SOAP notation, and the organization of students' own time to support scheduling for the Clinic. Observation continues with emphasis on pharmacy procedures and equipment, storage of herbs, preparation of prescriptions, and interaction of senior interns and supervisors with patients. The third area of observation is familiarization with treatment room procedures and equipment and learning how to clean and prepare clinic rooms for treatment according to OSHA standards.

Semesters One and Two provide students with a thorough foundation in Oriental 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 Oriental 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 Oriental 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 Oriental 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 Oriental Medicine, including Herbology, advance needling techniques, case studies, Clinic Management III. Western biomedical science courses focus on Microbiology, Western Pathology, Western Diagnostics, Radiology, and more Anatomy and Physiology.

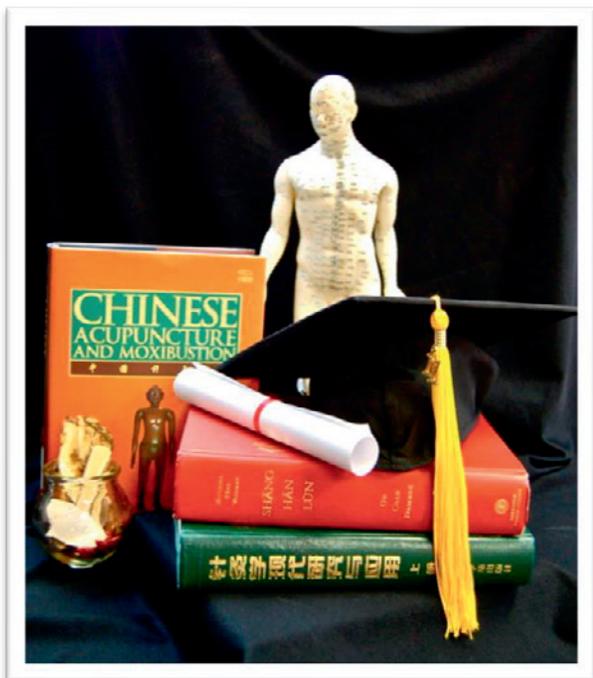
In semesters five and six, coursework focuses on Herbology and herbal formulas, integration of herbal medicine and Western science, and the treatment of common diseases. Western Pharmacology and Clinical Psychology further support students’ development as well-rounded clinicians who are prepared to work in a Western healthcare environment. The NCCAOM Acupuncture, Foundations and Bio-med review courses are provided in the 5th semester, as well as the NCCAOM Herbology Review in the final 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 or have received supplementary training in China 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 150 as junior treating intern and 200 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.

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, 4410.3H (Chinese Herbology III) is a prerequisite for 5010.4H (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
3006.1A	Foundations of Oriental Medicine I	40	2.6667
3710.2A	Foundations of Oriental Medicine II	60	4.0000
4310.3A	Foundations of Oriental Medicine III	40	2.6667
3015.0A	Basic Theory and Physiology of Oriental Medicine	40	2.6667
3020.0A	Basic Theory and Etiology of Oriental Medicine	32	2.1333
3031.1A	Oriental Medical Diagnostic Skills I	36	2.4000
3730.2A	Oriental Medical Diagnostic Skills II	44	2.9333
3100.1A	Foundations in Acupuncture Needling Techniques & Adjunctive Therapies	32	2.1333
3300.1A	Acupuncture Meridian Theory and Point Location I	76	5.0667
3900.2A	Acupuncture Point Location II	76	5.0667
4500.3A	Acupuncture Point Location III	32	2.1333
3770.0A	Identification of Disease Patterns: Internal Organs	60	4.0000
4700.1A	Acupuncture Case Studies I	44	2.9333
5101.2A	Acupuncture Case Studies II and Evidence-Based Medicine	80	5.3333
6300.3A	Acupuncture Case Study III	48	3.2000
3211.1A	Tui Na, Tai Qi and Oriental Medicine Practicum I	36	2.4000
4106.2A	Tui Na, Tai Qi and Oriental Medicine Practicum II	36	2.4000
3955.0A	Microsystem Acupuncture	16	1.0667
6510.0A	Gynecology in TCM	40	2.6667
6520.0A	Pediatrics and E.N.T in TCM	28	1.8667

6530.0A	Dermatology and Traumatology in TCM	36	2.4000
Subtotal Acupuncture and Oriental Medicine Hours & Credits		932	62.1334

HERBOLOGY

Course #	Course Title	Hours	Credit
3055.1H	Chinese Herbology I	32	2.1333
4055.2H	Chinese Herbology II	16	1.0667
4410.3H	Chinese Herbology III	48	3.2000
5010.4H	Chinese Herbology IV	60	4.0000
6010.5H	Chinese Herbology V	60	4.0000
5805.1H	Herbal Formulas I	76	5.0667
6806.2H	Herbal Formulas II	44	2.9333
5905.1H	Integration of Herbal Medicine and Western Science	28	1.8667
5825.0H	Chinese Patent Herbal Formula	32	2.1333
6855.0H	Strategies of Chinese Herbal Formulations	28	1.8667
6710.0H	Syndrome Based Formula Study	52	3.4667
6605.2H	Internal Medicine in TCM	80	5.3333
Subtotal Herbology Hours & Credits		556	37.0667

WESTERN MEDICINE

Course #	Course Title	Hours	Credit
3405.1W	Medical Terminology & Anatomy and Physiology I	48	3.2000
4000.2W	Anatomy and Physiology II	60	4.0000
4605.3W	Anatomy and Physiology III	60	4.0000
5405.4W	Anatomy and Physiology IV	48	3.2000
4685.0W	Western Pathology	80	5.3333
5440.0W	Western Diagnostics	60	4.0000
5480.0W	Radiology	32	2.1333
6100.1W	Integrated Medicine & Psychiatric Issues	32	2.1333
6150.0W	Western Pharmacology	64	4.2667
4666.0W	Microbiology/Epidemiology/ Infectious Disease	44	2.9333
Subtotal Western Medicine Hours & Credits		528	35.1999

COUNSELING/ BUSINESS

Course #	Course Title	Hours	Credit
3600.0B	Clinical Management I	16	1.0667
4276.0B	Clinical Management II	16	1.0667
4806.0B	Clinical Management III	16	1.0667
5300.0B	Case Management, Red Flags and Medical Emergencies	32	2.1333
6060.0B	Business Management	32	2.1333
Subtotal Counseling / Business Hours & Credits		112	7.4666

CLINICAL TRAINING

Course #	Course Title	Hours	Credit
3606.1C	Clinical Observation I	40	1.3333
3651.1C	Clinical Grand Rounds-Observation I	40	1.3333
4205.2C	Clinical Observation II	56	1.8667
4250.2C	Clinical Grand Rounds-Observation II	64	2.1333
4902.3C	Clinical Internship III	160	5.3333
5600.4C	Clinical Internship IV	180	6.0000
6200.5C	Clinical <i>Internship V</i>	180	6.0000
6901.6C	Clinical Internship VI	180	6.0000
Subtotal Clinical Hours & Credits		900	29.9999

Total Program Hours: 3028 - Total Program Credits: 171.87 (Rounded to 2 Decimal Places)

COURSES BY SEMESTER

FIRST SEMESTER – FOUNDATION (BACHELOR) LEVEL

Course #	Course Title	Hours	Credit
3006.1A	Foundations of Oriental Medicine I	40	2.6667
3015.0A	Basic Theory & Physiology of Oriental Medicine	40	2.6667
3020.0A	Basic Theory & Etiology of Oriental Medicine	32	2.1333
3031.1A	Oriental Medical Diagnostic Skills I	36	2.4000
3055.1H	Chinese Herbology I	32	2.1333
3100.1A	Foundations in Acupuncture Needling Techniques & Adjunctive Therapies	32	2.1333
3300.1A	Acupuncture Meridian Theory and Point Location I	76	5.0667

3600.0B	Clinical Management I	16	1.0667
3405.1W	Medical Terminology & Anatomy and Physiology I	48	3.2000
3651.1C	Clinical Grand Rounds – Observation I	40	1.3333
3606.1C	Clinical Observation I	40	1.3333
Subtotal		432	26.1333

SECOND SEMESTER – FOUNDATION (BACHELOR) LEVEL

Course #	Course Title	Hours	Credit
3730.2A	Oriental Medical Diagnostic Skills II	44	2.9333
3710.2A	Foundations of Oriental Medicine II	60	4.0000
3770.0A	Identification of Disease Patterns: Internal Organs	60	4.0000
4055.2H	Chinese Herbology II	16	1.0667
3900.2A	Acupuncture Point Location II	76	5.0667
3211.1A	Tui Na, Tai Qi and Oriental Medicine Practicum I	36	2.4000
4276.0B	Clinical Management II	16	1.0667
4000.2W	Anatomy & Physiology II	60	4.0000
4250.2C	Clinical Grand Rounds – Observation II	64	2.1333
4205.2C	Clinical Observation II	56	1.8667
Subtotal		488	28.5334

THIRD SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
4310.3A	Foundations of Oriental Medicine III	40	2.6667
4410.3H	Chinese Herbology III	48	3.2000
4500.3A	Acupuncture Point Location III	32	2.1333
4700.1A	Acupuncture Case Studies I	44	2.9333
4106.2A	Tui Na, Tai Qi and Oriental Medicine Practicum II	36	2.4000
4605.3W	Anatomy and Physiology III	60	4.0000
4685.0W	Western Pathology	80	5.3333
4806.0B	Clinical Management III	16	1.0667
4902.3C	Clinical Internship III	160	6.0000
Subtotal		516	29.7333

FOURTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
5101.2A	Acupuncture Case Studies II and Evidence-Based Medicine	80	5.3333
5010.4H	Chinese Herbology IV	60	4.0000
4666.0W	Microbiology/Epidemiology/Infectious Disease	44	2.9333

5440.0W	Western Diagnostics	60	4.0000
3955.0A	Microsystem Acupuncture	16	1.0666
5405.4W	Anatomy and Physiology IV	48	3.2000
5825.0H	Chinese Patent Herbal Formulas	32	2.1333
5600.4C	Clinical Internship IV	180	6.0000
Subtotal		520	28.6666

FIFTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
6010.5H	Chinese Herbology V	60	4.0000
5805.1H	Herbal Formulas I	76	5.0667
6100.1W	Integrated Medicine and Psychiatric Issues	32	2.1333
6150.0W	Western Pharmacology	64	4.2667
6300.3A	Acupuncture Case Studies III	48	3.2000
5300.0B	Case Management, Red Flags and Medical Emergencies	32	2.1333
5480.0W	Radiology	32	2.1333
6200.5C	Clinical Internship V	180	6.0000
Subtotal		524	28.9333

SIXTH SEMESTER – PROFESSIONAL (MASTER) LEVEL

Course #	Course Title	Hours	Credit
6806.2H	Herbal Formulas II	44	2.9333
6710.0H	Syndrome Based Formula Study	52	3.4667
6855.0H	Strategies of Chinese Herbal Formulations	28	1.8667
6060.0B	Business Management	32	2.1333
5905.1H	Integration of Herbal Medicine and Western Science	28	1.8667
6510.0A	Gynecology in TCM	40	2.6667
6520.0A	Pediatrics and E.N.T in TCM	28	1.8667
6530.0A	Dermatology and Traumatology in TCM	36	2.4000
6605.2H	Internal Medicine in TCM	80	5.3333
6901.6C	Clinical Internship VI	180	6.0000
Subtotal		548	30.5334

Total Program Hours: 3028 - Total Program Credits: 171.8666 (Rounded to 2 Decimal Places)

COURSE DESCRIPTIONS

ACUPUNCTURE

3006.1A Foundations of Oriental Medicine I

This course examines the philosophical and conceptual roots of Acupuncture and Oriental Medicine within the context of the historical development of Traditional Chinese Medicine (TCM). Viewed within its 2,500 years written history, the philosophies of Yin/Yang Theory and Five Element Theory come alive when viewed through the lens of Chinese culture. These philosophies provide the foundational concepts for developing an understanding of the basic theories of Acupuncture and Oriental Medicine.

3710.2A Foundations of Oriental Medicine II

This course builds upon the foundational concepts of Yin/Yang Theory, Five Element Theory, and the basic theories involved with etiology and physiology of Oriental Medicine by teaching the identification of disease patterns by Eight Principles, by Pathogens, and by Qi, Blood, and Body Fluids. Coursework covers the identification of disease patterns according to Eight Principles: Yin, Yang, Heat, Cold, Interior, Exterior, Excess, and Deficiency. The course also surveys the changes that occur when the body is invaded by pathogenic factors (i.e. Wind, Dampness, Dryness, Cold, Heat, Summer Heat, and Fire). Students will also learn the basic patterns of disharmony of Qi (i.e. Deficiency, Stagnation, and Rebellion of Qi), Blood (i.e. Deficiency, Stasis, Heat, and loss of Blood), and Body Fluids (i.e. edema, Phlegm, and Deficiency of Fluids).

Prerequisites: 3006.1A, 3015.0A, 3020.0A, 3031.1A

4310.3A Foundations of Oriental Medicine III

This course rounds out students' understanding of the basic theories that provide the foundation for diagnosis and treatment within Oriental Medicine. Coursework will cover the identification of disease patterns according to six channel theory, four level theory, and basic theories of the San Jiao, as formulated by Zhang Zhong Jing, Ye Tian Shi, and Wu Ju Tong respectively. It will also cover more advanced aspects of meridian theory. In addition, the course will assist students in mastering the basic principles that practitioners use in developing an acupuncture treatment plan appropriate to the patient's primary and secondary health concerns. This course will include discussion of the evaluation of the relative importance of chronic and acute conditions and the selection of appropriate acupuncture points. *Prerequisites: 3710.2A, 3730.2A, 3770.0A, 4100.2A*

3015.0A Basic Theory and Physiology of Oriental Medicine

This course surveys the fundamental substances of Qi, Blood and body Fluids, and the functions and characteristics of the Zang Fu organs including their interrelationships and the characteristics of the channels which form the underlying basics of Traditional Chinese Medical physiology. *Prerequisite: 3006.1A*

3020.0A Basic Theory and Etiology of Oriental Medicine

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). *Prerequisite: 3015.0A*

3031.1A Oriental Medical Diagnostic Skills I

This course teaches how to evaluate and diagnose patients by inspection of the tongue and other body parts, listening and smelling. It is also an introduction to pattern differentiation according to the six stages, four levels, and sanjiao patterns. *Prerequisite: 3006.1A, 3015.0A*

3730.2A Oriental Medical Diagnostic Skills II

This course teaches how to evaluate and diagnose patients according to the Traditional Chinese Medicine methods of radial pulse palpation, channel palpation, and inquiry. Additionally, it provides practice synthesizing all of the diagnostic information about a patient into a pattern of disharmony. It also covers some supplementary material on inspection, using electrical devices for diagnosis and akabani. *Prerequisite:* 3031.1A, 3600.0B

3100.1A Foundations in Acupuncture Needling Techniques & Adjunctive Therapies

This course, presented in lecture and practicum, prepares students with instruction on proper clean field acupuncture protocol and clean needle technique along with the knowledge and clinical application of universal precautions. Coursework in clean needle technique includes instruction and practice in assisting students in the development of an acupuncture travel kit in preparation for the required Clean Needle Technique class and exam administered by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM). The course also provides knowledge and practice in using various approaches to acupuncture needling, including an introduction to needling styles and techniques. The course also covers the therapeutic use of Moxibustion, Cupping, Electro-stimulation, and Gua Sha techniques. Students are provided instruction with a focus on practitioner demonstrations along with supervised practice in using these techniques on themselves in class as preparation for later clinical practice in the student intern clinic. *Prerequisite:* 3600.0B

3300.1A Acupuncture Meridian Theory and Point Location I

This course focuses on the basic Meridian Theory to provide students with an understanding of the dynamics of Channel Theory along with knowledge of the pathways of each of the 12 regular meridians and the 8 extra vessels. The coursework will also cover the 12 divergent meridians, 12 muscle regions, 12 cutaneous regions and 15 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, and indications/contraindications for the use of the acupuncture points of the Lung, Large Intestine, Stomach, Spleen, Heart, and Small Intestine meridians.

3900.2A Acupuncture Point Location II

This course is a continuation of Acupuncture Meridian Theory and Point Location I. The course work includes the in-depth examination and mastery of the location, function, and indications/contraindications for the use of the acupuncture points of the Urinary Bladder, Kidney, Pericardium, San Jiao, Gallbladder and Liver.

Prerequisites: 3300.1A

4500.3A Acupuncture Point Location III

This course introduces all the acupoints of the Ren and Du Meridians and the extraordinary points. Topics include location, function, indication, puncture method, combination of each different acupoints; and the distribution of each meridian. The students should master all the knowledge of the acupoints and channels by the end of this course. *Prerequisites:* 3900.2A

3955.0A Microsystem Acupuncture

This course covers the anatomy, theory and techniques of ear acupuncture, also known as auricular medicine, and scalp acupuncture. Coursework covers the foundational principles of auricular medicine, along with the location and function of function of auricular points and the application of auricular medicine in theory and practice. The course will also provide instruction in advanced, practical, and systematic techniques of auricular medicine for the treatment of various symptoms and diseases, along with more detailed techniques in using auricular medicine to diagnose and treat various diseases and conditions. In addition, coursework will cover the anatomy, theory, and techniques used in scalp acupuncture for the treatment of various symptoms and diseases.

Prerequisites: 4500.3A



3770.0A Identification of Disease Patterns: Internal Organs

This course teaches the identification of disease patterns of the Zang and Fu internal organs that are based on the signs and symptoms that arise when the Qi and blood of these organs are out of balance.

Prerequisites: 3015.0A, 3020.0A, 3031.1A

3211.1A Tui Na, Tai Qi and Oriental Medicine Practicum I

This course provides both clinical and hands-on practice in the basic skills involved with Tui-Na, Tai Chi, Acupuncture needling techniques and adjunctive oriental therapies; such as Moxibustion, Cupping, Gua Sha and Electrostimulation. Coursework prepares students regarding proper clean field technique and instructions for the practice of Tai Chi, appropriate application of Tui-Na, needling techniques, adjunctive therapies and the contra-indications for each therapy. Under faculty guidance and supervision, students learn how to administer basic Tui-Na, Acupuncture, and adjunctive therapies by practicing techniques on one another in preparation for working in a clinical setting. *Prerequisites: 3100.1A*

4106.2A Tui Na, Tai Qi and Oriental Medicine Practicum II

This course provides both clinical and hands-on practice with more clinical focus involving Tui-Na, Tai Chi, Acupuncture needling techniques and adjunctive Oriental therapies; such as Moxibustion, Cupping, Gua Sha and Electro-stimulation. Coursework prepares students regarding proper clean field techniques and instructions for the practice of Tai Chi, clinical applications of Tui-Na, needling techniques, adjunctive therapies and the contra-indications for each therapy. Under faculty guidance and supervision, students learn how to administer these techniques for treatment of numerous muscular-skeletal disorders and selected internal disorders regarding pertinent differential diagnosis. This is done by practicing techniques on one another in preparation for treating patients in the clinical setting. *Prerequisites: 3211.1A*

4700.1A Acupuncture Case Studies I

This course presents and discusses case studies from clinical observation, experience and from selected readings with analysis of treatment plans and principles. A clinical case studies format as an educational approach provides an immediate context for mastery and retention of the clinical knowledge and skills required for best practices along with integrating formal knowledge with clinical experience. In addition, a case studies approach brings relevance to the subject, which is a key characteristic of adult learning. It also provides opportunities for the standardization of learning outcomes along with individualization of the learning process. Topics covered include: common colds, diarrhea, constipation, impotence, palpitations, dizziness, and urinary tract disorders.

Prerequisites: 3710.2A, 3900.2A, 3031.1A, 3770.0A, 4000.2W, 3600.0B, 4276.0B

5101.2A Acupuncture Case Studies II and Evidence-Based Medicine

This course examines the practice of Oriental Medicine from the perspective of the processes involved from patient intake to prognosis. Clinical cases from both personal experiences to those found in selected readings provide the framework to examine the clinical experience from initial patient intake and examinations through identification of ominous signs, diagnosis, treatment, adjunctive therapies, lifestyle medicine, and prognosis. This educational approach supports FCIM's goals of self-directed learning, problem-solving, and critical thinking and supports student learning by providing an immediate context and relevance to the medical subjects discussed. Studying a subject through a case studies format also provides opportunities for the integration of formal knowledge and clinical experience. Through this process students will also become familiar with the study of evidence-based medicine (EBM) and the process involved in developing habits of inquiry and innovation. Topics covered in this course include the diagnosis and treatment of musculo-skeletal disorders, osteoarthritis, Atrophy syndrome, strokes, headaches, tiredness, facial pain, facial paralysis, hypertension, Chest Bi Syndrome, gastro-intestinal disorders, and gynecological disorders. The capstone of this course is a research project that involves both a written and an oral presentation of a student-selected case study with history, examinations, lab results (if pertinent), diagnosis, treatment principles, treatment prescriptions of acupuncture, herbal medicine, adjunctive therapies as warranted (i.e. Moxibustion, Tui-na, Cupping, Gua Sha, Food Therapy, etc.) lifestyle medicine recommendations (i.e. dietary, exercise, stillness practices, etc.), the recommended course of treatment, patient's progress, referrals (if needed), case review and analysis, and prognosis. The written essay may be placed in the College's library. *Prerequisites 4700.1A, 3600.0B, 4276.0B, 4806.0B*

6300.3A Acupuncture Case Studies III

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: 5101.2A, 3955.0A, 5405.4W

6510.0A Gynecology in TCM

An in-depth exploration of women's health issues examining several gynecological diseases including menstrual disorders (amenorrhea, PMS, Metrorrhagia, Dysmenorrhea), obstetrical diseases (Morning Sickness, Threatened or Habitual Miscarriage), menopause as well as disorders relating to women's reproductive system diseases and pregnancy (postpartum depression and lactation disorders). Also covered are pathology, and diagnostics.

Prerequisites: 5101.2A, 5405.4W, 5440.0W, 4276.0B, 4806.0B

6520.0A Pediatrics and E.N.T in TCM

This specialized course offers the study of pediatric diseases from an Oriental Medicine standpoint. Etiology, Pathology and Diagnosis of common pediatric diseases are studied in detail. Common illnesses covered: infantile pneumonia, diarrhea, anorexia, enuresis and ADD. Eye, Ear, Nose and Throat (EENT) is common in children as well as adults. Both are covered in this course including conjunctivitis, cataract, epistaxis, rhinitis, laryngitis and other commonly seen EENT disorders. Surveying several common diseases, students will discuss and investigate diagnosis and treatment of these common ailments.

Prerequisites: 5101.2A, 5405.4W, 5440.0W, 4276.0B, 4806.0B

6530.0A Dermatology and Traumatology in TCM

Dermatology focuses on the study of various visible and palpable skin conditions such as impetigo, contact dermatitis, psoriasis, eczema, shingles and other skin diseases commonly seen in the clinic. Additionally, the internal treatment of traumatic injury is covered in the Traumatology portion of this course. Etiology, pathology, diagnosis and treatment are discussed. *Prerequisites: 5101.2A, 5405.4W, 5440.0W, 4276.0B, 4806.0B*

HERBOLOGY

3055.1H Chinese Herbology I

This course introduces the foundational concepts regarding the medicinal use of various foods according to Asian traditions and is an introduction to the foundational concepts of Chinese Herbology. This course addresses the use of Chinese Herbs commonly used in Chinese Medicated Dietary practice including the energetics of both foods and Chinese Herbs such as the Five Flavors and the Thermal Properties of various foods. The general concept for use of various foods, cooking methods, and conditions of diet as treatment modalities in Oriental Medicine are presented. Coursework includes the study of the differences between Chinese Food Therapy and Medicated Diet and Western concepts of food and nutrition. Issues regarding sensitivity to patients' cultural needs help students to expand their skills in cultural awareness and competency. Class discussions regarding current cultural concerns such as obesity, childhood obesity, GMO's, organic food, food safety, and world hunger help prepare students to provide patient lifestyle counseling and community educational opportunities as an important part of clinical practice.

4055.2H Chinese Herbology II

This course introduces Chinese Pin Yin terminology as it relates to Chinese Herbology. It is designed with the basic language skills needed to facilitate further learning in Chinese Herbology. The basics of Chinese Pin Yin will be explained along with lessons in basic Chinese Pin Yin terminology. This will prepare students for upcoming courses in Chinese Herbology by teaching terms such as color, number, various plant parts and other relevant information to enhance foundational knowledge that will prepare them for the study of Chinese Herbology.

4410.3H Chinese Herbology III

This course teaches approximately 90 herbs covering taste, entering meridian, botanical and Chinese names, meaning of the Chinese character, functions and indications, important biochemical components, incompatibility with other herbs, dosage and herb identification. Covers the chapters include relieve exterior disorders, clears heat, drain fire, dry dampness, detoxifying, summer heat. This course also includes formulation principles, methods of preparation, formula modification.

Prerequisites: 4055.2H



5010.4H Chinese Herbology IV

This course teaches approximately 130 herbs covering taste, entering meridian, botanical and Chinese names, meaning of the Chinese character, functions and indications, important biochemical components, incompatibility with other herbs, dosage and herb identification. Cover the chapters include purgative, laxative herbs, harsh expellant, drain dampness herbs, dispel wind-dampness herbs, transform phlegm, relieve cough herbs, aromatic herbs that transforms dampness, food stagnation herbs, herbs that regulate qi stagnation, herbs that stop bleeding. This course also includes formulation principles, methods of preparation, formula modification.

Prerequisites: 4410.3H

6010.5H Chinese Herbology V

This course teaches approximately 110 herbs covering taste, entering meridian, botanical and Chinese names, meaning of the Chinese character, functions and indications, important biochemical components, incompatibility with other herbs, dosage and herb identification. Chapters include invigorate blood, expel cold, warm interior herbs, tonify qi, yin, yang, blood herbs, stabilize and bind herbs, calm the spirit (shen) herbs, open the orifices, anchor liver yang, extinguish liver wind, parasite, topical use herbs. Also include formulation principles; methods of preparation, formula modification and dispensing of herbs are also covered in these courses.

Prerequisites: 5010.4H

5805.1H Herbal Formulas I

This course presents approximately 110 formulas. Specifically covered are the meaning of formula names, the herbs and their functions for each formula, the amount of the individual herbs, major functions and indications of each formula, contraindications, major modifications and usual methods of preparation, and modification of the formulas for the various patterns of disharmony.

Prerequisites: 5010.4H, 5405.4W

6806.2H Herbal Formulas II

This course covers the meaning of formula names, the herbs and their functions for each of nearly 50 formulas along with the amount of each individual herb, major functions and indications of each formula, contraindications, major modifications and usual methods of preparation, and modifications of the formulas for the various patterns of disharmony. Topics covered include recent legislation governing good manufacturing procedures and herbal dispensary guidelines along with drug-herb interactions.

Prerequisites: 5805.1H

5825.0H Chinese Patent Herbal Formula

This course will introduce and cover approximately 80 traditionally prepared herbal formulas known as “patent medicines.” Topics covered include the patent names, ingredients, their functions and indications, as well as their usage and contraindications.

Prerequisites: 4410.3H

5901.1H Integration of Herbal Medicine and Western Science

This course emphasizes the botany of Oriental and Western Herbs and their common effects and contraindications when combined with Western Pharmaceuticals.

Prerequisites: 6010.5H, 5805.1H, 6150.0W

6605.2H Internal Medicine in TCM

This course covers many common internal diseases affecting modern people. Students will investigate the etiologies, pathologies, diagnosis and treatment of many common illnesses affecting the internal organs including lungs, heart, liver, stomach, and kidneys. Diseases covered include the common cold/influenza, wheezing, chest pain, depression, vertigo/dizziness, hypertension, headache, abdominal pain, stroke, edema, impotence as well as degenerative disease and autoimmune disease.

Prerequisites: 6010.5H, 5805.1H, 3600.0B, 4276.0B, 4806.0B

6855.0H Strategies of Chinese Herbal Formulations

This course focuses on the in-depth studies of herbal formulas frequently used in Oriental 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: 6010.5H, 5805.1H

6710.0H 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, The Eight principles, Pathogens, Qi, Blood and Body Fluids, 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 study of real case conditions. *Prerequisites: 6806.2H, 5805.1H, 6010.5H*

WESTERN MEDICAL**3405.1W Medical Terminology & Anatomy and Physiology I**

This course is dedicated to detailed study of Musculoskeletal System with emphasis on anatomical landmarks used in Acu-points location.

4000.2W Anatomy and Physiology II

This course provides in depth review of Nervous System and Endocrine System in their function of administration and maintenance of homeostasis and integration of other organs, systems and the body as a whole. *Prerequisites: 3405.1W*

4605.3W Anatomy and Physiology III

This intense course provides thorough review of Cardio-vascular, Pulmonary, Digestive, Urinary systems, Blood and Lymphatic systems; introduces students to Immunology, regulation and assessment of Metabolism, pH balance, Blood Pressure and other constituents that require joined function of multiple systems. At this level student is introduced to study of Western Pathology and conventional medical interventions.

Prerequisites: 4000.2W

5405.4W Anatomy and Physiology IV

This course is dedicated to study of Reproductive system. Conception, Pregnancy, Embryogenesis, Fertility and Sexuality are reviewed in biophysical and sociological contexts. *Prerequisites: 4605.3W*

4666.0W Microbiology/Epidemiology/Infectious Diseases

This course is designed to provide an introduction to the general principles of microbiology and relevant scientific tools to familiarize students with the most important examples of bacteria, viruses, and protozoans, and to serve as an introduction for further studies in Infectious Diseases and Epidemiology if such are pursued by students in the future. Special attention is given to pathogens that are discussed and emphasized by OSHA and to information that is essential for Clean Needle Technique compliance. *Prerequisites: 4685.0W*

4685.0W Western Pathology

This course is a clinical approach to lay the foundation for an understanding of the basic mechanisms of disease. It involves the study of diseases, genetic disorders, immunology neoplasia, and pathology of the digestive, respiratory, urinary, musculoskeletal, nervous and endocrine systems. *Prerequisites: 4000.2W*

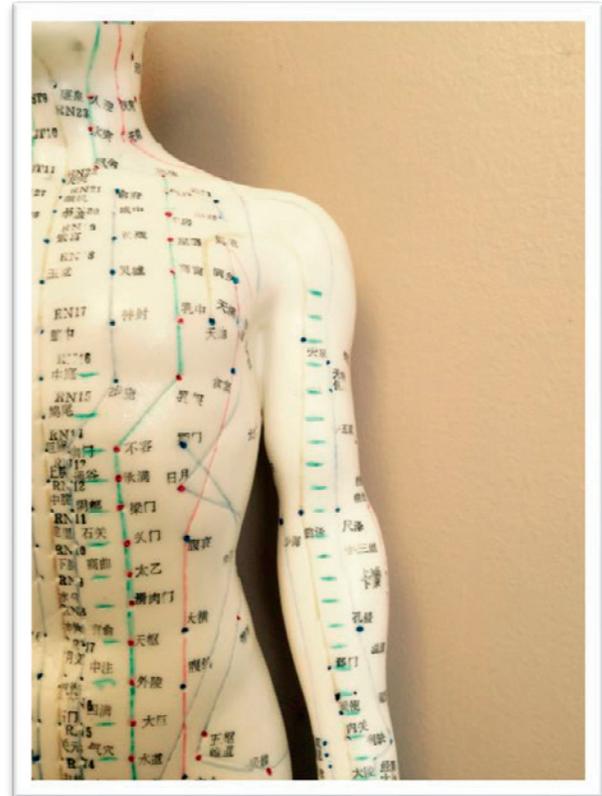
5440.0W Western Diagnostics

The student is presented with lectures and practicum experiences to learn routine procedures in physical diagnosis. The student learns how to obtain a medical history, perform a physical examination, write SOAP notes, and write a narrative report that includes a diagnosis and treatment plan. The course concludes with a practical test in which each student conducts a complete physical examination on a fellow student and then writes a narrative report. 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: 4605.3W, 4666.0W, 4685.0W

5480.0W Radiology

This course deals with diagnosis of disease using various techniques of visualization. This includes study of how to examine a chest film, mediastinal structures, ultrasonography, computerized tomography, thermography, the lung, the heart, and the abdomen, the contrast study of the gastrointestinal tract, the skull, bones, and the spine. *Prerequisites: 5405.4W, 5440.0W*



6100.1W Integrated Medicine and Psychiatric Issues

This course covers foundational material regarding acupuncture physicians working in integrated medical settings, especially regarding clinical approaches to working with patients with mental, emotional, and behavioral problems. Coursework emphasizes assessment of mental health disorders from both an Oriental medical perspective as well as from a Western medical perspective based on the taxonomy system found in the current Diagnostic and Statistical Manual (DSM). Disorders including Depression, Bipolar disorder, Anxiety, sleep disorders, Attention Deficit/Hyperactivity disorder, Autism, Personality Disorders, Schizophrenia, Cognitive Disorders, and Substance Dependence Disorders are covered from the perspectives of diagnosis, treatment, prevention, and referral. Therapeutic approaches to counseling are discussed and include coverage of ethical and professional issues such as professional boundaries, informed consent, cultural competency and responsibilities as mandated reporters. *Prerequisites: 3600.0B, 4806.0B, 5405.4W, 4685.0W, 5440.0W*

6150.0W Western Pharmacology

This course presents the major groups of pharmaceuticals in this country, their uses, common prescription names and potential complications when used with herbal therapy.

Prerequisites: 4666.0W, 4685.0W

CLINICAL COURSES

3606.1C 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: 3600.0B*

3651.1C 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: 3600.0B*

4205.2C 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: 3606.1C, 3651.1C, 3600.0B

4250.2C 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: 3606.1C, 3651.1C

4902.3C Clinical Internship III

With an emphasis on medical record keeping, students participate in advanced application of clinical procedures and assisting treatment to patients under the direction of the supervising acupuncture physician.

Prerequisites: 3211.1A, 4276.0B, 4205.2C, 4250.2C.

5600.4C Clinical Internship IV

Students focus on conducting patient interviews, proper diagnosis of patient conditions and providing appropriate and safe acupuncture treatments and prescription of appropriate herbal formula under Supervising Physician recommendation as well as proficiently dispense herbal formulation in the herbal pharmacy.

Prerequisites: 4410.3H, 4902.3C, 4700.1A, 4310.3A, 4806.0B

6200.5C Clinical Internship V

Students focus on conducting patient interviews, proper diagnosis of patient conditions and providing appropriate and safe acupuncture treatments and prescription of appropriate herbal formulas as well as proficiently dispense herbal formulation in the herbal pharmacy. *Prerequisites: 5600.4C*

6901.6C Clinical Internship VI

This is the final phase of clinical practice in which the student practices as a Senior Intern. Interns are responsible for complete patient care with near total independence of practice. Competency is expected with regard to 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 students on pharmacy management including conducting herbal consults and writing and putting together prescriptions of appropriate herbal formulas. *Prerequisites: 6200.5C*

COUNSELING/BUSINESS

3600.0B 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. Patient-centered care involves accommodating

differences in patient preferences and encouraging shared decision making in all aspects of care. Students will learn the basic knowledge, skills, and abilities that are necessary in providing every patient with respect, proper care, and effective communication. Students will be introduced to several of the major subject areas that infuse most other courses related to providing clinical care such as cultural competency, evidence-based medicine (EBM), and quality improvement. Coursework covers important information about HIPAA and OSHA requirements, basic patient communication skills, and basic concepts of quality improvement in a clinical setting. The course also introduces the subject of ethical behavior in the clinical setting and covers such topics as professional boundaries and confidentiality.

4276.0B Clinic Management II

This course provides students with their orientation for becoming junior treating intern in their clinical 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 the basics of first aid and cardiopulmonary resuscitation. In addition, students will learn the foundational skills involved in working as part of an interdisciplinary team. 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 also introduces the basic concepts involved in inter-professional education and provides an overview of the licensed Complementary and Alternative Medicine (CAM) modalities. The course provides education regarding narrative medicine and the capable completion of professional SOAP notes. The course will also cover the practical requirements and duties expected of students entering the treating intern level.

Prerequisite: 3600.0B

4806.0B Clinic Management III

This course provides students with an orientation and preparation for becoming a treating intern in the student intern clinic. The coursework focuses on the knowledge, skills, and abilities necessary to become a capable and effective practitioner of Acupuncture and Oriental Medicine. Coursework includes training in the development of the clinical 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: 4276.0B, 4410.3H, 4700.1A, 4310.3A

5300.0B Case Management, Red Flags and Medical Emergencies

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 he or she might be facing. The course also provides education in the standards of professionalism necessary for effective communication with other healthcare professionals when making referrals or conducting consultations.

6060.0B Business Management

This course utilizes a case study framework to maximize student learning about the methods and communication skills related to insurance billing and the use of electronic health records (EHR). Topics covered include: how to verify insurance coverage prior to treatment, what information an insurance company will need, how to use billing codes effectively, and ethical use of patients' health information. Coursework will include coverage of the recent changes in legislation and regulations regarding insurance coverage and electronic health records, including updated information on the Health Insurance Portability and Accountability Act of 1996 relating to the operation of a private practice. In addition, coursework provides students with important information governing the practice of acupuncture in the United States with a special emphasis on legislation, regulations, and rules of law pertaining to Florida. This course also covers up-to-date information on quality improvement with regard to the prevention and proper handling of medical errors.

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, B.T.C.M, 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.

Lin Chai, M.D. (China), Ph.D., A.P., Academic Dean, Instructor and Supervising Physician

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.

Tianyi Wei, M.D. (China), A.P., Clinic Director, Assistant Dean, Instructor and Supervising Physician

Dr. Wei earned her second Master's Degree of Oriental Medicine and Acupuncture from Florida College of Integrative Medicine, and her first Master's Degree of Foundation of Traditional Chinese Medicine, and a Bachelor's Degree of Traditional Chinese Medicine from Nanjing University of Chinese Medicine. She finished her advanced training in Nanjing Hospital of T.C.M., which included the rotation in department of Gastroenterology, Nephrology, Orthopedics, Acupuncture, Neurology, Gynecology, Radiology, etc.

As a doctor of Oriental Medicine, areas of specialty she particularly offers to women in various life stages include: Menstruation Discomfort, Menopause Discomfort, Infertility, Pre/Postpartum Care, Perimenopause and supplemental therapies with hormone replacement treatments.

As the Clinic Director for FCIM, her focuses are on improving clinical education standards, help patients in integrative medicine and promote community awareness on disease prevention.

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 & Alumni Coordinator

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.

Giovanna Nunez, Assistant Clinic Manager

Giovanna Nunez received a Bachelor's of Science degree in Business and Information Management from Seminole State University. Giovanna has over ten years of experience in sales, marketing and restaurant management. Prior to joining FCIM, she spent four years working in service, gaining administrative experience. As the assistant clinic manager, Giovanna finds great satisfaction helping people find relief through holistic and Traditional Chinese Medicine.

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.

Betty Shelton, Clinic Manager

Prior to joining the clinic staff at FCIM, Betty Shelton's career path included Medical Office Management, and Insurance and Safety Administration; she was Director of Human Resources for a Central Florida residential retirement community, and most recently, worked as a Legal Assistant for six years in Orlando, Florida. Her skills have been finely honed through her broad range of experience, but it is helping our students achieve their high goals as health care providers that produce the greatest joy in Betty's work as Clinic Manager.

Mary Simmons, Director of Financial Aid & Student Services

Mary Simmons comes to the college with a background in management and customer relations in the direct mail gift industry, coordinating with printers, photographers, artists, vendors, and purchasers. She later studied in the medical field which peaked her interest to work in this type of college environment. As director of financial aid, Mary facilitates all loans and scholarships for all financial aid and works with veteran benefits. And as Student Services director, she is able to guide the students to achieve their goals. She also acts as the college Registrar.

FACULTY

Lin Chai, M.D. (China), Ph.D., A.P., Academic Dean, Instructor and Supervising Physician

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."

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Tianyi Wei, M.D. (China), A.P., Clinic Director, Assistant Dean, Instructor and Supervising Physician

Dr. Wei earned her second Master's Degree of Oriental Medicine and Acupuncture from Florida College of Integrative Medicine, and her first Master's Degree of Foundation of Traditional Chinese Medicine, and a Bachelor's Degree of Traditional Chinese Medicine from Nanjing University of Chinese Medicine. She finished her advanced training in Nanjing Hospital of T.C.M., which included the rotation in department of Gastroenterology, Nephrology, Orthopedics, Acupuncture, Neurology, Gynecology, Radiology, etc.

As a doctor of Oriental Medicine, areas of specialty she particularly offers to women in various life stages include: Menstruation Discomfort, Menopause Discomfort, Infertility, Pre/Postpartum Care, Perimenopause and supplemental therapies with hormone replacement treatments.

As the Clinic Director for FCIM, her focuses are on improving clinical education standards, help patients in integrative medicine and promote community awareness on disease prevention.

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.

Rosann Bryan, M.D., Instructor

Dr. Rosann Bryan received her M.D. from St. Matthew's University School of Medicine, Cayman Islands in 2009 and spent her clinical years interning in the US at St. Barnabas Hospital, Bronx NY; Wycoff Heights Medical Center, Brooklyn, NY, and St. John's Episcopal, Far Rockaway, NY. Dr. Bryan also holds a Masters in Health Service Administration from St. Joseph's College of Maine, and a BA in Psychology from Rollins College, Winter Park, FL. After realizing the significant role emotional balance and lifestyle decisions played in one's overall health status, Dr. Bryan focused her efforts on integrative therapeutic approaches and research. Over the years, she collaborated with Dr. Joseph Cannizzaro of the Cannizzaro Integrative Pediatric Center (formally Accordo Health Institute, Longwood, FL) researching the benefits of Functional Medicine in developing effective treatment protocols for ADHD, autism, pediatric allergies, and asthma. This fateful experience with Functional Medicine research led Dr. Bryan to pursue studies in Traditional Chinese Medicine in 2013 at the Florida College of Integrative Medicine. While completing her TCM studies at FCIM, Dr. Bryan was afforded the opportunity to work alongside Dr. James M. Ray, an integrative Orthopedic Surgeon in Clermont, FL, researching the effectiveness of innovative therapies in Regenerative Medicine for pain and injury recovery. Dr. Bryan returns to FCIM as a faculty member of the Biomedicine program instructing Western Diagnostics.

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

Jacqueline Cheng earned a Bachelor of Art degree in Hong Kong, China. She completed her master's degree Suma Cum Laude in Oriental Medicine at Florida College of Integrative Medicine and was on the Dean List for six semesters consecutively. She is also NCCAOM, Nationally Board Certified, and Florida State Licensed. She has joined FCIM since 2011. Dr. Cheng runs a very busy practice and having wonderful results for High Blood Pressure, Headache, Stroke, Stress & Depression Management, Pain Management, Gastro-intestinal Diseases and Internal Diseases and has been creating amazing results for Facial Paralysis, High Glucose, High Cholesterol, and Facial Rejuvenation for her patients.



Todd Gegerson A.P., Supervising Physician

Todd Gegerson studied at the Florida College of Integrative Medicine, and graduated with a Bachelor's Degree of Science in Professional Health Studies and a Master of Science in Oriental Medicine. He received additional training from renowned physicians including Dr. Li-Chun Huang OMD in Advanced Auricular Acupuncture, Dr. Richard Tan OMD in the meridian. Balance Method and Dr. Bob Marshall PhD, DACBN in nutrition. Additionally, he has certification in Acupoint Injection Therapy and Homotoxicology as well as training in QRA and Contemporary Chinese pulse diagnosis. Todd ventured east and completed an internship in China at the Yantai Traditional

Chinese Medical Hospital, where he was exposed to a complete understanding of Chinese healing and culture that is integrated into the practice.

At the Florida College of Integrative Medicine, he acts as a clinical supervisor guiding student interns through acupuncture treatments and herbal consultations. He maintains private practice at SaJune Institute for Restorative & Regenerative Medicine in Baldwin Park, FL.

Xiangling He, M.D. (China), A.P., Supervising Physician

Dr. He graduated from Fujian University of Traditional Chinese Medicine in 1966 with advanced studies in Endocrinology and Laser Medicine Science from Sun-yet San University of Science. She has treated over 300,000 patients and has over 35 years of clinical experience in areas such as Infertility, Diabetic Neuropathy, ADHD, Soft Tissue Injuries, Alopecia, Glandular Dysfunction, and Depression. She has served as a Medical Doctor at the Guangzhou Municipal Hospital and in the Kuwait Health Department, Kuwait. She has given many lectures across the United States and received prestigious awards for various publications. Dr. He currently acts as a supervising physician in the clinic and teaches Treatment of Common Diseases at FCIM.

Choyan Hsieh, A.P., Instructor

Choyan Hsieh is a 4th generation Chinese Medicine practitioner from one of the oldest Taiwan herbalist families dating back to 1875. She 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. 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 Doctor of Oriental Medicine. She graduated from the Florida College of Integrative Medicine and became NCCAOM board certified and licensed in Florida.

Scotty Hudson, A.P., Instructor and Supervising Physician

Scotty Hudson was originally trained in Anthropology with a specialty in human brain evolution and the origin of language. His work as an Anthropologist inspired his interest in traditional medical systems. He is now a licensed acupuncture physician in the State of Florida where he graduated summa cum laude from the Florida College of Integrative Medicine. He currently works in private practice in a psychiatric setting specializing in mental-emotional disorders and internal medicine. At FCIM he is a clinical supervisor and instructor.

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.

Steve Moreau, A.P., Instructor

Steve Moreau is licensed in the Florida. He teaches a variety of courses including Food Therapy, and Herb/Drug Interactions. His interest in natural healing started in his early college year 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 of sorts and along the way completed 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.

Steve Moreau's interest in natural healing has led him into extensive training in nutritional consulting, metabolic disorders, and neurotransmitter testing 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. To this end he employs a wide variety of healing techniques from herbs and Acupuncture to massage and nutritional supplements in the quest to heal the whole person.

Robert Murphy A.P., Instructor and Supervising Physician

Robert Murphy graduated summa cum laude from Florida College of Integrative Medicine with a Master's 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.

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 Masters of Science in Oriental Medicine and Bachelors in Health Studies. 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.

Berenice Querales, A.P., Supervising Physician

Berenice Querales is a graduate of FCIM, Dr. Querales has over ten years of experience as an acupuncture physician. Certified in Acupoint Injection Therapy, Dr. Querales specializes in treating children with Autism, ADHD, and other medical conditions related to nutritional problems. She owns and operates a successful clinic in Winter Park, FL. Dr. Querales currently acts as a supervising physician in the clinic at FCIM.

Tara L. Reed A.P., Instructor

Tara L. Reed is a licensed acupuncture physician in the State of Florida. She graduated with honors with a Master's Degree in Oriental Medicine from the Florida College of Integrative Medicine in 2010 and practiced for 5 years until transitioning into teaching. Using the traditional approaches of acupuncture, Gua Sha, Tui Na, cupping and herbal medicine Dr. Reed has successfully treated a number of conditions with a major portion of her practice focusing on digestive issues and musculoskeletal pain. Since 2010 she has been teaching in the fields of Massage Therapy and Oriental Medicine and in 2015 began developing her own Continuing Education Courses in the field of Massage.

Monique Rogers A.P., Dipl. Ac., Instructor

Monique Rogers has more than 15 years of training and experience in providing acupuncture services and counseling on a wide range of wellness issues.

After receiving her bachelor's degree in biology from the University of Central Florida, Monique studied at the respected Pacific College of Oriental Medicine in San Diego. There she received a Master of Science in Acupuncture and Oriental Medicine, followed by a clinical specialty in Gynecology and Infertility at China's Nanjing University. Returning to Central Florida in 2003, Monique began her current practice in Altamonte Springs. Since 2012, she joins FCIM as TCM instructor.

Charlene Wall, A.P., Dipl. Ac., Instructor

Charlene Wall is a Florida-licensed acupuncture physician and is nationally certified with the NCCAOM as a Diplomat of Acupuncture. She attended the Florida College of Integrative Medicine where she graduated Summa Cum Laude with a Master of Science in Oriental Medicine and a Bachelor of Health Sciences.

In 2008, she began working in the Longwood Healing Center and Spa and joined a Sports Chiropractic office where she has built her practice around the management of pain and sports injuries as well as other pain-related conditions, including migraine headaches, digestive pain, and neurological pain disorders.

Charlene returned to The Florida College of Integrative Medicine in 2012 as an adjunct Professor and proctor for the NCCAOM during the bi-annual CNT certification examination.

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 ACAOM core curriculum requirements, faculty recommendations for change, or ongoing development in Oriental Medicine.

The focus of the Oriental Medicine 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 Oriental Medicine 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 60 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 60 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 Bachelors in Professional Health Studies degree or the Masters of Science in Oriental 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)
- 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 the Oriental Medicine Program.
- Two passport size photos
- Drivers' license
- Social security card
- 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 60 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 Application Process

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

- International Student Processing Fee \$100 (non-refundable)
- 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 considerable 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.

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 credit 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 Oriental Medicine (ACAOM) at least one academic year of the Oriental Medicine Program must be completed at the College. No transfer credit will be given for "D's".

Transfer Students from other Accredited Oriental Medical Colleges, should be aware that based on evaluation of their transferred courses they will be placed accordingly, with reference to the Program Progression Policy, in the program. Transfer courses must have the equivalent in content to the FCIM course 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. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Jenjen Han
Vice President
7100 Lake Ellenor Dr.
Orlando, FL 32809
Tel: 407-888-8680, x11

Yuan-Yuan Han
Vice President
7100 Lake Ellenor Dr.
Orlando, FL 32809
Tel: 407-888-8689, x11

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 2019-2020** (2019 Fall and 2020 Spring semesters) for the Bachelor of Science in Professional Health Studies & Master of Science in Oriental Medicine dual-degree program. Students will be notified prior to the beginning of any semester of any change in Tuition, Fees and/or Other Costs and its effect on payment schedules.

CATEGORY	TITLE	DETAILS	AMOUNT
Tuition	Tuition per semester for 2019-2020 academic year	Down payment of \$250 upon registration	\$8,935/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	\$100/semester
	Graduation Fee	Payable prior to graduation	\$150/graduation
	Student ID Card	For issuance of new card & replacement of lost/damaged card	\$10/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	\$100/assessment

CATEGORY	TITLE	DETAILS	AMOUNT
Other Costs		experience, special circumstances, special needs, etc.	
	* International Students Processing Fee	Applicable only to International Students for purposes of U.S. immigration documentation. Must be paid prior to admission.	\$100
	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 per determination by the Clinic Director during Clinical Management I Class.	A total of approximately \$300 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/examination
	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.	\$5/per
	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) 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.	\$10/per

CATEGORY	TITLE	DETAILS	AMOUNT
	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, 8:30am to 5:30pm.

Eligibility

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

- Be enrolled fulltime in the Oriental 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.fafsa.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 <https://fsaid.ed.gov>. After you have your FSA ID you may continue signing in to complete your FAFSA application (www.fafsa.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](#) 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.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Plus Loan is available to parents of dependent students to help pay for the educational expenses of the student. The Federal Plus Loan is also available to graduate level students. Credit history is a consideration. This loan must be repaid.

Veterans Benefits

For those who qualify, the Oriental Medicine 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.

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

1. Refunds are made within 30 days following cancellation, termination, suspension or withdrawal, as applicable.
2. Should the College cancel the program, any tuition and fees paid shall be fully refunded.
3. If the College does not accept an applicant, then all monies paid by the applicant shall be refunded *except for*:
 - (a) Admission Application Fee (\$50);
 - (b) Transcript Assessment Fee (\$100, *if applicable*); and
 - (c) International Student Processing Fee (\$100, *if applicable*).
4. If an accepted applicant cancels his/her enrollment or otherwise withdraws from the program after signing this Enrollment Agreement, then:
 - (a) all Fees paid to FCIM by such student for the relevant semester shall be refunded *except for*:
 - (1) Admission Application Fee (\$50);
 - (2) Registration Fee (\$100);
 - (3) Technology Fee for the relevant semester (\$100);
 - (4) Transcript Assessment Fee (\$100, *if applicable*); and
 - (5) 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 less 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 20% or more 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 Oriental 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.

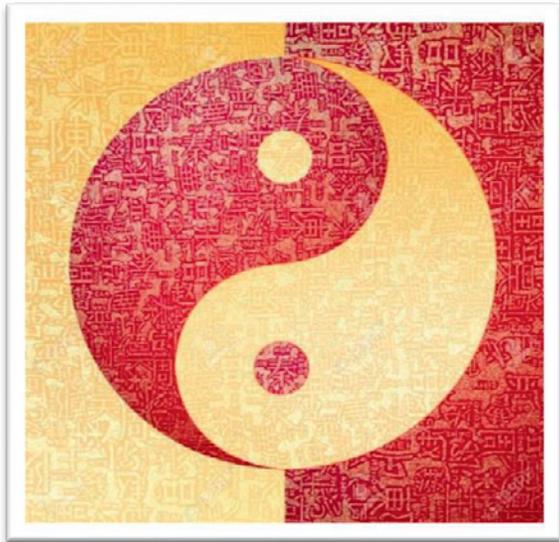
Academic Advising

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 Oriental 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 ACAOM 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 Oriental Medicine Program prepares students for the practice of Oriental 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.

There is a Director of Student Services, who works closely with the Student Government, 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 finding housing and 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.

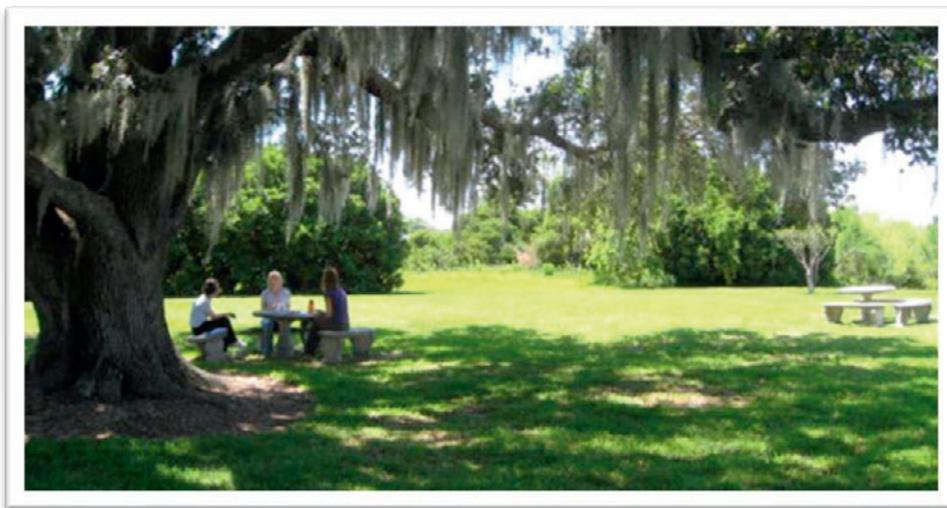
The Director of Student Services and the Administration use various means to help keep students, alumni, and others informed about institutional and community activities: College newsletter, a news page and bulletin board page at the College's website, announcements and regular postings of College sponsored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

The College tries to remedy or respond to student complaints before they become formal written grievances. The usual steps involved in student complaints (going from informal to formal status) follow:

1. Student notifies an instructor or Director of Student Services about a problem. The problem may be resolved at this level. If not, then
2. The student is referred to the Academic Dean or the Clinic Director.
3. Student explains problem to the appropriate staff member and may make a recommendation. Problem may be resolved at this level. If not, then
4. Staff member consults with other staff members and/or to the Committee on Institutional Effectiveness, does investigation. Problem may be resolved at this level. If not, then
5. Staff member discusses options with student, including meeting with other staff members and writing a formal grievance. Problem may be resolved at this level. If not, then
6. Student writes grievance, which goes to the Dean’s Office. An investigation is conducted that may require the student’s meeting with the Administrator. Problem may be resolved at this level. If not, then
7. Student requests a grievance hearing in writing. The Vice President then appoints a Grievance committee to be made up of five objective members with representation from the faculty (two members) and administration (three members). The Vice President participates as a non-voter. The grievance hearing must be held within two weeks of the Vice President receiving the request for a grievance hearing. After the hearing, the Vice President notifies the student in writing of the Committee's decision.

Student Grievances

Student grievances that cannot be otherwise resolved must be stated in writing and presented to the Administration. An investigation is conducted that may require a meeting with the Vice President. Every effort will be made to reach a fair and just resolution of the grievance. If the matter is still not resolved, the student may request in writing through the Vice President a grievance hearing. The Vice President then appoints a Grievance Committee to be made up of five objective members with representation from the faculty (two members) and administration (three members). The Vice President participates as a non-voter. After the hearing, the Vice President notifies the student in writing of the Committee's decision.

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	25%
- Female	75%
Ethnicity	
- Caucasian	44%
- African American	10%
- Hispanic/Latino	10%
- Asian / Pacific Islander	34%
- Multi-ethnic	2%

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 ACAOM requirements, the program must be completed in no more than eight years of elapsed time from the first date of enrollment in Oriental Medicine Program at an ACAOM 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 'tardy'. 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.

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 (FAW)

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 (FAW) 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 FAW 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 FAW 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 FAW 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 choose to withdraw from the program and then 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 Reinstate 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 students 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 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 Oriental Medicine 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 and other modalities of Oriental 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

2019 Spring Semester January 21, 2019 – June 22, 2019

December 7, 2018	Admissions/Financial Aid Deadline
December 14, 2018	Registration Deadline
January 17, 2019	New Student Orientation (Mandatory)
January 21, 2019	First Day of Semester
April 19-21, 2019	Spring Break
May 25-27, 2019	Memorial Day Holiday
June 22, 2019	Semester Ends

2019 Fall Semester July 22, 2019 - January 4, 2020

June 7, 2019	Admissions/Financial Aid Deadline
June 14, 2019	Registration Deadline
July 18, 2019	New Student Orientation (Mandatory)
July 22, 2019	First Day of Semester
August 31-September 2, 2019	Labor Day Holiday
November 28–December 1, 2019	Thanksgiving Holiday
December 23-25, 2019	Christmas Holiday
December 30, 2019-January 1, 2020	New Year's Holiday
January 4, 2020	Semester Ends

2020 Spring Semester January 27, 2020 – June 22, 2020

December 6, 2019	Admissions/Financial Aid Deadline
December 13, 2019	Registration Deadline
January 23, 2020	New Student Orientation (Mandatory)
January 27, 2020	First Day of Semester
April 10-12, 2020	Spring Break
May 23-25, 2020	Memorial Day Holiday
June 27, 2020	Semester Ends

2020 Fall Semester July 27, 2020 - January 9, 2021

June 12, 2020	Admissions/Financial Aid Deadline
June 19, 2020	Registration Deadline
July 23, 2020	New Student Orientation (Mandatory)
July 27, 2020	First Day of Semester
September 5-7, 2020	Labor Day Holiday
November 26-29, 2020	Thanksgiving Holiday
December 24-27, 2020	Christmas Holiday
December 31, 2020-January 3, 2021	New Year's Holiday
January 9, 2021	Semester Ends

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

Addendum to Catalog Volume 27

VA 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**