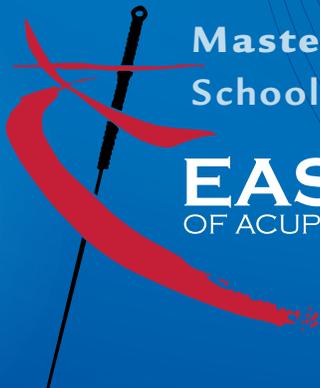


*At the Eastern School
the ancient wisdom of
traditional Asian
medicine adjoins
contemporary
healthcare to meet
the health challenges
of today*



Master's of Acupuncture Program
School Catalog 2016-2017

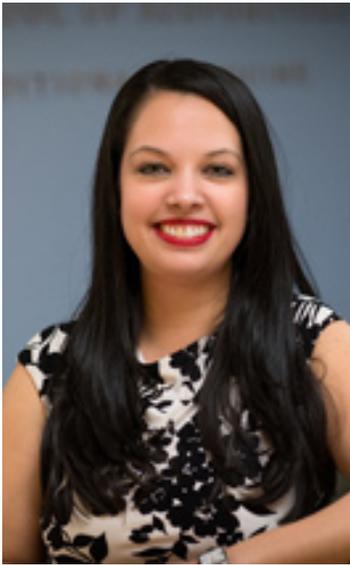
EASTERN SCHOOL
OF ACUPUNCTURE AND TRADITIONAL MEDICINE

The Eastern School of Acupuncture and Traditional Medicine is New Jersey's first college of acupuncture, is approved by the State of New Jersey, Office of the Secretary of Higher Education, and is accredited by ACAOM. The Eastern School holds the distinction of being the first New Jersey college to offer a Master's in Acupuncture degree.

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A letter from the CEO / President :



It is a pleasure to welcome you to the Eastern School of Acupuncture and Traditional Medicine. The Eastern School was founded in 1997 by my mother, Julie Poretz. Ms. Poretz was both a licensed acupuncturist and holder of a Masters' Degree in education from Teacher's College, Columbia University in New York City. My mother's introduction to Asian medicine came through an avenue similar to many others from our culture. Once it became clear that Western medicine was unable to help her resolve a serious health challenge, she found her way to Chinese Medicine.

Julie was diagnosed with chronic fatigue syndrome in the 1980's and after conventional approaches had failed to help her, she turned in desperation to a Chinese doctor who, with acupuncture and herbal medicine, was able to restore her health. She was so impressed by this experience that she decided to devote herself to the study and practice of traditional Asian medicine and enrolled in an acupuncture school in New York City. Julie became a licensed acupuncturist and made this pursuit her life's work. During the course of her studies, and in addition to her training in Traditional Chinese Medicine, she found tremendous value and enrichment in studying Japanese acupuncture, as well as other branches of acupuncture.

After several years of practice and drawing upon her training as an educator, Julie decided to establish an acupuncture school in the State of New Jersey where she had been born and raised. It was her intention to establish a school where students interested in learning this profound and powerful system of medicine could receive personalized training. In addition to their learning Traditional Chinese Medicine, her students would also have the opportunity to learn other approaches within the system of Asian medicine.

The Eastern School of Acupuncture and Traditional Medicine came to fruition in 1997. As a result of her vision and hard work, our school has established itself as one of America's most promising and respected institutions for higher learning in Asian medicine.

Sadly, in 2007 my mother lost her valiant battle with an aggressive form of breast cancer. Shortly thereafter, having completed my MBA, I took over the helm at the Eastern School and dedicated myself to the same principles of excellence. Today, in carrying forth the revered tradition of Asian medicine, the school has grown and developed into an impressive institution recognized for the preparation of our students to become tomorrow's outstanding healthcare professionals.

The Eastern School is my mother's living legacy and the manifestation of her intention to benefit both the profession of Asian medicine and the health of society. I am proud and honored to welcome you into our community.

—Aida Morales-Almanzar, MBA



The Healer's Spirit

Traditionally, East Asian Medicine healers were expected to master eight levels of healing. These levels included spiritual healing, exercise, diet, geomancy (the art of placement), astrology, massage, herbology, and acupuncture. The healer would educate themselves with techniques of self-development, self-defense, and the medical skills necessary for patient care. Self care, through Qi Gong, Tai Ji and meditation were practiced to preserve one's essence and promote longevity in the medical field. "Physician, first heal thyself" was the way of life.

The I Jing (Book of Changes) speaks of the "Superior Man" as being a master of the Five Excellences. The Chinese considered the Five Excellences to be martial arts, medicine, art (poetry and calligraphy), the classical texts, and rituals. To achieve this, the commitments made by these masters are at levels unable to be described by words. The fruits of their achievements are of immeasurable beauty and are a testament to their lofty aspirations

*We welcome you to the
Eastern School of Acupuncture
and Traditional Medicine*

A letter from the Dean:



Humans inherently strive to preserve balance. As our society reaches outward to discover and embrace a technological boom providing lifestyles blessed with convenience and choices once thought impossible, our human instincts are turning introspective and searching for the truths and wisdom from the past. As modern healthcare provides new and innovative ways for us to diagnose, monitor, and even modify the body, we are longing to once again re-engage with the always-present biorhythms and normal circulation of the body's intelligent and intricate energies that has sustained our race for millennia. Acupuncture exists to define and explain this natural system of existence that still remains powered by the single most powerful instinct within the human body—the will to live.

The Eastern School of Acupuncture and Traditional Medicine (ESATM) both honors the past, and embraces the future because we believe that they are intricately entwined and offers the greatest capacity to meet the total healthcare needs of the general population. Together, modern and past wisdom completes a circle providing for the most comprehensive healthcare possible. In the same manner, our educational approach at ESATM starts with the end in mind. We strive to lead and guide our students to display the CARES approach to their field of lifelong study and life.

C–Compassion. ESATM believes in and cultivates compassion in our way of interacting with all community members plus in our teaching philosophy. A practitioner of Acupuncture and Oriental Medicine is most successful when rooted in compassion.

A–Abundance. Being in a state of abundance means to be left in a state of giving and sharing with others. ESATM believes that regardless of one's own personal circumstances, within each of us lies a wealth of abundance that we must cultivate and prepare to share with others for their betterment. Caring and giving unto others are basic core values of all healers.

R–Respect. ESATM students understand that the evolution of Eastern Medicine and all of its life enriching aspects are graciously given by those who were there before us. We respect each other, and respect this wonderful medicine. We understand the responsibility of carrying on the traditional aspects of Eastern medicine and accept the charge of guiding its evolution with great care.

E–Excellence. To achieve excellence, one's own excellence, is through the application of the other core values. Excellence sets a goal for the students of ESATM. We remember our purpose, we believe in our mission, and we aim for the sky. Excellence will be achieved through passion, effort, and humility.

S–Scholarship. ESATM is a leader in Acupuncture and Oriental Medicine education in terms of curriculum design as well as our approach to complementary, alternative, and integrative medicine. Whether by modern or empirical science, we strive to employ rationality and informed purpose in all of our interactions at the Eastern School. Always with an eye to the future, we steep ourselves in the wisdom and knowledge of the past. This scholarly approach to education at the Eastern School ensures that our graduates are skilled and qualified to make a difference.

Graduates of ESATM are primed and ready to be the leaders in the future of healthcare. We know our efforts will help to provide care and comfort for our ailing, and options for those wishing to make the most informed choices about their health and bodies. We will make a difference. This is our charge at the Eastern School. One healer at a time.

In health,

Dr. Thomas Kouo, DAOM, L.Ac., Dipl. OM. (NCCAOM)

Academic Dean

Mission Statement

The purpose of the Eastern School of Acupuncture and Traditional Medicine is to offer professional training, education and services in acupuncture, Oriental medicine, and the traditional healing modalities that enhance the health and well-being of the greater community.

History and Development

The Eastern School of Acupuncture and Traditional Medicine is New Jersey's first college of acupuncture. Founded in 1997 by Julie Poretz, it is approved by the State of New Jersey, Office of the Secretary of Higher Education and is accredited by ACAOM. The Eastern School holds the distinction of being the first New Jersey college to offer a Master's in Acupuncture degree. Our graduates are well-prepared for the NCCAOM national board exam, a prerequisite for state licensure.

The Eastern School is located in the scenic township of Bloomfield. Its central location near major highways gives easy access for New Jersey residents as well as those living in Pennsylvania, Connecticut, and New York.

The Student Body

The Eastern School is proud of the diversity of its student body, both ethnically and professionally. Many students are pursuing career changes, coming from careers completely unrelated to healthcare. Other students are already health professionals seeking to expand and enhance their existing practices. All are interested in pursuing one of the fastest growing health professions in the United States, the practice of traditional Asian medicine.

** ACAOM is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive Eden Prairie, MN 55347 Phone: (952) 212-2434 Fax: (952) 657-7068 email: info@acaom.org*

Master's Program Educational Objectives:

The Purpose / Objectives of the Acupuncture Program is to create qualified and competent practitioners of acupuncture through student-centered educational structures and experiences that will result in the following competencies:

1. Defend an etiology of disease from an acupuncture and Oriental Medicine perspective and utilize this to create and recommend disease prevention strategies as well as a logical acupuncture treatment.
2. Have the ability to formulate a logical treatment principle from an Oriental Medical diagnosis which can be put into action utilizing acupuncture modalities.
3. Evaluate patients exhibiting conditions from within the appropriate scope of practice utilizing the Four Pillars of Diagnosis to formulate a treatment plan.
4. Demonstrate competency in administering a treatment plan as part of the clinical encounter.
5. Demonstrate competency in acupuncture skills, techniques, and modalities taught at the school.
6. Identify and demonstrate knowledge of situations and symptoms which necessitate the need for referral to an appropriate health care professional.
7. Demonstrate the ability to communicate in a professional manner the acupuncture and eastern medical concepts and diagnoses to other qualified complementary healthcare professionals.

ESATM's primary academic program is the Master's in Acupuncture degree which includes the extensive study of theory, diagnostics, methods of treatment, and acupuncture treatments. Several styles of acupuncture are introduced and studied after laying a solid foundation in TCM. The program is also designed to prepare students to sit for licensure examinations (NCCAOM).

Legal Status of the College

The Eastern School of Acupuncture and Traditional Medicine is incorporated in the State of New Jersey as a for-profit corporation duly formed and organized under the laws and regulation of the State of New Jersey, Office of the Secretary of Higher Education.

Licensure, Accreditation & Authorization

New Jersey Acupuncturist Licensure

In New Jersey, a Licensed Acupuncturist (L.Ac.) is not considered a primary care practitioner, however, L.Ac.'s are able to practice independently. The scope of practice is outlined in New Jersey's Administrative Code 13:35-9.12 SCOPE OF PRACTICE.

New Jersey Division of Consumer Affairs
124 Halsey Street, Newark, New Jersey 07101
Toll free (NJ only) (800) 242-5846, Fax (973) 273-8035
AskConsumerAffairs@dca.lps.state.nj.us

Other States

Licensing for acupuncture varies from state to state and is constantly revised. While ESATM does its best to keep current on licensure needs, it cannot guarantee that accurate current information is on file. Each student is responsible for obtaining licensure information and for interpreting such information.

Compliance with Legal Requirements

The Eastern School of Acupuncture and Traditional Medicine, in accordance with Title VI of the Civil Rights Act of 1964, operates in a nondiscriminatory manner with regard to race, color, age, or national origin. Furthermore, as required by Title IX of the 1972 Education Amendments, ESATM does not discriminate on the basis of sex in its educational programs, activities, or employment policies.

The Eastern School also provides equal opportunity for qualified handicapped persons in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973.

Instructional and other facilities (including an elevator to the fifth floor) are readily accessible to handicapped students. Inquiries and appeals regarding compliance should be directed to the CEO and Director of Admissions.

Approvals and accreditation

The Eastern School of Acupuncture and Traditional Medicine is approved to operate as an educational institution of higher learning and confer its Master's in Acupuncture degree by the New Jersey Office of the Secretary of Higher Education.

The Eastern School of Acupuncture and Traditional Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM"), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 301/313-0912

ACAOM

8941 Aztec Drive, Eden Prairie, MN 55347
Phone: (952) 212-2434, Fax (301) 313-0912
Website: www.acaom.org



Master's of Acupuncture (M.Ac.) Program Outline

Course Numbers & Titles

Crs/Hrs

Theory

TM100 History and Foundations of Eastern Medicine	3/45
TM111 TCM Theory I	3/45
TM112 TCM Theory II	3/45
TM113 TCM Theory III	3/45
TM120 Chinese Medical Classics	3/45
TM211 TCM Diagnostic Principles I	3/45
TM212 TCM Diagnostic Principles II	3/45
TM220 Survey of OM Systems	3/45
TM221 Japanese Kiiko Style I	3/45
TM222 Japanese Kiiko Style II	3/45
TM310 Treatment of Diseases-OM I (Gynecology/Andrology)	3/45
TM311 Treatment of Diseases-OM II (Pediatrics/Geriatrics)	3/45
TM312 Treatment of Diseases-OM III (Mental Health/Dermatology).....	3/45

Theory Requirements Total: 39/585

Acupuncture

AC100 Meridian Theory.....	3/45
AC110 Acupuncture Channels & Points I	3/45
AC120 Acupuncture Channels & Points II	3/45
AC130 Acupuncture Channels & Points III	3/45
AC210 Clinical Techniques I	3/45
AC220 Clinical Techniques II	3/45
AC290 Clinical Point Selection	3/45
AC310 Clinical Point Selection II	3/45
AC320 Treatment of Orthopedic Disorders	3/45

Acupuncture Requirements Total: 27/405

Western Medicine

WM100 Western Medical Terminology	3/45
WM110 Anatomy & Physiology I	3/45
WM120 Anatomy & Physiology II	3/45
WM130 Anatomy & Physiology III	3/45
WM140 Biochemistry & Western Nutrition	3/45
WM210 Pathophysiology I	3/45
WM220 Pathophysiology II	3/45

<i>Course Numbers & Titles</i>	<i>Crs/Hrs</i>
WM310 Western Clinical Medicine I	3/45
WM320 Western Clinical Medicine II	3/45
WM330 Western Clinical Medicine III	3/45
WM340 Western Diagnostics & Pharmacology	3/45
WM350 Orthopedic & Neurologic Evaluation	3/45
WM360 Western Physical Exam	3/45
<i>Western Medicine Requirements Total:</i>	<i>39/585</i>

Energetics/Body Work

EBW110 Taiji	2/30
EBW120 Qi Gong	2/30
EBW130 Tui-Na I	2/30
EBW140 Tui-Na II	2/30
<i>Energetics/Body Work Requirements Total:</i>	<i>8/120</i>

Business/Ethics/Counseling

BEC110 Medical Ethics & Counseling	3/45
BEC120 Practice Management & Medical Billing	3/45
<i>Business/Ethics/Counseling Requirements Total:</i>	<i>6/90</i>

Miscellaneous

MSC110 Medical Research Principles	2/30
MSC120 Comprehensive Exam Review	66/10
MSC210 Integrative Medicine	1/15
<i>Misc. Requirements Total:</i>	<i>3.66/55</i>

M.Ac. DIDACTIC TOTAL: 122.66/1840

Clinical Internship

CO100 Introduction to Clinical Observation	1/30
CO120 Observation Level I	2/60
CA200 Observer Assistant	2/60
CA210 Assistant Intern	2/60
CI310 Intern Level I	6/240
CI320 Intern Level II	7.8/233.5
CI330 xIntern Level III	4/120
CG(100, 200, 300) Grand Rounds	1.9/56.5
<i>M.Ac. CLINIC TOTAL:</i>	<i>26.7/860</i>

M.Ac. PROGRAM TOTAL: 149.36/2700

Course Description

Traditional Medicine Theory Department Total: 39 Credits/585 hours

TM100 History and Foundations of Eastern Medicine (3)

This course presents a rich and fascinating history that brings to life the subject of Eastern Medicine. Students come to understand that they are a link in the unbroken chain of this healing tradition. They will travel through medical history guided by the classical texts. Students will survey each key concept in the field to acquire an overview of the subject that they will immerse themselves in over the next three years.

TM111 TCM Theory I (3)

Traditional Chinese Medicine (TCM) Theory 1 begins our comprehensive study of the basic theories of Chinese Medicine. This introductory course provides the foundation of TCM. Students will learn an overview of the various theories and practices of TCM, the concept of yin and yang, the five phases, the concept of Qi and fundamental substances, Zang Fu theory and interrelationships of organs. In addition, the course will cover the view of the human body and its interconnectedness with nature, with references to the Nei Jing (The Yellow Emperor's Inner Classic) and other classic texts.

TM112 TCM Theory II (3)

TCM Theory II continues our comprehensive study of the basic theories of Chinese medicine. It is the Eastern School's position that only after deeply understanding the basic theories of Chinese medicine can the student effectively progress towards more advanced concepts such as those presented in subsequent theory and acupuncture courses. Moreover, without a firm Chinese medical conceptual framework for contextualizing later material on diagnosis and treatment, the student is less equipped to understand principles of clinical techniques such as acupuncture, moxibustion, tui na, qi gong, and dietary therapy. This includes having a broad context in which to understand other authentic experiential or text-based styles within the larger family of East Asian medicine, such as Japanese meridian therapy. As such, the basic theory courses comprise the cognitive spine on which students will build a firm and flexible frame of understanding—one that will endure throughout their careers as practitioners of East Asian medicine. This course will cover the zang-fu. This will give the physiological basis for which we base our understanding of how to differentiate patterns and understand the pathomechanisms of diseases.

TM113 TCM Theory III (3)

TCM Theory III moves into more advanced theory of Chinese Medicine. This course will cover concepts such as the six-divisions, four aspects, and San Jiao theories as well as theoretical and physiological foundations of gynecology and pediatrics. In addition the concepts of Jing, Qi, and Shen will be explored more in depth. Lastly, basic principles of Chinese medical nutrition will be discussed.

TM120 Chinese Medical Classics (3)

This is a course focusing on the classical texts of Chinese medicine as a means by which students can synthesize the information and expertise they have been acquiring in their studies. Students will explore the teachings of the Su Wen and the Ling Shu of the Nei Jing, the Nan Jing, and the Zhen Jiu Da Cheng. Class discussions will examine the theories, ethics, and treatment strategies in these teachings. In addition, students will be exposed to the influence of the Nei Jing in other traditions of Oriental Medicine. This course requires the students to research existing studies and compare and analyze the modern research with the classical textual wisdom. The research paper that is required is a reflection of an application of its efficacy and impact. This course provides a critical analysis of classical texts and is the basis for developing innovative techniques and treatment strategies.



The Huang Di Nei Jing Su Wen and Ling Shu are the consensus premier seminal works of Chinese medicine. The diagnostic systems, treatment principles, and treatment protocols introduced in these two books are fundamental to TCM, and form the foundation of all subsequent classical and modern texts of Chinese medicine. An introduction to the Su Wen and Ling Shu deepens our understanding of Chinese medicine's history, theory, and practice, and allows for a more deliberate practice of the medicine. In addition, The Huang Di Bashiyi Nan Jing will be explored as arguably one of the most important texts on the fundamentals of theory and the practice of acupuncture as well as the acupuncture classic, the Zhen Jiu Da Cheng.

TM211 TCM Diagnostic Principles I (3)

This course provides students with an in-depth study of the four (4) traditional pillars of Oriental diagnosis, including observation, auscultation & olfaction, inquiry, and palpation. Students will learn signs and symptoms of various disorders, tongue diagnosis, pulse, meridian, and other palpation techniques.

TM212 TCM Diagnostic Principles II (3)

This course provides students with in-depth study of the manifestation, etiology, pathology, as well as herbal and acupuncture treatment of common Zang fu organ patterns and complicated Zang fu organ patterns.

This course provides students with the Oriental Medicine diagnosis methods according to internal organs (Zang fu). Eight Principle/Five Phase Treatment Strategy is the practical synthesis of the diagnostic techniques, TCM pattern identification and point location skills which will culminate in applying effective clinical protocols in a successful acupuncture practice.

This class also provides historical, theoretical and practical overview of classical acupuncture theory as presented in the Huang Di Nei Jing and Nan Jing culminating in an interpretation of classical point selection according to these disciplines. Eight Principal/Five Phase Treatment Strategy seeks to promote an understanding of acupoint energetics in a historical context in order to lay the foundation for appropriate point selection and optimal treatment.

TM220 Survey of OM Systems (3)

This is a course focusing on the diversity of forms of Eastern Medicine. Among the theories and treatments studied in this course are Japanese Meridian Therapy (Ikeda sensei and Shudo Denmai lineages), Korean Sasang and SaAm acupuncture, and Worsley Classical Five Element Acupuncture. There will be a focus on the introduction to Kiiko Style Japanese acupuncture.

TM221 Japanese Kiiko Style I (3)

This course includes a review of the basic concepts of Kiiko Style Japanese Acupuncture and theories, contrasting and comparing them with TCM. Students will be also be introduced to the special tools and techniques of this style of acupuncture, including the use of diodes, pachi pachi, thread moxa, ion pumping cords and triple bypass cords. Most importantly, students will learn and practice fundamentals of hara evaluation and basic point combinations used to release disease reflection areas of the hara.

TM222 Japanese Kiiko Style II (3)

Kiiko Style II continues the first class, including basic hare review, point prescriptions for different diseases supported by hands on practice. This class encourages students to analyze what they have read Vol 1 and 2 and formulate clinical strategies to begin the transition to 3rd year student clinic.

TM310 Treatment of Diseases-OM I (3)

Treatment of Diseases OM I is the first in the three course series on the clinical practice of Eastern Medicine. Diseases will be studied from the dual perspective of both biomedicine and Chinese medicine. The emphasis of this series is on the practice of Eastern Medicine. A major goal of this series is on developing the cognitive skills to integrate both biomedical and Chinese medical concepts. The student will develop the ability to analyze a given medical condition from both perspectives. A central component to the series is the cultivation of self-directed learning skills in the students. The diseases focused on in this class are gynecology and andrology.

TM311 Treatment of Diseases-OM II (3)

Treatment of Diseases OM II is the second of the three course series on the clinical practice of Eastern Medicine. Diseases will be studied from the dual perspective of both biomedicine and Chinese medicine. The emphasis of this series is on the practice of Eastern Medicine. A major goal of this series is on developing the cognitive skills to integrate both biomedical and Chinese medical concepts. The student will develop the ability to analyze a given medical condition from both perspectives. A central component to the series is the cultivation of self-directed learning skills in the students. The diseases focused on in this class are pediatrics and geriatrics.

TM312 Treatment of Diseases-OM III (3)

Treatment of Diseases OM III is the third of the three course series on the clinical practice of Eastern Medicine. Diseases will be studied from the dual perspective of both biomedicine and Chinese medicine. The emphasis of this series is on the practice of Eastern Medicine. A major goal of this series is on developing the cognitive skills to integrate both biomedical and Chinese medical concepts. The student will develop the ability to analyze a given medical condition from both perspectives. A central component to the series is the cultivation of self-directed learning skills in the students. The diseases focused on in this class are mental diseases and dermatology.



Acupuncture Department: 27 credits/405 hours

AC100 Meridian Theory (3)

This course studies the basic concepts of Meridian Theory: The distribution of channels, branches, and collaterals in the human body, including their physiological functions, pathological changes and inter-relationships with all internal organs. Topics covered are: The formation of the channel and collateral theory; the distribution of the channel and collateral system: 12 channels, 8 extra channels, 15 collateral, the internal branches of the 12 channels, 12 tendon channels, and 12 superficial channels with their connections; the origin and the end of the channels and collaterals; the physiological function of channels and collaterals; the clinical application of the channel and collateral theory. The basics are also covered in Meridian pathologies, treatment protocols for common conditions, orthopedic disorders from a meridian perspective, and a study of the eight extraordinary meridians.

AC110 Acupuncture Channels & Points I (3)

This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory and treatment. Meridians covered in this course are the Lung, Large Intestine, Stomach, Spleen, and Heart meridians.

AC120 Acupuncture Channels & Points II (3)

This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory and treatment. Meridians covered in this course include the Small Intestine, Urinary Bladder, Kidney, Pericardium, and San Jiao meridians.

AC130 Acupuncture Channels & Points III (3)

This course provides students with a detailed study of point locations and primary channel pathways in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels, with an emphasis on channel and collateral theory and treatment. Meridians covered in this course are the Gall Bladder and Liver meridians. In addition, the eight extraordinary meridians will be discussed in this class.

AC210 Clinical Techniques I (3)

Basic Needling techniques are presented using demonstration and active participation by the students. Cautions and contraindications to needling are reviewed. Exercises are practiced to develop and improve needle techniques. Students proceed from inanimate object needling to common and difficult acupuncture point needling. Students progress from less sensitive points to more sensitive and difficult points. At completion of the course, students are able to demonstrate free Hand Needling and Guide Tube Needling on common and difficult acupuncture points. Techniques/Methods to obtain the Qi, “De Qi”, and to direct Qi. Students learn and demonstrate Clean Needle Technique (CNT) whenever needling and be familiar with OSHA and CNT standards presented in the Introduction to Acupuncture Technique class. In addition, basic skills required for entry level clinical work are taught and practiced (cupping, gua sha, moxibustion techniques, electric stimulation, etc.).

AC220 Clinical Techniques II (3)

In this class, students advance to needle the more sensitive points, practice needle threading, through-and-through needling, and dermal stimulation (including pellets, press needles, etc.). Students learn specialized acupuncture techniques such as advanced electro-acupuncture, and combine needling with moxibustion. Students practice scalp acupuncture needling and auricular acupuncture. More advanced methods for redirecting the qi in the channels (supplementing and draining) are practiced such as generating heat or cold. In addition, students will be introduced to alternate forms of acupuncture styles.

AC290 Clinical Point Selection (3)

This advanced course reviews the various acupuncture point prescriptions used for specific pathologies, with an emphasis on practical points commonly used in an acupuncture clinic. Learners will gain the ability to independently develop a point prescription based on a diagnosis, utilizing various acupuncture systems in order to obtain the best therapeutic result.

AC310 Clinical Point Selection II (3)

This course further teaches students how to select points and combinations to treat various diseases and conditions in adherence to traditional Chinese medicine and modern Acupuncture Theories. Cases are discussed and the point prescriptions are analyzed for rationale and alternate possibilities. Students will have the opportunity to present current cases they are treating in the clinic keeping all privacy standards as outlined by the HIPAA regulations.

AC320 Treatment of Orthopedic Disorders (3)

This course applies the diagnostic skills learned in Orthopedic and Neurological Evaluation to the treatment of such disorders with East Asian medicine. In addition this course presents: review of, and practice in, acupuncture channels; pathways and point location; introduction to, and practice of, TCM and Sports Medicine; development of Motor Point theory; and increased palpatory skills of anatomical structures.

Western Medicine: 39 credits/585 hours

WM100 Medical Terminology (3)

This course provides students with a study of western medical terminology and nomenclature, including word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, diagnostic procedures and medical specialties. This course will increase the ability of the student to access an extensive range of medical literature and to correspond with health care professionals as well as integrate biomedical terms into a TCM perspective.

WM110 Anatomy & Physiology I (3)

The A & P series comprehensively provides students with a presentation of the human muscular-skeletal system and physiology. A & P I comprehensively presents the human muscular skeletal system. While the entire system is covered, particular emphasis is placed on internal areas to avoid when needling and external landmarks that guide the location of acupuncture points. This course provides the most important foundation for all subsequent acupuncture point location courses, orthopedic and neurological evaluation and treatment courses, needling courses and more.

WM120 Anatomy & Physiology II (3)

The A & P series comprehensively provides students with a presentation of the human muscular-skeletal system and physiology. A & P II presents the anatomy and physiology of the integumentary, urinary, digestive, respiratory, cardiovascular, lymphatic, and reproductive systems. While the entire systems are covered, a particular emphasis is placed on internal areas that are may be dangerous in needling and external landmarks that can guide the location of acupuncture points. Also emphasized are the relationships between different organs in the human body.

WM130 Anatomy & Physiology III (3)

The A & P series comprehensively provides students with a presentation of the human muscular-skeletal system and physiology. A & P III presents the development, structure, and function of the human nervous and endocrine system. While the entire systems are covered, a particular emphasis is placed on internal

areas that may be dangerous in needling and external landmarks that can guide the location of acupuncture points. Also emphasized are the relationships between different organs in the human body.

WM140 Biochemistry & Western Nutrition (3)

This course is designed to provide an overview of the biological determinants of nutrient requirements and the assessment of nutrient status in individuals. Diseases associated with nutrients as well as those prevented by nutrients will be discussed. The biochemistry module concentrates on IUBMB nomenclature and macromolecules and their components.

WM210 Pathophysiology I (3)

This course is designed to provide students with an introduction to pathology, microbiology, inflammation, infection, immunity and immunology, non-neoplastic and neoplastic proliferations. This course provides a study of cellular adaptation to disease, environmental factors in disease, inflammation, and neoplasia.

WM220 Pathophysiology II (3)

This course continues the discussion in regards to pathology, microbiology, inflammation, infection, immunity and immunology, non-neoplastic and neoplastic proliferations. This course provides a study of cellular adaptation to disease, environmental factors in disease, inflammation, and neoplasia.

WM310 Western Clinical Medicine I (3)

The Internal Medicine series is designed to relate to the corresponding A & P and pathophysiology classes and cover the biomedical diagnostic methods and treatments for the areas covered in the class.

WM320 Western Clinical Medicine II (3)

The Internal Medicine series is designed to relate to the corresponding A & P and pathophysiology classes and cover the biomedical diagnostic methods and treatments for the areas covered in the class.

WM330 Western Clinical Medicine III (3)

The Internal Medicine series is designed to relate to the corresponding A & P and pathophysiology classes and cover the biomedical diagnostic methods and treatments for the areas covered in the class.

WM340 Western Diagnostics & Pharmacology (3)

This course is designed to help students develop basic skills in reading and interpreting medical images (X-ray, CT scan, MRI, etc.) and ordering, reading, and interpreting common Western medical diagnostic tests with respect to scope of practice. Western medical red flags will also be emphasized in this course. The pharmacology module provides students with an overview of the basic pharmacological principles, terminology, and the use of drug reference tools. These concepts are applied to help the student understand the potential complications drugs can have on the application of the treatment process. Current information on drug-herb interactions will be discussed and a discussion on the application of the ADME (Absorption/Distribution/Metabolism/Elimination) protocol will be emphasized.

WM350 Orthopedic & Neurological Evaluation (3)

This course is designed in two parts: 1. The learning of neurological examinations; 2. The study of the biomechanics of the human body. Students learn the basics of dermatome testing, muscle testing, deep tendon reflexes, etc. Students will also study biomechanics, which is a study of the body in terms of mechanical structure and the analysis of body motion and posture. This will enhance students' ability to understand proper body movement and the nature of physical injuries.



WM360 Western Physical Exam (3)

This course provides students with a study of western physical diagnostic processes, emphasizing three clinical skills: history taking, physical examination, and logical thinking. Students will be able to utilize these skills clinically and know when to refer patients to other healthcare professionals.

Miscellaneous: 17.66 credits/264.9 hours

EBW110 Tai Ji (2)

This is an introductory course in the Chinese System of movement and meditation of Tai Chi Chuan (Taijiquan); to maintain good health and longevity by promoting the free flow of Qi.

EBW120 Qi Gong (2)

Qi Gong is a set of exercises combining motion with meditation and breathing to train and nourish energy. The techniques and movements learned in this class will encourage the smooth flow of qi, which will allow for the cultivation of the mind-body-spirit connection. With practice, students will achieve insights to holistic self-healing and will be able to recommend appropriate qi gong exercises to patients to enhance their healing therapies. An emphasis will be made in this class on techniques that can be utilized in the clinical setting.

EBW130 Tui-Na I (2)

Tui-na is a massotherapy (massage) to treat diseases and traumatic injuries. In this course, there will be a brief discussion of Chinese Massotherapy and the basic principles of Massotherapy; which deals with Yin, Yang, Qi, Blood and internal organs. There will be a discussion introducing diseases involving the internal organs and their treatment by Tui-Na. Also, the special physical examination of the vertebrae, hip joint, upper and lower extremities will be taught in this course.

EBW140 Tui-Na II (2)

This course teaches hands-on techniques implementing combinations of acupressure, acupoint identification, and soft tissue massage. The student learns to prevent and treat disease by applying manual methods to remove obstructions in the meridian pathways by promoting an increase of vital energy or qi and blood circulation; reducing slight displacement of joints and healing soft tissue injuries; adjusting the functions of the internal organs and nerve regulation; improving joint mobility; and flushing cellular tissue. The sports tui na techniques are practiced under supervision, applying moderate to deep pressure, or pressure suitable to client sensitivity to assist in the healing process. Pediatric Tui-Na will also be introduced.



BEC110 Medical Ethics & Counseling (3)

There are certain ethical points to be considered in the business management within the Oriental Medical field. In this course, there will be lectures, readings and discussions of ethics, jurisprudence and current issues that confront the modern health practitioner. The issues of compensation and money as it relates to service and ethics will also be discussed. Due to the range of status of the acupuncturist from primary care provider to technician depending on the state of residence, ethics will be discussed covering all of these. This course provides students with knowledge of the laws and regulations of the New Jersey Acupuncture Examining Board and other government agencies with regard medical ethics and these will be in detail.

BEC120 Practice Management & Medical Billing (3)

This course provides students with many factors contributing to the successful management of clinical practice in the Oriental Medical field. ESATM recognizes that students should achieve a satisfactory return on the time, money, and energy invested in their education. To achieve this end, students must be introduced to good business skills and ethical business behaviors. Important factors to be considered are: skills and abilities of the acupuncture practitioner, practice plan (business plan), concentration of energy and resources, reputation and image, financial foundation, office location, fee schedule, operations, insurance, patient care, personnel and advertisement. In this course, these topics, including the laws and regulations of the New Jersey Acupuncture Examining Board and other governmental agencies, will be discussed in detail. For the Medical Billing module, ESATM recognizes and respects that students should realize a return on the time, money and energy invested in their education. For any service to persist, medicine included, there must be mutual benefit for the parties involved. In most cases, patients must receive health and well-being from their relationship with the practitioner. In addition to the satisfaction of a job well done, in most cases the practitioner must receive money. Money is the most common medium for the exchange of our values and energy, thus the student must practice good business and more importantly, ethical behavior. This hands-on module gives students a comprehensive view of the various office management, record keeping, insurance billing, and bookkeeping systems related to an acupuncture practice.



MSC 110 Medical Research Principles (2)

As the interface between Western medicine and TCM grows larger, so does the need for research on the effectiveness of and appropriate use of TCM in numerous health problems. Therefore, one of the things that is missing is a training program that will teach TCM practitioners how to conduct high-quality, multidisciplinary clinical research in Chinese medicine. This course provides an overview on the purpose, standards, and methodologies in conducting research related to our field. In addition, the basic thesis components and process will be introduced.

MSC120 Comprehensive Exam Review (.66)

This 10-hour course reviews the materials covered on the Comprehensive exams and answers student's questions in regards to testing procedures and advantageous studying strategies. A focus will be on the development of positive studying and preparation habits that students can use to prepare for their board exams.

MSC210 Integrative Medicine (1)

This course will introduce students to a survey of the clinical practice of multiple modalities of medicine and be introduced to the practices of other health care practitioners, including: osteopathy, chiropractic, homeopathy, naturopathy, reflexology, biofeedback, hypnotherapy, polarity, hydrotherapy, and other natural healing modalities.



CO100 Introduction to Clinical Observation

This course is a presentation, discussion, and practice of academic and clinical issues revolving around Clinical Observation designed to impart the knowledge and skills necessary to maximize the value of the students' observation in the clinic. The five areas of study and practice covered will be: clinic rules and procedures; clinical charting; Clean Needle Technique (CNT); laws and regulations; and introduction to case review and grand rounds. Tui-Na medical massage for stress relief techniques will also be introduced. Satisfactory passing of final exam will be necessary for entrance into Clinical Observation.

CO120 Clinical Observation

The Student Clinic experience at the Eastern School is the practical counterpart to the theoretical and technical skills acquired in the didactic course work. The clinic is a professional setting where students, under the guidance of a Clinical Supervisor learn the practice of Oriental Medicine, while providing the local community with low cost, and effective health care. The Student Clinic also serves as a teaching tool where students learn the basic procedures required to manage a successful acupuncture clinic.

CA200 Observer Assistant

This level of the student clinical experience is designed to prepare for internship. The observer assistant will be asked to participate to a greater extent in the clinical encounter in areas including intakes, diagnosis, treatment planning, and medical massage or accessory modalities. The observer assistant will work directly with their paired intern to learn and develop the skills and confidence to lead the clinical encounter at the next level.

CA210 Assistant Intern

This level of clinical study directly prepares the clinical student for internship by actively integrating the AI into the clinical encounter. AIs may participate in all aspects of the clinical encounter and will participate extensively with an emphasis on providing adjunctive therapies for clinical patients. AIs are expected to work with their interns and supervisors to develop their skills so that they are able to transition smoothly into their internship.

CI310 Intern Level I

The Student Clinic experience at ESATM is the practical counterpart to the theoretical and technical skills acquired in the didactic course work. The clinic is a professional setting where students, under the guidance of a Clinical Supervisor learn the practice of Oriental Medicine, while providing the local community with the low cost, and effective health care. The Student Clinic also serves as a teaching tool where students learn the basic procedures required to manage a successful acupuncture clinic. In level I, Interns will work closely with the supervisors and assistants to lead the patient encounters and provide quality healthcare in an environment where they can continue to learn and practice their basic skills.

CI320 Intern Level II

The Student Clinic experience at ESATM is the practical counterpart to the theoretical and technical skills acquired in the didactic course work. The clinic is a professional setting where students, under the guidance of a Clinical Supervisor learn the practice of Oriental Medicine, while providing the local community with the low cost, and effective health care. The Student Clinic also serves as a teaching tool where students learn the basic procedures required to manage a successful acupuncture clinic. In level II, students work towards greater independence in practice while learning and practicing more advanced skills.

CI330 Intern Level III

The Student Clinic experience at ESATM is the practical counterpart to the theoretical and technical skills acquired in the didactic course work. The clinic is a professional setting where students, under the guidance of a Clinical Supervisor learn the practice of Oriental Medicine, while providing the local community with the low cost, and effective health care. The Student Clinic also serves as a teaching tool where students learn the basic procedures required to manage a successful acupuncture clinic. In level III, interns prepare for private practice through greater independence in practice while still maintaining a healthy collaborative relationship with their supervisor. They practice all learned clinical techniques and provide mentorship to interns and assistants.

CG Grand Rounds

Students learn in a clinical theatre-style setting where a licensed acupuncturist leads the clinical encounter, intake, and treatment. Students are encouraged to participate in various capacities as well as ask questions regarding diagnosis and treatment modalities and possibilities. Cases are discussed fully and the practitioner is able to reinforce learned principles from the didactic curriculum as well as model standards of behavior and practice.

Academic and Clinic Faculty

Peter Angelo L.Ac, MS, Dipl. AC. (NCCAOM)

Graduate of the Tri State College of Acupuncture (1995) and the Florida School of Massage in (1984), he is the current Chair of Eastern School's Acupuncture Department, where he has served on the faculty as a professor and clinical supervisor since 2000. He has supervised the Eastern School's clinical externship at the East Orange Veterans Hospital. Peter has maintained a general practice in acupuncture with a specialty in Orthopedics. His practice is rooted in his study of a variety of bodywork techniques and by his training in the Acupuncture Physical Medicine style of Dr. Mark Seem. His approach to Asian Medicine has also been strongly influenced and enriched by two years of study of Classical Chinese Medicine with Jeffrey Yuen as well as the study of the acupuncture style of Master Tung. Kiiko Matsumoto and Dr. Richard Tan's Balance Method. Peter was trained in Tai Chi Chuan and Medical Chi Kung by one of the senior students of the Grand-master, Professor Cheng Man-Ching from 1978 - 1994. He has been a student and teacher of this healing art for more than 35 years.

Daniel Camburn, B.S., M.S., L.Ac. (NY), P.O.M. (PA)

Daniel is a master herbalist, acupuncturist, and qi gong doctor. He has been studying Chinese Medicine and martial arts since 1988, and officially began treating patients in 1992. In 1998 he achieved his Masters of Science degree in Traditional Chinese Medicine from the Pacific College of Oriental Medicine, in NYC. He has a Bachelors of Science (cum laude) in Psychology from Penn State University. Daniel is a kiatsu (pressing with energy) and qi gong practitioner, third degree black belt in Tae Kwon Do, and second degree black belt in Aikido. He observed trauma medicine under Grand Master Alan Lee, in NYC, in 1992-1993. Daniel also spent nearly 1,200 hours studying Gynecology and Obstetrics at the Chengdu University of TCM, at the PhD level. For eleven years, he was a professor and clinical supervisor at the Pacific College of Oriental Medicine, in NYC. Additionally, he was a professor and clinical supervisor at the Tri-State College of Acupuncture, NYC, for three years. Daniel has served as the director of several acupuncture programs, including two years at Yonkers General Hospital, and four years at the Berkley Center for Reproductive Wellness. He also served for two years as a professor, practitioner, and clinical supervisor at the Texas Health and Science University, in Austin. Since 2012, he's been a site visitor for ACAOM, the accrediting body for Chinese Medicine schools in America. He practices in SoHo, NYC. Daniel currently teaches in the Herbal Program, and the Traditional Medicine Department, at ESATM, Bloomfield NJ.

Mitchel Chalek B.F.A., M.S., L.Ac. (NJ, NY). Dipl.OM (NCCAOM)

Mitchel Chalek's introduction to asian medicine began in 1973 when he picked up a book by Tokujiro Namikoshi called "Japanese Finger Pressure Therapy - Shiatsu". This led to enrollment in shiatsu school in New York with Wataru Ohashi. herbal studies with Jeffrey Yuen, and eventually his Masters degree in Oriental Medicine from Pacific College of Oriental Medicine in New York. He has worked as an acupuncturist at Memorial Sloan-Kettering's Integrative Medicine Clinic where he participated in research development and supervision, and has maintained a private practice in Montclair, NJ since 1999. He is currently a faculty member at Pacific College in New York City and The Eastern School in Bloomfield, NJ, where he teaches courses on Asian Medical Theory, Acupuncture, and supervised in the acupuncture and herbal clinic.

Faten (Fate) DAOU, DAOM, L.Ac., Dipl.OM (NCCAOM)

Dr. Fate Daou, DAOM, L.Ac. is one of the East Coast's leading acupuncturists and herbalists (FL, NY, NJ). She holds a Doctoral degree in Acupuncture and Oriental Medicine from Atlantic Institute of Oriental Medicine, Florida, specializing in internal medicine and pain relief. She earned a Master's in Acupuncture degree and Oriental Medicine from Pacific College of Oriental Medicine in New York, NY. She is certified by the National Certification Commission for Acupuncture and Oriental Medicine.

Dr. Daou provided supportive care for cancer patients at Mount Sinai Beth Israel's Cancer Medical Center of New York, where she drew on her clinical expertise in acupuncture as a complementary medicine to assist patients with reducing pain, minimizing side effects, and maximizing overall quality of life.

She is the president/owner of DAOU ACUPUNCTURE PC. where she treats hundreds of patients suffering from musculo-skeletal pain, seasonal allergies, fatigue, insomnia, gastrointestinal issues, acne, and depression. Dr. Daou is skillful at finding the underlying causes of a disease and treating patients as a whole to regulate and balance disharmonies in accord with the ancient practice of Chinese medicine, which draws on the integrity and cohesion of the human body, mind and spirit.

Dr. Daou joined the faculty at Eastern School of Traditional Chinese Medicine (ESATM) in 2016, teaching traditional Chinese medicine theory and medical classics of Chinese medicine.

Joseph DelGiodice, C.H., L.Ac., ND

Joseph DelGiodice is an acupuncturist, Chinese and Western herbalist, and naturopath, with a tenure in the healing arts that stretches across four decades. With his great grandfather an herbalist and bone setter, great grandmother a midwife, and godfather a 1949 graduate of The Swedish Institute, the practice of healing stretches even further back in his family, to nineteenth century rural Sicily. His lifelong fascination with health and longevity began at age 7. That year at Christmas, he received his first book on nutrition, a gift from his brother-in-law. Joe didn't know what all the words meant, but eventually learned, and read that book so many times that it literally fell apart. Having studied extensively with herbalist priest Jeffrey Yuen, and having been a long-time apprentice to Master Western Herbalist David Simon, Joe is a graduate of Rutgers College, the Somerset School of Massage Therapy, the Pacific College of Oriental Medicine, and the American Naturopathic Medical Institute. He has always modeled his practice after the 19th century physio-medicalist country doctors, when patients were like family and a physician would tend you when you're sick, but would also help raise a barn, harvest a crop, fix a roof, cook a meal, or preach in a frontier church.

Joe has been a member of the ESATM community since summer 2012 and recounts his first day as an observing clinic supervisor as follows, "I stepped into the clinic, and watched, and listened, and absolutely loved every second of it. I literally counted the minutes for two weeks to pass and my own shift to begin." Prior to that, Joe was a faculty member at PCOM NY and an acupuncture proctor for the NJ State Board of Medical Examiners. Since July of 1999, he has maintained a private practice in Hoboken, focusing on whole body wellness, geriatrics, musculoskeletal care, women's and men's health, and natural food education. He is also a volunteer gardener at the Community Church of Hoboken Organic Vegetable Garden.

When not in the kitchen preparing arugula salad, broccoli rabe, tabbouleh, or making a fresh green juice, Joe can be found cross country skiing, surfing a longboard, or singing and playing guitar as part of the popular acoustic combo, The Tribe of Uncles. If you don't see him in any of these places, stop in and say hello at the Eastern School Clinic.

Some of his favorite quotes:

"Let nothing disturb you, let nothing frighten you." "Love turns work into rest."

— St. Teresa of Avila (abbess and mystic)

"The mature man lives quietly, does good privately, assumes personal responsibility, treats others with friendliness and courtesy."

— Kenneth Rexroth (poet and essayist)

"Stay busy and get plenty of exercise."

— Jackrabbit Johannsen (supercentenarian and father of North American cross country skiing)

"Don't worry, wave come."

— Duke Kahanamoku (waterman and father of modern surfing)

"When the wave comes, best not to fight."

— Sal Librizzi (surfing barber and friend)

Lois Denmark, DACM, L. Ac., Dipl.OM (NCCAOM)

Lois Denmark has been a Faculty Member and Clinical Supervisor at the Eastern School of Acupuncture since 2004. She teaches core curriculum courses in the Theory, Acupuncture & Herbology Departments and is the current OM Theory Department Chair. She has been in private practice in NJ & NY since 1998 and is a graduate of PCOM NY & PCOM SD where she attained the degree: Doctor of Acupuncture & Chinese Medicine. She has a B.A. from Montclair State College.

Robert D. Eisen, DC

Dr. Robert D. Eisen is a 1988 graduate of Palmer College of Chiropractic in Davenport Iowa, where he earned his Doctor of Chiropractic Degree. He has earned a B.S. in Biology from the National College of Chiropractic, in Lombard Illinois and an A.S. degree in Chemistry from Kingsborough Community College in Brooklyn, N.Y.

Dr. Eisen has been a practicing chiropractor in New Jersey since 1989 and his current practice is located in Paramus, N.J. He has a family practice that specializes in the treatment of musculoskeletal conditions. Dr. Eisen holds advanced post graduate training in Manipulation Under Anesthesia and has completed the course in study to sit for the Department of Transportation Certified Medical Examiner certification. He continues his post graduate education by taking various continuing education courses in topics ranging from musculoskeletal conditions to nutrition. "I believe that it is important to continue your education to learn new cutting edge technologies and treatment to better serve my patients and help them achieve their goals of optimal health".

Dr. Eisen began teaching as an adjunct professor at the Eastern School of Acupuncture and Traditional Medicine in 2012, where he began teaching Medical Terminology. He continued on staff at ESATM and became the acting Bioscience Department Chair as well as teaching Anatomy and Physiology, Bioscience, Anatomy Intensive and Biology.

"I believe that a whole person approach to health, incorporating chiropractic care, acupuncture, massage therapy, regular exercise and good nutrition will help my patients to achieve the results they desire for their health. The more proactive you are in keeping yourself healthy the less likely you will be to become sick and dependent on medications to try and improve your health status."

Mayda Gonzalez, MD

Dr. Mayda Gonzalez has been a faculty member at the Eastern School of Acupuncture since 2010 and currently serves as the Bioscience department Chair and faculty, Dr. Gonzalez has been involved in the medical field for more than 18 years, foreign medical graduated with more than 8 years' experience working as a general doctor first (Santa Clara Medical University Medical Degree) and as a pediatrician later. When she came to US 12 years ago she started teaching and was using all her western medicine knowledge and her Medical Degree to teach. Dr. Gonzalez was working more than 10 years in a Nursing college as a Faculty helping the students to success in the medical field and holding an Allied Health Instructor, a BLS instructor and research coordinator certification.

Thomas Kouo, DAOM, L.Ac., Dipl.OM (NCCAOM)

Dr. Kouo comes to the Eastern School from the Virginia University of Oriental Medicine where he served as the Academic Dean. Prior to working in Virginia, Dr. Kouo was at Pacific College of Oriental Medicine San Diego, where he was the chair of the Herbal Department and taught in both the Master's and Doctoral pro-grams while also serving as a Clinical Supervisor. A graduate of the Masters and Doctoral program at Pacific College, Dr. Kouo founded and was the clinical director of Elemental Harmony Acupuncture in San Diego. Elemental Harmony Acupuncture served San Diego and was one of the foremost clinics for pediatrics, orthopedics, and women's health. He was also the creator of a special facial rejuvenation protocol named "Age-Reversal Therapy" (ART) that was featured at the renowned A & B Medical Spa in Hillcrest, California.



He has treated athletes on the San Diego Chargers, Los Angeles Lakers, the US Winter Olympic Training team, and was the acupuncturist for the La Jolla Open Tennis Tournament at the La Jolla Tennis Center.

Dr. Kouo was one of the original acupuncturists selected to pilot UCSD's Center for Integrative Medicine and was on staff in family medicine with hospital privileges working alongside UCSD's best physicians.

He has also worked in the oncology department of Rady's Children's Hospital in San Diego where he developed his love and compassion in working with children. Dr. Kouo was a manager and clinical supervisor for a community clinic providing free healthcare to seniors in downtown San Diego and was responsible for establishing an herbal dispensary providing free herbal treatment for patients of the clinic.

Dr. Kouo is honored to serve on the medical advisory board of Miracle Babies, a non-profit organization dedicated to the betterment of women and families with babies born prematurely. He is also on the Board of Directors of Alternative Healing Network, a San Diego based organization providing alternative health care and education to the public in need.

He has lectured both locally and nationally on topics such as Chinese Medicine and HIV/AIDS, Fatty Liver Disease, healthy pregnancy, pediatric care, sports injury care, and integrative medicine. He was also the Director of Wellness for a Fortune 500 company in Los Angeles and was the herbal consultant for the licensure review preparatory company, TCM Tests.

J. K. Kuan, DC, L.Ac., Dipl.OM (NCCAOM)

Dr. J. K. Kuan is National Board Certified (NCCAOM) (NBCE) and a Licensed Chiropractic Physician and Acupuncturist in the State of New Jersey, New York and California. Since childhood, he had witnessed his family members using Acupuncture and Chinese herbal medicine for healing and wellness. Later in life, after years of being active in playing sports and practicing martial arts, he personally benefited from Acupuncture, Chinese herbal medicine and Chiropractic treatment for shoulder, knee pain and sciatica, which inspired him to become a licensed Acupuncturist and Chiropractor.

Dr. Kuan graduated with honors from Southern California University of Health Sciences (SCUHS) with a Doctor's degree in Chiropractic and a Master's in Acupuncture degree and Oriental Medicine. There he received the Outstanding Service Award for his individual contributions to the college, made the Dean's List, and was recognized by the California State Assembly for his steadfast commitment to the community and outstanding leadership in Traditional Asian Medicine and Health Sciences.

Dr. Kuan began his Acupuncture and Chiropractic career in San Diego and Santa Monica, California. From there he brought together many of the concepts of Traditional Chinese Medicine with modern Acupuncture and Chiropractic techniques for excellent healing and wellness. Since then, he has continued to build his reputation as a practitioner who is passionate about healing and providing care to those that find them-selves in physical distress. After years of practice in California, Dr. Kuan pursued the opportunity to bring his clinical experience and healing techniques to the East Coast so that he could provide care to those in need.

Miguel Angel Oquendo, MD

Dr. Miguel Angel Oquendo was born in Cuba in May 8th, 1956. His father was a farmer who worked in all processes of the cigar making industry. His mother was a housewife both his parents practiced Spiritism. As a child, he struggled between his parent's beliefs and what he was taught at school regarding God and spiritual matters. In communist Cuba only atheism was possible.

He studied at the Institute of Medical Sciences in Cuba. He was a Neurosurgeon and Professor at Manuel Ascunce Domenech Hospital, which was associated with the Medical School in his native province of Camaguey. Cuba Dr. Oquendo fled Cuba on a raft and survived a six day ordeal assuring his freedom and that of the others who fled with him.

He was held at Guantanamo Bay, Cuba where he collaborated as a Medical Doctor and Interpreter with the US ARMY and the US NAVY. He was admitted to the United States and is an American Citizen. Today, Dr. Oquendo is living his dream of being free.

He is a motivational speaker and an innovative teacher of Neuro-anatomy, Neurophysiology, Neuro-plasticity, Neuro-linguistics, Fatherhood, and Relationships.

With more than 30 years of extensive experience in the educational and medical fields, Dr. Oquendo also brings personal experience and knowledge to the amazing domain of the human brain.



Dr. Oquendo's empowering message helps people lighten up and grow personally and professionally. His focus leads to the perfect combination between personal fulfillment and gaining peace of mind at any circumstance.

"It is our language and the actions we take that create the quality of life we are meant to live."

Jeremy Steiner, DAOM, L.Ac. Dipl.OM (NCCAOM)

Jeremy Steiner is a practitioner of Acupuncture and Traditional Medicine, board-certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) and licensed to practice acupuncture in New Jersey, Pennsylvania, and Florida.

Jeremy is a graduate of The Eastern School of Acupuncture and Traditional Medicine (ESATM). Upon earning his degree in Acupuncture at ESATM in 2007, Jeremy went on to complete a Traditional Herbal Studies program in 2010. Jeremy continued to further his education through extensive postgraduate training under the mentor-ship of Japanese acupuncture master Kiiko Matsumoto and Dr. Noel Nowicki, MD and is currently pursuing his Doctorate of Acupuncture and Oriental Medicine at The Atlantic Institute for Oriental Medicine in Fort Lauderdale, FL.

In addition to practicing Oriental Medicine, Jeremy has been on the faculty of ESATM as both teacher and clinical supervisor since 2007. He also practices and teaches medical qigong and meditation.

Although Jeremy's specialty is in the treatment of pain and inflammation, during his years in practice he has had extensive clinical experience and positive results in the treatment of a wide spectrum of disorders including acute and chronic pain conditions, sports injuries, trauma, autoimmune, thyroid, digestive conditions, neuropathies, allergies, common cold, fatigue, stress, weight loss, neurogenic urinary bladder disorders, post stroke paralysis, swallowing disorders, and emotional issues such as anxiety and depression. Jeremy regards the practice of Traditional Medicine as a vehicle to aid his patients on their journey towards health, well-being and the unfolding of their potential.

Shiaomei Weingarten, B.A., M.S., L.Ac. (NJ, NY, CT, PA), Dipl. Ac. (NCCAOM)

Shiaomei Weingarten currently teaches Survey in Japanese Acupuncture and is a clinic supervisor at The Eastern School of Acupuncture. A graduate of the Eastern School, Shiaomei holds a B.A. in Oriental Languages from Fu Jen Catholic University, Taipei, Taiwan and a M.S. in Hotel and Food Service Management from the School of Hospitality Management, Florida International University, Florida. Shiaomei has postgraduate studies in Advanced Japanese Treatment (Kiiko Matsumoto Style), is certified in Reflexology by the International Institute for Reflexology, Florida and has professional training with Professor Lin Yun, leader of Tibetan Black Sect Tantric Buddhist Feng Shui. She is also studying energy work with Donna Eden of Energy Medicine, classic Chinese medicine including knowledge of essential oils, stones and Chinese herbs with Jeffrey Yuen and Japanese acupuncture with Kiiko Matsumoto and Tsuyoshi Shimamura. Shiaomei also studied a comprehensive two-year herbal program with David Winston, founder of Herbalist and Alchemist.

Xin Zheng, M.Ac., OMD (China), L.Ac. (NJ, NY)

Xin Zheng is a Clinical Supervisor and teaches core curriculum courses at The Eastern School of Acupuncture. Dr. Zheng received her medical and PhD degree from Beijing University of Chinese Medicine, Masters degree in Acupuncture from China Academy of TCM. After complete 3 years of residency and 1 years of specialist training in neurology at Beijing, she practiced acupuncture and Chinese Herbology as an attending physician and completed acupuncture anesthesia research at the Acupuncture Institute in Beijing. 1995-1996 she went UK for postdoctoral research. She is faculty member at the Pacific College of Oriental Medicine, New York college of Traditional Chinese Medicine. She also practice acupuncture and herbology in New Jersey and New York. Particular reference to combination different styles of acupuncture to treat various kind of disease.

Department Chairs:

OM Theory : Lois Denmark, DACM, L. Ac., Dipl.OM (NCCAOM).

Acupuncture : Peter Angelo L.Ac, MS, Dipl. AC. (NCCAOM)

Western Medicine : Mayda Gonzalez, MD

Kiiko Style Acupuncture : Christine Kim Henckel, L.Ac.

Adjunct Faculty

Patricia Barron, B.A. L.Ac.

Patricia Barron has studied forms of martial arts including Hung Ga kung fu and various forms of QiGong since 2001 and Yang Style Tai chi since 2004. She became involved with Traditional Chinese Medicine by receiving treatments and taking courses in Tuina Chinese Massage by her Sifu Pedro Yee which led her to the interest of Acupuncture. She graduated from the Eastern School of Acupuncture and Traditional Medicine in 2008 and is currently licensed in Acupuncture in NJ, NY and PA. Patricia has a degree in Psychology from Rutgers University and is a Social Worker. For several years, she studied the Five Animal Frolics QiGong system with Master Walter Fricke at the ESATM achieving the level of QiGong instructor.

Ken Burgess, (certified teacher)

Ken Burgess has dedicated over three decades to the practice and study of traditional martial arts. He has attained teacher certification in Karate, Kung Fu, Tai Chi and Chi Kung. In 1991, after receiving the precepts, he became a Buddhist and was given the Dharma name, Hoshu (Treasured Practice). After clearly realizing the potential healing powers of these practices, he is now committed to deepening his understanding to help others improve their physical and mental health and fulfill his vow to relieve suffering. He is currently teaching Yang Family Tai Chi under Holly Sweeney-Hillman and is working toward full certification in the 18 Luohan Chi Kung System under Sifu Sergio Arione.

Deanna Carell, L.Ac.

Deanna graduated from Seton Hall University in 2011, where she received her Bachelor's degree in Business Marketing and Art Advertising. She went on to continue her education at The Eastern School of Acupuncture and Traditional Medicine where she obtained a certificate in Acupuncture and is currently studying Traditional Herbal Medicine. At the Eastern School Deanna was trained in three styles of acupuncture including Traditional Chinese Medicine, Kiiko Matsumoto Japanese style and Five Element style acupuncture. She was certified by the national board in Acupuncture in 2016 by the National Certification Commission for Acupuncture (NCCAOM) and is state licensed in New Jersey. She has spent much of her time at The Eastern School studying with Master Kiiko Matsumoto, one of the most well known acupuncturists of our time.

Deanna works in Nutley and Verona where she uses acupuncture and Chinese medicine to treat a wide variety of patients and to promote holistic healing.

Jihong Ding, M.B/B.S., L.Ac. Of NJ & NY, Dipl. Of Oriental Medicine (both acupuncture & herbology)

Jihong Ding is a clinical supervisor and teaches clinical skills courses at The Eastern School of Acupuncture. She got a medical degree from the Anhui University of Traditional Chinese Medicine, China in 1987, and then practiced in China from 1987-1995. She is the author of various books and articles on Tai

Chi, Qigong, Eastern Nutrition and Oriental Medicine. Jihong is also a master of Tai Chi Chuan and Tai Chi Sword and has won numerous medals and championships in both areas. She has been practicing acupuncture in the United States since 1996 and specializes in Gynecological, Neuromuscular, Psychological Disorders and Pain Syndromes. In 2005, Jihong founded the Ding Acupuncture Herb Center in New Jersey.

Matthew Fellner, DACM, L.Ac.

Matthew Fellner is a licensed acupuncturist and herbalist with over 15 years' experience in the field of Chinese Medicine and alternative health. Matt graduated from Boston University with a B.A. in Sociology. In 1998 he began training in traditional Ba Gua Zhang Kung Fu with Shifu Ahles in Bergenfield, NJ. There he began learning about traditional Chinese herbology and eventually began teaching Kung Fu, Ch'i Kung, and meditation classes. In 2002, he enrolled in Pacific College of Oriental Medicine, earning his masters degree in Traditional Oriental Medicine. Since 2006, Matt has had the good fortune to treat thousands of patients, both in private practice and as the manager of a very successful multi-disciplinary medical facility. Englewood Cliffs Acupuncture & Stress Management Center is the culmination of all the hard work and years of learning that Matt has put into developing a facility that offers unique strategies and the highest level of care in the field of health & wellness.

Christine Kim Henckel, L.Ac.

Christine Kim Henckel has 11 years' experience working in Mental Health and Addiction services. Her interest in Eastern Medicine was sparked by her observation of the limitations and inconsistent results with Western pharmaceutical treatment. After graduating ESATM in 2011, Christine stayed on as an assistant and is currently a Faculty member and Clinic Supervisor. She treats patients in her private practice and continues to study under the renowned Master Acupuncturist, Kiiko Matsumoto.

Karen Lin, L.Ac., MD (China)

Karen Lin graduated from the Eastern School of Acupuncture in New Jersey. She subsequently became a Part time faculty member teaching the clinical research class to third year students. She established Harmony Acupuncture and Wellness, LLC in Cranford, New Jersey, as her own clinic to treat people with various conditions. Long before working in this field, Karen earned her M.D. degree from Guangzhou Medical University in China in 1992 and worked as a physician in the affiliated hospital. She came to the United States to continue her education and obtained her Master's degree in biochemistry in 1996. Since then, she has been working in the biomedical research field for 20 years.

Sheila Mason, B.A, M.S., L.Ac. (NJ, PA)

Sheila Mason received her BA from the University of Illinois in Urbana, IL and her MS from George Williams College in Chicago, IL. She is a graduate of the Tri State College of Acupuncture in New York (1983). She worked at the Lincoln Hospital Acupuncture Detox in the Bronx, NY and at other detox programs in Paterson, NJ and Jersey City, NJ. She has been a faculty member and clinic supervisor of the Eastern School of Acupuncture since its inception. She is a former member of the New Jersey Acupuncture Examining Board. She is a longtime practitioner of Tai Chi and teaches classes in Englewood, NJ and New York City. She has a private practice in Englewood, NJ.

Mary Szubiak M.S., L.Ac. (NJ and NY), Dipl. of Oriental Medicine (NCCAOM)

Mary graduated from Pacific College of Oriental Medicine in 2011 with an MS in Traditional Oriental Medicine. She also received an MS from Stevens Institute of Technology and earned a B.A. from Providence College. Mary has been trained as a childbirth doula. She maintains a private practice in New Jersey.



Admissions Requirements & Procedures

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed at the college. Previous work experience in the selected field of study can also increase likelihood of success although it is not required. The Eastern School does not discriminate based on sex, race, color, national origin, gender, age or physical disability in the employment of faculty and staff, the admission of students, or the operation of its educational programs and activities.

Students applying for admission to the Eastern School Acupuncture program are required to submit:

- A completed Application for Admission form, or by submitting the application online.
- Official transcripts from all post-secondary educational institutions attended.
- A pre-requisite of 4 credits in Human Biology within ten years of applying with a grade of 2.0 or greater. Applicants may elect to CLEP their Human Biology in lieu of taking a full semester 4 credit course prior to entering the program.
- Letters of recommendation from three individuals who can attest to the applicant's ability to complete the program (healthcare practitioners, professors or employers). All individuals must include full contact information on letters.
- A narrative 2 – 4 page essay utilizing MLA or APA format (topic will be provided via email at the applicant's request)
- A non-refundable application fee of \$50.

Such discriminations prohibited by Title VI of the Civil Rights Act (pertaining to race, color, and national origin, Title IX of the Educational Amendments of 1972 (pertaining gender), Section 504 of the Rehabilitation Act of 1975 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

Admissions Process

1. The Director of Admissions receives, and processes all applications. All documents submitted to ESATM become the property of the college and will not be returned to the student.
2. The Academic Dean and/or Director of Admissions will review all submitted official transcripts, foreign credential evaluation, and any other admissions requirements. The Director of Admissions compiles and initially reviews all documents in preparation for the applicant's admissions interview with either the Academic Dean or the Director of Admissions.
3. Only those applicants who are evaluated to have the potential to achieve the educational objectives of the program shall be admitted into the program. The Academic Dean will officially evaluate any transferable credits. The student will be notified of their admission status.

4. When the applicant is accepted for admissions and given final approval by the Academic Dean, the candidate will be required to make an appointment with admissions to register and enroll for classes. In addition, they will receive:
 - Acceptance letter sent via email
 - Summary of transfer credit (if applicable)
 - Enrollment Agreement
 - Any additional admissions forms

Application Requirement & Procedures

The college accepts new students at the beginning of each trimester. Applicants are required to submit a completed application to the Director of Admission. Applications for admission can be completed online. To “apply online”, please visit our website www.esatm.edu or call (973) 746-8717 and ask for the Director of Admissions.

Application Fee

Fifty dollars (\$50) is non-refundable.

Academic Requirements

Transcript(s) of post-secondary education: Satisfactory completion of at least three academic years (90 credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician’s assistant), from an institution accredited by an agency recognized by the U. S. Secretary of Education.

Foreign Credits Credential Evaluations

Candidates with foreign education, or education completed outside of the U.S., must submit an official foreign credential evaluation (ESATM accepts WES). Official sealed foreign credential evaluations must be submitted directly to the college. Without official credentials, ESATM cannot evaluate or transfer student credit.

TOEFL scores

English language competency is required of all students seeking admission to the program. This may be satisfied by the following:

English Language Competency (TOEFL): TOEFL Score of at least 61 iBT (which also requires a minimum speaking exam score of 26, and a minimum listening exam score of 22. Also, at the discretion of the Academic Dean, a student may be accepted into the program if a student successfully meets the total iBT score but happens to fall below an individual segment score); or the student must have completed a three-year (90 credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country.

Transfer Credit Policy and Regulations

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT ESATM

The credits earned at the Eastern School of Acupuncture and Traditional Medicine can be transferable and accepted to another institution at their discretion. It is important to contact the other school or University to have them explain their policies on transfer credits. Depending on their policies, and at their sole discretion, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that you’re transferring to another

Institution that meets your educational goals. Currently, the college currently does not have any articulation or transfer agreements with any other college or university.

1. Transferring-in

Credit may be awarded for equivalent coursework documented by official transcript or, in special circumstances with the approval of the Dean, an official letter/certificate that indicates the units or hours of training in each subject. Equivalency will be determined through examination of published course descriptions and / or syllabi and is at the discretion of ESATM's Academic Dean. These documents cannot be returned to the applicant or forwarded to another institution or agency.

2. Coursework

Completed at an accredited institution of an agency recognized by the Secretary of Education may be directly transferable. Work completed at a non-accredited institution will not be rewarded credit. There may be rare instances when credits earned at non-accredited institutions can be judged for programmatic equivalency and academic rigor and considered for transfer. Credit awarded will be at the discretion of ESATM's Academic Dean.

3. A minimum grade of "Pass" or "C" (2.0) is required for transfer.

4. Credit must have been earned within the last ten (10) years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested, e.g., a physician for Internal Medicine.

5. Transfer credit is granted only when the total hours for any given course have been documented.

6. Transfer credit may be granted at the sole discretion of the Dean, for a limited number of courses to individuals who have passed a state- recognized or state administered licensing examination (Acupuncture, Chiropractic, FLEX, ECFMG, Physical Therapy, Psychology, Nursing, etc.). Applicants who have passed any of the aforementioned or equivalent licensing examination must be able to indicate a passing score in each of the specific areas for which transfer credit is requested. A license itself is insufficient evidence; an official licensing examination report with scores is required. Applicants must make available such documentation directly from the licensing or examination agency to the Academic Dean, Admissions office, and Registrar.

7. Course work taken at another institution after admission to ESATM is not transferable unless approved in advance in writing by, and at the discretion of the Academic Dean.

8. Transfer credit is officially recorded on the student's ESATM transcript only upon completion of the program, even when previously recorded unofficially for administrative purposes.

9. Course work transferred into the program receives the applicable credit, but the grade earned at the other institution is not utilized in the computation of a student's Grade Point Average (GPA). Courses taken at ESATM are used in the computation of a student's final GPA.

Prior Learning/Life Experience Credit

ESATM does not award prior learning credit nor does it reward credit for life experience learning.

Enrollment & Attendance Policies

Terms and Course Offerings

There are three academic terms during a calendar year. Winter, spring, and fall terms each consists of 15 weeks of classes. Typically, part of the 15th week will include the final examination. The courses to be offered during a particular term are listed in the class schedule published three times per year approximately two weeks before registration for the corresponding term.

Enrollment and Right to Cancel Policy

Students have the right to cancel the Enrollment Agreement up to and including the first day of instruction and receive a refund of all fees paid, less the applicable mandatory, non-refundable \$50.00 application fee. To cancel, a student must provide written notice to the Registrar by the close of business hours the day before the first day of instruction. Other forms of notice such as phone calls, verbal comments or failure to attend classes, do not constitute cancellation. Cancellation of the enrollment agreement must be in written form. Email notice is applicable. For further details, please see “Tuition Refund Policy” below. Also, please note that some of the material covered under the Academic Policies section of the ESATM Catalog is also addressed under the Admissions section of the Catalog.

Enrollment Status Policy

ESATM operates on a trimester, year-round schedule. For academic purposes, the following enrollment statuses have been defined per semester.

Graduate Programs:

Full-time = A minimum of 12 units (students wishing to take more than 21 units will need Academic Dean approval)

Part-time = A minimum of 6 units, but less than 12 units

This distinction is for financial aid purposes. ESATM does not currently offer a specific part-time program.

Auditing Courses Policy

Persons who do not wish to register for credit may be permitted to register for audit under the following condition: that they meet admissions requirements, pay the regular audit fee, obtain the consent of the instructor, audit only courses for which there are adequate class room facilities. In the case of full time students, obtain the consent of the Academic Dean. Students may audit courses for no credit upon payment of the Audit Fee. Courses to be audited may only be taken for credit if the change is made during the Add/Drop period with payment of the applicable fees.

Repeat Policy

All courses attempted by the student, no matter the grade earned or whether the course was dropped or incomplete will appear on the student’s official transcript. “Failed” courses may be repeated for credit. If the student passes a “failed” course on the second attempt, both grades will appear on the student’s transcript. Students may repeat the “pass” graded courses for audition purpose with “Dean’s permission”; official transcript will show first record only. Term report will show those courses but grade will be marked as “AU” (Audit).

Add/Drop Policy

During the first week of each semester, students may add or drop classes. Please check with the registrar regarding the current policy on fees associated with the dropping of classes. After the add/drop period, all withdrawals will be recorded on the student’s transcript as a grade of “W”. Classes dropped after the seventh week, and through the end of the semester, will be recorded as “WF”(Withdraw/Fail).

Withdrawal

Students wishing to withdraw completely from the college at any time during the semester must secure approval from the Dean by submitting a written request in person or by certified mail.

Attendance Policy

Most classes meet for three hours, once a week for fifteen weeks with a final examination during the 15th week of each semester. Instructors are required to take attendance for each class session. Three marks of early departure or tardiness will count as one absence.

Leave of Absence Policy

A leave of absence refers to a specific period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. The Eastern School will usually decline to treat an approved Leave of Absence as a withdrawal from school by the student. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence and their time of leave will not count towards their total time towards program completion.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days. The twelve-month period will begin on the first day of the student's recent Leave of Absence. For the Leave of Absence to be approved, the student must do all of the following: Provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so. The CEO, Academic Dean and Director of Financial Aid must approve the request if students explain proper reasons and circumstances.

Residency Requirement

In order to graduate from The Eastern School's degree program, all students must comply with both components of ESATM's Residency Requirement. First, the student must complete all didactic and clinical academic course work within three (3) to four and a half (4.5) academic years. Correspondingly, all students must also complete at least one (1) academic year of instruction in residence at ESATM.

Method of Instruction

Methods of instruction include lecture, discussion classroom exercises, case studies, role-playing, problem solving, oral participation/proficiency, quizzes, midterms, and final examinations. All course work in this degree program is prescriptive. Instruction is in the English language only unless approved foreign language terminology is being used after being adequately defined by the instructor.

Graduation Requirements

1. Satisfactory completion of all required course work and clinical hours.
2. Satisfactory passing of Comprehensive Examinations.
3. Completing the program within a given time frame (3-4.5 years).
4. Meet all financial obligations to the college.

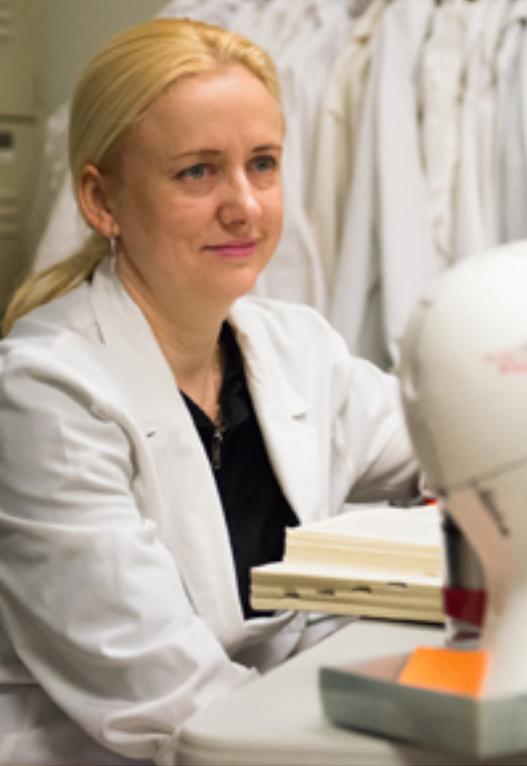
Academic Policies

Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor. Acupuncture program students must take and pass the Clinic Entrance Examination (given as the final examination of CO100 Introduction to Clinical Observation course), among other requirements including Equipment Safety, Clean Needle Technique (CNT), and Cardio- Pulmonary Resuscitation (CPR) and First Aid evaluations before being admitted to Intern Level I. Special provisions may be granted by the Academic Dean for students transferring in to the program depending on their prior work.

In addition, acupuncture students may be tested at various stages of their clinical internship experience to evaluate their progress, including Internship Level Examinations before moving on to each of the last two of the three Clinical Internship levels. For further details on the Clinical Internship, please see Course Descriptions, and School Clinic.

There are two (2) Comprehensive Exams given at ESATM. The first will be administered at the end of the



first year, and the other will be in two parts. The first part will come after the second trimester of the second year and the second at the completion of the second year. Students will qualify to sit for the exams upon completion of the year's qualifying curriculum requirements according to the official course outline.

The following study guide is provided to help students with their review. The questions will be multiple choice except the practical exams. The best way to prepare for these exams is to review course material, review all required reading, form study groups and quiz each other.

Purpose of the exams:

ESATM recognizes that a student's journey does not end with successful completion of the acupuncture program. We are committed to offering support for students in their endeavor of preparing and passing of the NCCAOM licensing exams. The first part of our support is through the ESATM curriculum, which has been carefully created to align with the requirements of the exams. The second is to carefully monitor student progress in their successful completion of the curriculum. These comprehensive exams will serve

as signposts to student achievement and progress and allow us to properly give students the best chance to be successful by catching any potential deficiencies before it's too late. The other thing that the comprehensive exams do for students is that it allows students to experience what it is like to take a large exam with a lot of pressure. This acts as a mock board exam and allows students to set good habits in terms of test preparation and appropriate "test hygiene". The habits that students adopt in the days leading up to their board exams is a real key in their chances for success so these comprehensive exams allow students to develop good habits that they can use in their approach to the board exams. Overall, this is a valuable tool for students to ensure their successful completion of the M.Ac. program as well as their board exams.

Sign ups:

Comprehensive Exam sign-ups take place by the end of the seventh week of the semester that the student qualifies to sit for the exam. They will have until week 11 to complete the registration for the exam before a late registration fee will be charged. The sign up form (Request to Sit for Comprehensive Exam) is obtained from the Administrative office area or downloaded from Orbund and submitted to the Registrar. Students can opt to postpone exams if they feel unprepared to complete them. They will be required to complete the exam no later than one semester after qualifying for the exam. In this case, the student should notify the Academic Dean in writing prior to the date of the exams. The Academic Dean will review possible program of study options.

Instructions:

Students must adhere to the exam schedule outlined in Student Handbook. It is the student's responsibility to be present and on time for the exams. Please do not bring books or papers into the examination room. All cellphones, purses, wallets, etc will need to be left in the back of the room to ensure the security of the exam. Scratch paper will be provided but it must be returned to the proctor along with the completed exam. Notes from the scratch paper will be looked at and considered (unfair questions, multiple correct answers, etc.).

Exam Results:

Results will be posted to Orbund in the week following the written exams. If you would like your results surface mailed, a current address will need to be confirmed with Orbund and the Registrar.

Scantron Instructions:

The Eastern School reserves the right to conduct the test utilizing scantron technology, via standard paper exams, or by other approved means by the Academic Dean. For Scantron testing, all responses to exam questions are to be recorded on the Scantron answer sheet provided. No other answers will be considered for multiple-choice answers.

Use a #2 pencil and fully color in the bubble of the desired answer.

Identify yourself on the answer sheet by bubbling in your exam identification number and your name.

In the space marked "SUBJECT", identify the section of the exam you are currently taking (i.e. "Theory", "Acupuncture", etc.)

Any challenges or inquiries about exam content can be noted on the scratch paper provided.

Upon completion of the exam you are to turn in your Scantron answer sheet (if appropriate), the test questions, and all of your scratch paper.

FIRST LEVEL COMPREHENSIVE EXAMS (Year One)

Grading for First Level Comprehensive Exams

For written exams (Theory, Acupuncture exams have 100 questions, Western Medicine has 60 questions; 70% required for each section to pass). The exam will be completed in two sessions. ESATM reserves the right to alter the scheduling of the exams.

Theory

Acupuncture

Western Medicine

Practical: Point Location Practical: 20 minutes
(locate 15 points, 11 points are required to pass)

CNT Demonstration exam

Exam Schedule for First Level Comprehensive

Please see the Comprehensive Exam Information Sheet posted on Orbund for schedule breakdown

Retake Policy for Comprehensive Exams

Failing original exam:

If a student fails 2 or fewer exams, he/she may re-take these exams on the exam retake day, which will be determined by the Academic Dean. Special arrangements can be made to take the exam at alternate times if agreed to and arranged through the Academic Dean.

If a student fails 4 or more exams, he/she must wait a full semester to retake the exams as well as fulfill a study plan required by the administration that addresses the student's weaknesses.

Failing first retake:

If a student fails any of the retake exams, tutoring for the failed subject(s) will be required. Student will receive a learning contract in writing. The student is then eligible to take a second retake exam when the tutor has approved the student to proceed.

Failing second retake:

If a student fails the second retake, the student will be enrolled in Required Review tutoring sessions that pertain to the failed exams. Students must take these sessions within three (3) months. Student will receive a learning contract in writing. If the student's tutor approves the student to retake the exam, they are then eligible to take the third retake exam.



Failing third retake:

If a student fails the third retake exam, the student will be required to retake the courses determined by the Dean to where the deficiencies lie before proceeding with the next attempt. The student may not continue to take classes in the deficient subject until successfully passing the comprehensive exam.

Note:

You must pass the 2nd Level Theory, Acupuncture, and Point Location Practical Exam in order to enroll in the Clinic as a Clinic Intern I.

You must pass all sections of the Second Level Comprehensive Exams in order to graduate.

SECOND YEAR EXAM

Grading for Second Year Exams

Multiple Choice Questions: The exams consist of 100 multiple-choice questions for Theory, 60 questions each for Acupuncture and Biomedicine. 70% correct is required for each section for a passing score.

Exam Schedule for Second Year Exams

The following modules appear on the Year Two exam:

- Theory
- Acupuncture
- Western Medicine
- Case Studies
- Practical: Point Location

Exam 1 (After second trimester of the second year)

- Theory
- Acupuncture
- Practical Point location
- Written point location

Exam 2 (After the completion of the second year)

- Western Medicine
- Case Studies

Please see the Comprehensive Exam Information Sheet posted on Orbund for schedule breakdown

Retake Policy for Graduation Exams

If a student fails any section of grad exam he/she will be given the opportunity to take a retake exam. The retake exam schedule will be determined by the Academic Dean.

If a student fails the retake exam, he/she will be eligible to take a second retake at the discretion of the Academic Dean after assigned tutoring has been completed.

Note: You must pass all parts of the comprehensive exams to graduate.

Comprehensive Exam Challenges and Complaints

Students may submit concerns, perceived errors in particular questions, or comments about specific aspects of the exam content in writing on the scratch paper provided during the exam or in writing, to the Academic Dean within seven (7) days of taking the exam. Please be as specific as possible when challenging a question for the Academic Dean to review. All challenges to comprehensive exam questions must be submitted in writing. The questions of concern will be presented to the Academic Dean and Comprehensive Exam Committee for a final determination and the decision will be notified to the student within 14 days of receipt of the concern.

Comprehensive Exam Confidentiality

The Eastern School is committed to the integrity and security of the comprehensive exam process. Students have a duty to maintain strict confidentiality with respect to the content of the Comprehensive Exams. Students agree that they will not discuss the content of these exams with any other students who have not yet taken these exams. Additionally, students agree that they will not copy or distribute in any form of the questions of these exams. Any breach in the confidentiality of the exam will be considered a measure of cheating and will be subject to measures outlined in the Student Handbook.

Academic Integrity

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is a valued educational objective at The Eastern School. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, the fabrication of information or citations, and facilitating acts of academic dishonesty by others. Any student accused of a specific act stated in the previous paragraph is subject to ESATM academic procedures relating or pertaining to violations of the student code of conduct for academic integrity located in the Student Handbook.

Accommodation for Disability

ESATM reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged. If such an assessment is needed, the Director of Admissions or Academic Dean has a list of referrals where such assessments can be obtained. For current or prospective students, a formal request for accommodations should be submitted to the Director of Admissions and Academic Dean.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Eastern School of Acupuncture's policy on satisfactory academic progress (SAP) applies to all students enrolled in an Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and New Jersey Department of Education Licensing Bureau approved program, whether receiving Federal Title IV, HEA Funds, Partial funding assistance, or self-pay. SAP standards are monitored by the Academic Dean, Director of Financial Aid, and Registrar. The relevant SAP policies are summarized below.

All students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Minimum Standards

All Eastern School of Acupuncture students enrolled in the Master's and Certificate in Acupuncture program must meet minimum standards of SAP. Both qualitative and quantitative measures are utilized to determine satisfactory progress. Students who do not meet minimum standards may be ineligible for future financial aid disbursements and are subject to dismissal.



Comprehensive Exams

Students who fail the year end comprehensive exams may repeat the failed section one time on the scheduled retake day. If a student fails a second time, they must retake and successfully pass the courses associated with the section failed. The table below outlines some of the courses that correspond to the different sections of the exam. The actual courses needed to be retaken are at the discretion of the Dean. Students are required to pay additional fees for retaking the exams and classes. Upon completion of the classes, the student will have a final attempt to retake and pass the failed section of the comprehensive exam. This must be completed before the student can advance to the next level of their academic studies. If a student fails the comprehensive exam a third time they are subject to disqualification from the program.

Exam Section	Associated Classes
1st Year TCM Theory	TM111, TM112, TM113
1st Year Point Location	AC100, AC110
1st Year Bioscience	WM100, WM110, WM120, WM130, WM140
2nd Year TCM Theory	TM111, TM112, TM113, TM211, TM212
2nd Year Point Location	AC100, AC110, AC120, AC130, AC210, AC220, AC290

It is expected for each course of study the following ratio of out-of-class student work:

- Lecture/Didactic hours: 1 credit hour = 1 hour of classroom instruction plus 2 hours of out-of-class student work
- Clinical/Practical course: 1 credit hour = 2 hours of classroom instruction plus 1 hour of out-of-class student work
- Independent Study: 3 hours a week of work for each credit hour

Same As or Stricter Than

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the college changes its academic policies.

Evaluation Periods

SAP evaluation periods are based on actual semesters or hours contracted at the college. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV aid. The maximum time frame equals 1.5 the published length of the course. Authorized leaves of absence will not be considered in the maximum time frame evaluation. You must be aware that a LOA will extend the student's contracted period and maximum time frame by the length of the LOA.

Academic Year Definition

For Credit Hour Semester:

24 credit hours and 30 weeks of instruction

For Clock Hour Semester:

900 clock hours and 26 weeks of instruction

In the current trimester schedule, an Academic Year is 2 semesters.

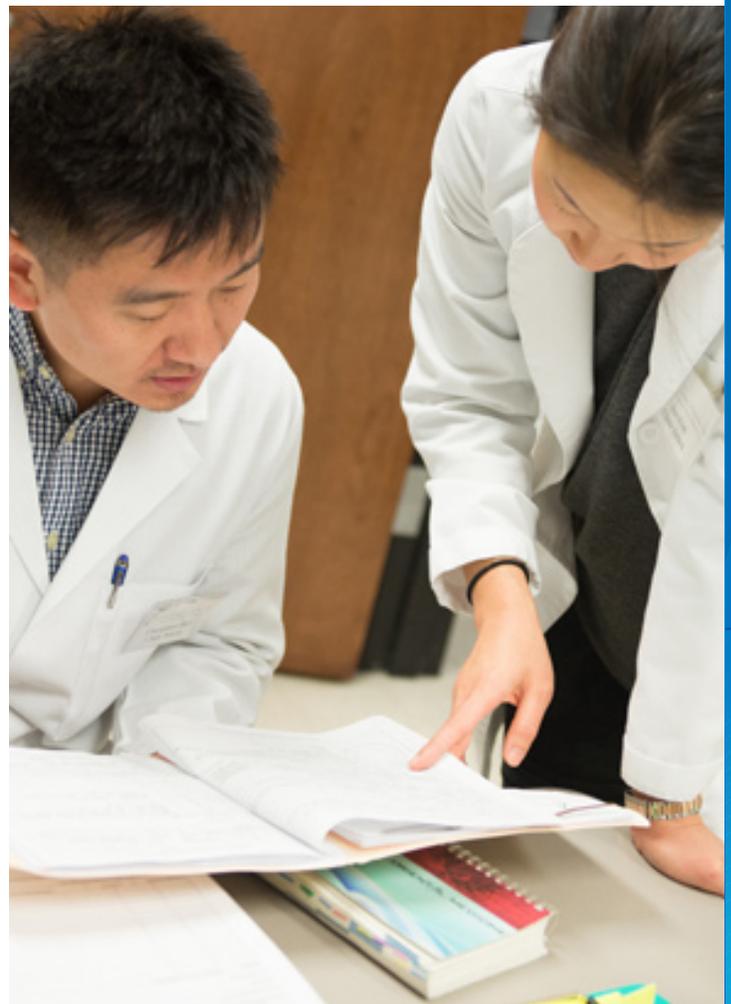
QUANTITATIVE REQUIREMENT

Students are required to complete their Acupuncture program in no longer than 4.5 years of the published 3 years' length of the program as measured in credit hours as determined by the program in order to be considered making SAP.

Students in the Traditional Herbal Medicine Program are required to complete the program in no longer than 55 weeks of the published 37 week length of the program as measured in clock hours as determined by the program to be considered making SAP.

Evaluations are conducted at the end of each (semester) payment period to determine if the student has met the minimum requirements.

Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed.



QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain an overall Cumulative GPA of 2.0 to remain in good standing. If students fail to achieve an academic level of a GPA of 2.0 for any given semester, they will be placed on Financial Aid Warning.

An INCOMPLETE grade will be given to students who have not completed course work due to unusual circumstances, such as illness or an unforeseen personal or family emergency. Documentation may be required. Students graded INCOMPLETE are expected to notify the Instructor and complete the required work within the semester. If the incomplete work is not completed by that date, the grade will be changed from INCOMPLETE to FAIL. Extensions may be granted with the approval of the Instructor and Academic Dean. Students' grades will be based on quizzes, tests, mid-terms, finals, Independent study projects, clinical evaluations and professional behavior.

93-100%	A	GPA 4.0	77-79%	C+	GPA 2.3
90-92%	A-	GPA 3.7	70-76%	C	GPA 2.0
87-89%	B+	GPA 3.3	Below 70	F	GPA 0.0
83-86%	B	GPA 3.0	Incomplete		INC
80-82%	B-	GPA 2.7			

FINANCIAL AID WARNING

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.



APPEAL PROCESS:

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the CEO, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The CEO will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete.

An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

ATTENDANCE/ABSENCES

Students are expected to attend every class. Absences may have an impact on final grades, and more than 20% of missed classes in any course may result in course failure. Individual classes may have their attendance policies modified up to, but not exceeding the allowable absence rate of the school by the instructor of a class. Please see the class syllabus for the attendance policy for each class. In unusual circumstances, with the approval of the Academic Dean, the number of absences may exceed the stated limit without affecting the final grade. However, class hours will have to be made up at a later time. Unusual circumstances may include a non-repeating event caused by illness, death in the immediate family, jury duty, or an unforeseen personal or family emergency. Documentation may be required.



Student Conduct Discipline Policies

Student Code of Professional Conduct

The college and its staff of faculty and administration rely on students to conduct themselves in a manner that upholds the school's student code of professional and academic conduct. All students of the college should understand that they are training to be skilled medical professionals with a high level of duty and responsibility. Students who act in a manner that violates this code will be subject to disciplinary actions. Under no circumstances will any of the following be tolerated or excused:

Academic Dishonesty

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during examination, or anything else that might be construed as cheating. The use of any technology in an inappropriate manner is also considered cheating and will not be tolerated.

Students who are found to be academically dishonest will automatically receive "F" in that particular course and are subject to disciplinary sanctions ranging from suspension, to permanent disqualification, to revocation of degree, and/or more, at the discretion of the college. Students are hereby placed on notice of the seriousness with which The Eastern School treats academic dishonesty, as well as with the wide latitude of positive action(s), as set forth more fully below, which the school may take.

Inappropriate Conduct

All students are to conduct themselves in a manner that is not injurious to school's name, reputation, property or other individuals. Any act that disrupts or prevents the college staff and faculty from performing their duties will be grounds for immediate disciplinary action.

Violation of rules and regulations include, but are not limited to the following: violation of any local, state, and federal law, furnishing false and misleading information, unauthorized use of facilities, forgery, or misuse of school documents, disruption of classes or administration, theft or damage to school property, disorderly, or offensive acts, any use or threat of force, sexual harassment, use or possession of alcohol, narcotics, or being under their influence on campus.

Drug and Alcohol Abuse Policy

It is the policy of the Board of Directors of The Eastern School of Acupuncture and Traditional Medicine that the learning environment be free of addictive substances. Specifically, all members of the college community, which includes the administration, faculty, and staff, students and guests, will abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on the school's property.

Violation of this policy could lead to suspension, expulsion, termination, and within the context of criminal activity, referral to law enforcement agencies. Employees and students having difficulties with addictive substances can seek confidential counseling from the school or referrals to agencies providing assistance to individuals with alcohol-or-drug-related problems.

Administration of Student Discipline

The executive council may impose discipline for violations of college policies or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

If an alleged violation of school policies occurs in connection with an official school function not on campus, the student accused of the violation shall be subject to the same disciplinary procedures. The loss of college employment shall not be a form of discipline under these policies. However, when student status is a condition

of employment, the loss of student status will result in termination of the student's employment. In imposing discipline other than suspension or dismissal, access to housing and health services shall not be restricted unless the act that predicated the discipline is appropriately related to the restriction.

If as a result of an official appeal it is determined that the student was improperly disciplined, the CEO shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The CEO also may take other reasonable actions to ensure that the status of the student's relationship to the college shall not be adversely affected.

The results of any disciplinary action by the college that alleged a forcible or non-forcible sex offense has occurred, it must be disclosed to both the alleged offender and the alleged victim, the scope of information to be provided under this section shall be: (1) the college's final determination with respect to the alleged sex offense; and (2) any sanction that is imposed against the alleged offender. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential, consistent with the doctrine of reasonableness.

Whether or not a hearing is conducted, the college may provide written notice to a student that his or her alleged behavior may have violated school policy or regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

Student Grievance Procedure Phases

Phase One: Attempt to Resolve the Matter Through Informal Resolution:

1. **Direct Discussion:** Students wishing to grieve an alleged violation of the Eastern School's policies shall first contact the person responsible for the matter being grieved (the respondent) within twenty (20) working days of either the occurrence of the grievance or the time they could have reasonably learned of such occurrence of the grievance, and attempt to resolve the grievance informally.
2. **Informal Mediation:** At the request of the grievant or respondent, the CEO shall arrange a meeting with the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
3. **Advisement:** Students uncertain on how to proceed may consult the Academic Dean or CEO, who shall identify the appropriate person.

Phase Two: Formal Review

(If the matter is not resolved in Step One) Note: The Eastern School's policies allow the modification of the specific procedures utilized in this phase as long as the fundamental elements are preserved.

1. **Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant directly contacted the appropriate person to attempt an informal resolution, a student may obtain review by submitting a written complaint to the CEO, the respondent, and the appropriate appeal officer. The letter must be sent within twenty (20) working days of the first direct contact the grievant encountered with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:
 - ◆ The specific written Eastern School policy that allegedly has been violated
 - ◆ A description of the facts and evidence supporting the alleged violation
 - ◆ A description of the redress that the grievant seeks

2. Appointment of an Appeal Officer: If a matter arises out of a program or educational activity within the Eastern School, the Academic Dean of the Eastern School typically shall be the Appeal Officer. Otherwise, the Appeal Officer shall be the highest-ranking officer (other than the CEO) who is responsible for the administrative area and/or subject matter in which the matter arose. Students who have questions about the process may consult the Academic Dean or CEO, who shall determine the appropriate appeal officer. The appeal officer shall:
 - ◆ Meet with the complainant
 - ◆ Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint
 - ◆ Render a written decision on the merits of the matter to the grievant, the respondent, and the CEO.

Phase Three: Review of the Appeal Officer's Decision by the Eastern School's Judicial Board

Either the student grievant or the respondent (eg. faculty or staff member about whom the student is complaining) may appeal the decision of the appeal officer to the Judicial Board, made up by the CEO. The process is as follows:

1. Filing of a Request for a Review: The appellant must submit both the written decision and a letter of complaint to the Chairperson of the Judicial Board within ten (10) working days of receiving the written decision from the School's appeal officer.
2. Action by the Eastern School Judicial Board: A hearing is not conducted at this point. Rather, a Judicial Board Panel is assembled to review the complaint and the written materials from the original appeal. Based upon the review of the written materials, the Judicial Board may:
 - ◆ Dismiss the appeal on the grounds that the letter of appeal does not set forth specific written policies or procedures to which the grievant was entitled but alleged were not substantially afforded during the prior phases of the process
 - ◆ Dismiss the appeal if it determines that even though the facts that the grievant alleges to have occurred are true, such facts/actions do not constitute a violation of the stated policies or procedures
 - ◆ Recommend remedial actions that can be taken to resolve effectively and fairly any procedural or policy deviations that the Panel concludes may have been made during the prior phases of the process
 - ◆ Conclude that a new Judicial Board hearing is to be convened on the entire matter
3. The Review Board shall render a written decision within thirty (30) working days of the day the panel was designated with copies to the grievant, the respondent, and the CEO. The decision shall include findings of fact, a statement of the policy that is alleged to have been violated, an opinion on the validity of the grievance and, if appropriate, remedial recommendations.



4. If the Judicial Board concludes that a new hearing is warranted, it shall conduct such proceedings as it deems appropriate, provided that
 - ◆ It shall not consider any matters not included in the written complaint
 - ◆ If the committee feels the grievant did not have access to the facts necessary to make his/her complaint complete when first submitted, the Judicial Board may allow the grievant to submit an amended complaint
 - ◆ Both parties shall have access to all documents submitted to the committee and shall have the right to question all witnesses
 - ◆ It shall not hold public sessions unless both parties and a majority of the panel's members agree to do so, and shall not do so without all members present
 - ◆ The grievant may be accompanied by another person before the committee

Phase Four: Final Review by the CEO

Any part of the Judicial Board's decision which calls for redress for the grievant shall be subject to review and change by the CEO.

1. The CEO shall act on the remedial recommendations, if any, of the Judicial Board within fifteen (15) working days of receiving the decision.
2. The CEO's decision as to the appropriate remedy and whether the Judicial Board has accurately determined the Eastern School policy shall be in writing and final, and copies shall be sent to the grievant, the respondent, and the chairperson of the Judicial Board.

If any student is not satisfied that the Eastern School has adhered to its policy or been fair in its handling of the complaint, the student may contact the Commission. The contact information of the Commission is as follows:

Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM" of "Commission"), 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434.



Student Services

The Students Services Officer assists students directly or through referral. Direct services offered by the Officer include: letters of recommendation, explanation of policies and procedures relating to student records, admission policies, evaluation & credentials, transfer credit, academic probation, disqualification and disciplinary matters, publication of class schedules and approval of academic petitions. Many of these activities will be done with or through the Academic Dean.

Library

The college recognizes a library to be a vital part of a student's education and an important element in the overall effectiveness of the school. The ESATM Julie Puretz Library offers an excellent collection of research and learning materials, covering Traditional Medicine and allied health subjects. Our Library holdings consist of a core collection of books, periodicals, and media resources. Additionally, the Library has interlibrary loan privileges with JerseyCat.

The library's mission is to connect ESATM students to the knowledge and resources available in the fields of oriental medicine, acupuncture, Chinese herbology, and western medicine. Our Library catalog and web pages are available 24/7, and provide links to major Oriental Medicine and health-related resources. Our library is housed conveniently on site and is available to students, faculty, and the ESATM community. A Library Policy Handbook will be available on the library web pages (Orbund) and at orientation.

Housing

ESATM does not have dormitory facilities under its control. The school has no responsibility to find or assist in finding housing. The Director of Admissions may assist in finding suitable housing in the area at their own discretion.

Student Advising

ESATM offers Student Advising during normal business hours. All ESATM students are able to receive counsel about any subject such as academic, financial, and course advising.

Study Groups

Study groups can be very valuable in the learning process. They can provide support, discipline, and ready feedback. Study groups are most effective for discussing the material before class, discussing concepts after class, outlining, and reviewing practice exams. The exchange of ideas in the intimate environment of a small group of peers is helpful in understanding complex concepts. People learn in different ways and at different rates. School studies groups help develop the collaborative skills needed to succeed in practice.

Schedule of Fees

School Year Fall 2016-2017

TUITION & FEES:*

Application Fee (non-refundable)	\$50
1st Year Tuition	\$17,290
2nd Year Tuition	\$20,670
3rd Year Tuition	\$21,060
3 Year full tuition (not to exceed)	\$59,020
Tuition per Credit Hour	\$390
Administrative Fee (non-refundable)	\$50 per semester
Malpractice Insurance (non-refundable)	\$50 per semester
Books & Supplies (over 3 years)	\$1,750 (approximate cost)
Reinstatement Fee	\$250

Non-Tuition Fee

Application (non-refundable)	\$50
Late Registration (additional fee, non-refundable)	\$25
Add/Drop Course Request (Except 1st week of Semester)	\$50
Student Identification Card Replacement	\$10
Course Make-Up Exam	\$25 (written); \$50 (practical)
Official Transcript	\$10 (\$25 Rush; \$50 same day)
Non-official Transcript	\$5
Diploma Replacement	\$75
Graduation Ceremony (one-time fee)	\$200
Returned Check	\$25
Late Tuition Payment Penalty	add \$50 after registration period

ESATM Scholarships

The Eastern School does not currently offer institutional scholarships however, please contact the college about scholarships that may be available from external sources.

Financial Policies

ACUPUNCTURE PROGRAM

The Eastern School realizes that educational costs are an important consideration when furthering your education. Financial assistance programs and financing options are offered to students who need to supplement their own resources to meet costs. The Eastern School participates in the US Education Department's Title IV Student Loan program and the NJ Class Loan program. Students are encouraged to apply online at www.fafsa.ed.gov and www.hesaa.org. Additionally, the Eastern School also offers extended payment plans. For more information, please visit our web site at www.esatm.edu.

Details concerning the school's cash payment options are listed on the last page of the student's Enrollment Agreement. Available options are listed below. Questions concerning these options may be directed to the school's Financial Aid Director, Jennifer Coppola.

Financial aid agreements are available upon request including plans which integrate federal grants, federal loans, private career training loans, and/or cash payments.

Tuition is due according to the student's enrollment agreement. Payment may be made in the form of personal or certified check, money order, cash or by credit card (Visa, MasterCard or Amex). A late fee of \$50.00 will be imposed for tuition payments remitted 10 days past the due date and for each subsequent month until payment is received. A \$30 fee will be charged to the student for checks returned by the bank.

Tuition payments 30 days past the due date are cause for dismissal. Any student with extenuating circumstances that may cause delinquent payment should make an appointment with the Bursar no later than two weeks prior to the tuition payment due date to discuss the matter.

Students who are 30 days delinquent in tuition payment who have not made an appointment with the Bursar will be issued a written warning and a meeting will be scheduled with the student. In the event that the warning and meeting do not rectify the matter, the student may be dismissed from school.

Students who are consistently late or delinquent in tuition payment are also in danger of dismissal. As noted above, a written warning will be issued first and a meeting scheduled to discuss the matter. In the event that the warning and meeting do not rectify the matter, a written dismissal letter will be sent to the student.



Refund Policy

Tuition refunds will be made consistent with applicable state and federal requirements. Students wishing to cancel their enrollment must notify to the college of their intent in writing. The effective date of cancellation is the date the notice is postmarked or submitted to an approved college administrative officer.

An enrollee may cancel enrollment before or on the first day of class in any given semester or special session and receive a full refund of all tuition and refundable fees paid toward that semester or session.

Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form, which must be approved by the registrar.

There are no refunds for needles, herbs, books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration. The tuition refund for any given course, semester or special session is based on the pro-rata percentage of course hours conducted by the college before official cancellation of enrollment until sixty percent of the course has been conducted.

Please note that the following is the minimum refund policy for the college.

In the event of withdrawal or termination by the school, a refund will be a pro-rata portion of the tuition based upon the last day of attendance. **The Academic Dean and Director of Financial Aid must be notified in writing within five business days of the student's intended withdrawal date.**

REIMBURSEMENT SCALE

If withdrawal or cancellation occurs	The school will retain:
Prior to the first day of the semester	Full refund
During the first week of the semester	10% of that semester's tuition
During the second or third week of the semester	20% of that semester's tuition
After the third week but prior to	45% of that semester's tuition
Completion of 25 percent of the semester	
After 25 percent but not more than	70% of that semester's tuition
50 percent of the semester has been offered	
After completion of more than 50 percent	100% of that semester's tuition
of the semester	

Disbursement of Tuition Refunds

All tuition refunds will be disbursed through the school's administrative office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address, or other address to which the refund should be sent. Refunds will be made within 30 business days.

Limitation on Cost

The school makes every effort to avoid increases and to hold costs to a necessary minimum. Normally, tuition and fee changes are announced at least one full semester before becoming effective.

Since the economy does not stay constant and generally leading to taxes and managing costs increase, rather than decrease, the college reserves the right to change tuition and fees when necessary without notice.

Board of Directors

Chairperson

Secretary, Educator Member, Public Member

Treasurer, Educator Member, Public Member

Public Member

Public Member

Public Member

Suzanne Soehner, OMD (CA), L.Ac.

Susan Di Raimo, M.A., R.N.

Lynn Remington, MA/CCC, SLP

Nicholas S. Brindisi, Esq. J.D., P.C.

Frank Kapitza, M.S., C.P.A.

Rubén Rangel, M.A.



Administration

Aida Morales-Almanzar, MBA Chief Executive Officer/President

Dr. Thomas Kouo, DAOM, L.Ac, Dipl. OM Academic Dean

Joseph DelGiodice, L.Ac., N.D. Clinic Dean

Kelly Williams, MS.Ed Director of Admissions

Marilyn Kahn, MLS Director of Library Services

Jennifer Coppola Director of Financial Aid

Rebecca Reisen, JD..... Registrar/Student Services Officer

Sherley Alvarez Administrative Assistant

Noemi Saybe Administrative Assistant

Carla Alvarez..... Clinic Receptionist

Barbara Green Clinic Receptionist

Eastern School of Acupuncture and Traditional Medicine

Academic Calendar

Winter 2017-Winter 2018

**The Drop/Add Period ends on Day 8 of each term. (Effective Fall 2016)*

**As of September 2016, most hardcopy distribution of documents and forms will end with the introduction of the on-line Orbund student portal.*

January 2 – April 16	Winter 2017 Semester
January 2	2017 Winter Semester Begins Tuition Payment Due date
January 9	Last day to Drop classes (w/o tuition charges) and drop fee Last day to Add classes (unless they begin later in semester) Student Registration Finalized Statements/Bills Distributed
January 13	Last day to clear Fall '16 incompletes, and not have to retake course
February 20	Last day to petition for April Comprehensive Exam with no late fee Last Day to Drop a Class and not receive a WF (Withdrawal Failure)
February 20-26	Midterm Week (consult class syllabi)
February 27	Spring 2017 Schedule Released/Registration Begins
March 6	Spring 2017 Early Registration Ends
March 6-11	Clinic Shift Registration Open
March 15	Spring 2017 Herbal Program Applications Due
April 17	Comprehensive Exams
April 17-30	SPRING BREAK
April 24	Grades posted/Comprehensive exam scores available
April 30	Deadline for Exit Loan Counseling for Winter 2017 Grads
April 30	New Student Orientation (2:00-4:00)

May 1-August 13	Spring 2017 Semester
May 1	Spring 2017 Semester Begins Tuition Payment Due date
May 8	Last day to Drop classes (w/o tuition charges) and drop fee Last day to Add classes (unless they begin later in semester) Student Registration Finalized Statements/Bills Distributed
May 11	1st day of Incoming Herbal Program Student Classes
May 12	Last day to clear Winter '17 incompletes, and not have to retake course
May 29	Holiday Memorial Day (Entire College Closed)
June 19	Last day to petition for April Comprehensive Exam with no late fee Last Day to Drop a Class and not receive a WF (Withdrawal Failure)
June 19-25	Midterm Week (consult class syllabi)
June 26	Fall 2017 Schedule Released/Registration Begins

July 3	Fall 2017 Early Registration Ends
July 4	Independence Day (Entire College closed)
July 3, 5-9	Clinic Shift Registration Open
July 15	New students applications due date
August 14	Comprehensive Exams
August 14-Sept.4	SUMMER BREAK
August 21	Grades posted/Comprehensive exam scores available
August 27	New Student Orientation (2:00-4:00)
September 2	Deadline for Exit Loan Counseling for Winter 2017 Grads

September 5-Dec18 **Fall 2017 Semester**

September 4	Holiday Labor Day (Entire College Closed)
September 5	Fall 2017 Semester Begins Tuition Payment Due date
September 12	Last day to Drop classes (w/o tuition charges) and drop fee Last day to Add classes (unless they begin later in semester) Student Registration Finalized Statements/Bills Distributed
September 15	Last day to clear Spring '17 incompletes, and not have to retake course
October 24	Last day to petition for April Comprehensive Exam with no late fee Last Day to Drop a Class and not receive a WF (Withdrawal Failure)
Oct 24-30	Midterm Week (consult class syllabi)
November 1	Fall 2017 Schedule Released/Registration Begins
November 8	Fall 2017 Early Registration Ends
November 6-10	Clinic Shift Registration Open
November 11	Administrative Office Closed Holiday Veteran's Day
November 23-26	Thanksgiving Holiday break
December 17	New Student Orientation (2:00-4:00)
December 18	Comprehensive Exams
December 18-Jan 2	WINTER BREAK
December 22	Grades posted/Comprehensive exam scores available
December 24	College Open Half Day
December 25	Holiday Christmas (Entire College Closed)
December 30	Deadline for Exit Loan Counseling for Winter 2017 Grads
December 31	Holiday New Year's Eve (Entire College Closed)

January 2-April 16 **Winter 2018 Semester**

January 2	2017 Winter Semester Begins Tuition Payment Due date
January 9	Last day to Drop classes (w/o tuition charges) and drop fee Last day to Add classes (unless they begin later in semester) Student Registration Finalized Statements/Bills Distributed

January 13	Last day to clear Fall '17 incompletes, and not have to retake course
February 20	Last day to petition for April Comprehensive Exam with no late fee Last Day to Drop a Class and not receive a WF (Withdrawal Failure)
February 19-25	Midterm Week (consult class syllabi)
February 26	Spring 2018 Schedule Released/Registration Begins
March 5	Spring 2018 Early Registration Ends
March 5-10	Clinic Shift Registration Open
March 15	Spring 2018 Herbal Program Applications Due
April 16	Comprehensive Exams
April 16-29	SPRING BREAK
April 23	Grades posted/Comprehensive exam scores available
April 29	Deadline for Exit Loan Counseling for Winter 2018 Grads
April 29	New Student Orientation (2:00-4:00)

April 30-August 12 Spring 2018 Semester

September 4-Dec 17 Fall 2018 Semester

2017 Holidays

The Eastern School Observes the following (Federal) holidays.

January 1	New Year's Day 2017	Sunday
May 29	Memorial Day 2017	Monday
July 4	Independence Day 2017	Tuesday
September 4	Labor Day 2017	Monday
November 5	Daylight Saving 2017	Sunday
November 23	Thanksgiving 2017	Thursday
December 24	Christmas Eve 2017	Sunday
December 25	Christmas Day 2017	Monday
December 31	New Year's Eve 201	Sunday

The Eastern School of Acupuncture and Traditional Medicine

440 Franklin Street, Suite 500, Bloomfield, NJ 07003

Main (973) 746-8717 Fax (973) 746-8714 www.esatm.edu



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AND TRADITIONAL MEDICINE





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