

Eastern School of Acupuncture and Traditional Medicine  
Traditional Herbal Medicine Program

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ACCREDITATION

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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](http://www.acaom.org)

## Institutional Mission

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

## Institutional Purpose & Outlook Statement

The Eastern School of Acupuncture and Traditional Medicine will be recognized as a leader in providing transformative education addressing complementary and alternative medical healthcare as well as leading efforts to further the fields of acupuncture and oriental medicine within the modern healthcare system.

Guided by our core values, the Eastern School's programs will be acknowledged for our classically based and scientifically driven curriculum. The Eastern School will empower diverse learners with quality education for the totality of life. We will seek the highest quality and value in our teaching and in the health services that support our academic endeavors. Our programs will meet or exceed our own high standards, will complement each other, and will be worthy of the respect of our students, scholars, educators, and the larger community. In our efforts to bring to and provide quality health services to our local community, we will provide ESATM students with opportunities both in and beyond the classroom to become well-educated, well-rounded professionals and scholars. Our team approach will be a supportive and productive environment that can serve as a highly functioning model for our peers and students to benefit from.

We will acknowledge the boundaries of our limitations and concurrently strive to expand our scope of excellence through change and innovation to improve every facet of the school.

Our purpose, shaped by our Core Values of Compassion, Abundance, Respect, Excellence, and Scholarship, is fostered within the framework of the many millennia of eastern culture which is reflected in its medicine. This purpose inspires us to be mindful and empathetic as we develop full intellectual, emotional, spiritual, and aesthetic lives.

## Institutional Core Values

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 this 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 is 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.

Welcome from the Dean:

Congratulations on taking the first step of many towards a life-long study and practice of Chinese Herbal medicine. Herbal medicine is a subject deep and close to my heart. This art is so deeply rooted in the classical medicine offering its students a perspective that transcends our boundaries of time and space. We are able to touch and feel the human relationship with the Earth and all of its miraculous bounty and share this common thread with our ancestors. This practice provides us with the notion that the answers are already inside us. The roads of recovery from what ails us are ever present and we need only to be able to read the map. And yet, herbal medicine has survived thousands of years because of its ability to adapt and remain relevant from the earlier agrarian societies to today's technology and information driven age.

The Eastern School Certificate in Traditional Herbal Medicine Program endeavors to combine the ancient wisdom of the past and integrate it into today's modern world. Our program is a two-year, six-semester program with a friendly schedule for working professionals. The program is designed to provide a comprehensive review of what an herbalist needs to know for their licensing exam and the basic skills to enter the field as a practicing Chinese Medical Herbalist. I hope that you will find our herbal program at the Eastern School both challenging and inspiring. Our excellent faculty provides both experience and insight into the practice of herbal medicine as well as the patients and conditions it treats. Their guidance coupled with your hard work will result in a positive journey through your time at the Eastern School. I wish you success and a lifetime of learning that will keep you ever moving forward and living a life that is happy, healthy, and good.

In Health,

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

## Herbal Program Objectives

### Learning Objectives: Herbal Program

- Demonstrate knowledge of basic history of Chinese herbal medicine and major concepts from classical herbal texts
- Demonstrate knowledge of fundamental herbal theory
- Accurately identify properties and functions of single herbs presented
- Demonstrate knowledge of safe herbal practices
- Accurately identify properties, ingredients, associated patterns, and functions of herbal formulas presented
- Describe state and federal regulations relevant to the practicing of herbal medicine including scope of practice and manufacturing standards
- Describe the different types of single herb and herbal medicine preparations
- Demonstrate knowledge of herbal medicine best practices

### Learning Objectives: Herbal Program: Clinic

- Demonstrate ability to formulate an herbal diagnosis and logically form an appropriate treatment principle and plan
- Defend herbal diagnosis, treatment principle, and plan
- Compose accurate and complete clinical charting notes
- Monitor and modify treatment and plan according to treatment outcomes
- Discuss clinical case with Supervisor and peers in a coherent and efficient manner
- Demonstrate knowledge of herbal dispensary best practices
- Develop skill in dispensing and tracking herbal formulas

# Curriculum

## Program Outline

Department Credits/Hours

### **Herbal Theory**

HT 100 Herbal Theory I	3/45
HT200 Herbal Theory II	2/30
HT300 Herbal Theory III	3/45
HT400 Herbal Theory IV	2/30
HN100 Eastern Nutrition	2/30
HT500 Herbal Boards Review	1/15

### **Materia Medica**

MM100 Materia Medica I	3/45
MM200 Materia Medica II	3/45
MM300 Materia Medica III	3/45
HI300 Herbal Interactions	2/30

### **Herbal Formulas**

HF100 Herbal Formulas I	3/45
HF200 Herbal Formulas II	3/45
HF300 Herbal Formulas III	3/45

### **Practice / Management**

DSC400 Diseases & Herbal Case Studies I	2/30
DSC500 Diseases & Herbal Case Studies II	2/30
HPM500 Herbal Practice/Management	3/45

### **Clinical Courses**

HC100 Herbal Clinic Internship 1	3/90
HC200 Herbal Clinic Internship 2	3/90
HC300 Herbal Clinic Internship 3	3/90
Comprehensive Herbal Exam (100 questions) prior to semester five (5)	N/A

Total Hours: 870  
Total Credits: 49

### **ESATM Herbal Clinical Program**

Total Hours: 270

#### **Clinical Internship 1**

60 hours of on-site clinical work in the ESATM Clinic  
30 hours working in ESATM approved herbal pharmacy

#### **Clinical Internship 2**

60 hours of on-site clinical work in the ESATM Clinic  
30 hours working in ESATM approved herbal pharmacy

#### **Clinical Internship 3**

60 hours of on-site clinical work in the ESATM clinic  
30 hours working in approved herbal garden

Minimum # of documented patient encounters= 100

Average number of patient encounters per shift day =2.22

#### Herbal Pharmacy Learning Points:

- Introduction to the different mediums of herbal medicine (raw, granules, powders, pills, tinctures)
- Best Practices in Clinical Herbal Medicine Dispensary
- Hands-on work in mixing, dispensing, and record keeping of herbal inventory

#### Herbal Garden Learning Points:

- Herbal Identification of select herbs
- Horticultural aspects of herbal medicine quality (cultivation, harvesting, processing)

#### Learning Objectives: Herbal Program: Clinic

- Demonstrate ability to formulate an herbal diagnosis and logically form an appropriate treatment principle and plan
- Defend herbal diagnosis, treatment principle, and plan
- Compose accurate and complete clinical charting notes
- Monitor and modify treatment and plan according to treatment outcomes
- Discuss clinical case with Supervisor and peers in a coherent and efficient manner
- Demonstrate knowledge of herbal dispensary best practices
- Develop skill in dispensing and tracking herbal formulas

#### **Length of Program**

The two-year, six-semester Certificate in Traditional Herbal Medicine Program is designed to address the needs working professionals, recent acupuncture program graduates, and new health care practitioners. Didactic classes meet one day during the week and on one weekend. To better meet the needs of our students, we are holding our weekend classes via remote online meeting. Clinical courses begin in semester five (5) and students are able to select available herbal shifts in accordance with their own schedules. In addition, clinical hours are required in approved herbal pharmacy sites as well as field work in an approved herbal garden site. The entire course of study is 870 hours (600 didactic & 270 clinical) in length.



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Semester 1</b>	<b>HT100</b> Herbal Theory 1 (2-5) (3 cr.) Class held online				<b>MM100</b> Materia Medica 1 (4-7) (3 cr.) <b>HN100</b> Eastern Nutrition (7:15-9:15) (2 cr.)		
<b>Semester 2</b>	<b>MM200</b> Materia Medica II (2-5) (3 cr.) Class held online				<b>HT200</b> Herbal Theory II (4-6) (2 cr.) <b>MM300</b> Materia Medica III (6:15-9:15) (3 cr.)		
<b>Semester 3</b>	<b>HF100</b> Herbal Formulas I (2-5) (3 cr.) Class held online				<b>HF200</b> Herbal Formulas II (4-7) (3 cr.) <b>HI300</b> Herbal Interactions (7:15-9:15) (2 cr.)		
<b>Semester 4</b>	<b>HF300</b> Herbal Formulas III (2-5) (3 cr.) Class held online				<b>HT300</b> Herbal Theory III (4-7) (3 cr.) <b>DSC400</b> Diseases & Herbal Case Studies I (7:15-9:15) (2 cr.)		
<b>Semester 5</b>  HC100 Herbal Clinic Internship 1	<b>HPM500</b> Herbal Practice/Management (2-5) (3 cr.) Class held online				<b>HT400</b> Herbal Theory IV (4-6) (2 cr.) <b>HT500</b> Herbal Boards Review (6-7) (1 cr.) <b>DSC500</b> Diseases & Herbal Case Studies II (7:15-9:15) (2 cr.)		
<b>Semester 6</b>  HC200 Herbal Clinic Internship 2  HC300 Herbal Clinic Internship 3							

## Course Descriptions

### **HT 100 Herbal Theory I**

This course is an introduction to Traditional Chinese Herbology. The course will cover the history of herbal medicine as well as a review of key theoretical and diagnostic principles. Terminology and concepts required to begin study of the herbal materia medica will be covered as well as key historical and current figures in the development and practice of herbal medicine.

### **HT200 Herbal Theory II**

This class includes the theories, diagnostic methods and treatment of diseases from the Treatise on Cold Damage (Shang Han Lun), Essentials from the Golden Cabinet (Jin Gui Yao Lue), and Warm Disease Theory (Wen Bing Xue). In addition, major principles and herbal information will be taught from the Shen Nong Ben Cao Jing. Students will learn to use the theories of Six Channel Pattern Identification to track and treat diseases caused by the damage of exterior cold in Shang Han Lun. The theories of the Four Aspects and San Jiao diagnostic principles pattern which are used in diagnosis of seasonal febrile diseases caused by the warm heat pathogenic factors in Wen Bing Xue will also be examined. This course will focus on clinical practice and classic description of patterns and the application of these classic principles in modern clinical practice.

### **HT300 Herbal Theory III**

The Topics of herbal modifications, herbal treatment strategies, and herbal preparation (pao zhi) will be discussed in this class. Students will study classical modifications of formulas and examine the methodology and reasoning of the modifications. Herbal treatment planning and strategies of treating different conditions will also be discussed. A focus of this class will be on the preparation of medicinals and the principles that govern its practice.

### **HT400 Herbal Theory IV**

This course is focused on patient safety and covers the topics of safe herbal practice, herbal toxicities, and dosing. Students will be introduced to current or recent research regarding the safe practice of herbal medicine and specific conditions where herbal therapy is cautioned or contraindicated.

## **HN100 Eastern Nutrition**

Eastern Nutrition is a comprehensive practical discipline, based on the basic theories of TCM, diagnostic techniques, herbal, prescriptions as well as internal medicine, external medicine, gynecology, andrology, and pediatrics. Nutritional theory includes life cultivation and rehabilitation. It belongs to, and is influenced by the disciplines of both the traditional Chinese and Western medical systems. The gradual formation of the system of TCM life cultivation and rehabilitation through food is based on the theories and practice of life cultivation and rehabilitation during the thousands of years of historical records in combination with certain theories and techniques of the modern science of nutrition and biochemistry. This course covers the history, theoretical concepts and principles of Eastern nutrition and will introduce specific recipes for certain common diseases.

## **HT500 Herbal Boards Review**

Students will review major areas of study in preparation for the NCCAOM Herbal medicine module and will develop a study plan for preparation to take the exam. Exam procedures and registration for the exam will be covered in the course.

## **Materia Medica**

### **MM100 Materia Medica I**

This course is the first in a series of three that will cover the Chinese materia medica through the examination of key medicinals, their properties, and their functions. Identification of the herbs and their appropriate usage, toxicities (if applicable) and contraindications will also be covered. Where available, discussion of current research and knowledge related to pharmacological properties and indications will also be included in this course.

### **MM200 Materia Medica II**

This course is the second in a series of three that will cover the Chinese materia medica through the examination of key medicinals, their properties, and their functions. Identification of the herbs and their appropriate usage, toxicities (if applicable) and contraindications will also be covered. Where available, discussion of current research and knowledge related to pharmacological properties and indications will also be included in this course.

### **MM300 Materia Medica III**

This course is the third in a series of three that will cover the Chinese materia medica through the examination of key medicinals, their properties, and their functions. Identification of the herbs and their appropriate usage, toxicities (if applicable) and contraindications will also be covered. Where available, discussion of current research and knowledge related to pharmacological properties and indications will also be included in this course.

### **HI300 Herbal Interactions**

This course introduces and examines the topic of herbal interactions with other medicinal or supplemental substances. A basic review of western pharmacology will be included in this course which will cover the current state of knowledge regarding drug/herb, herb/herb, and herb/supplement interactions. Patient safety will be emphasized and current and recent research on this topic will be discussed.

### **Herbal Formulas**

#### **HF100 Herbal Formulas I**

This course is the first of three which covers the formulas necessary to enter into the practice of traditional Chinese herbal medicine and sit for the NCCAOM Herbology exam. The course begins the presentation of traditional Chinese herbal formulas and modifications within the framework of their traditional therapeutic functions and individual medicinal constituents.

#### **HF200 Herbal Formulas II**

This course is the second of three which covers the formulas necessary to enter into the practice of traditional Chinese herbal medicine and sit for the NCCAOM Herbology exam. The course continues the presentation of traditional Chinese herbal formulas and modifications within the framework of their traditional therapeutic functions and individual medicinal constituents.

#### **HF300 Herbal Formulas III**

This course is the third of three which covers the formulas necessary to enter into the practice of traditional Chinese herbal medicine and sit for the NCCAOM Herbology exam. The course continues the presentation of traditional Chinese herbal formulas and modifications within the framework of their traditional therapeutic functions and individual medicinal constituents.

## **Practice / Management**

### **DSC400 Diseases & Herbal Case Studies I**

This course is a presentation and discussion class for clinical cases involving the theoretical principles, diagnosis, and treatment planning of Traditional Chinese herbal medicine. In addition to instructor led discussion of cases involving patients exhibiting some of the most common or rare diseases, students' clinical cases are presented and discussed among the class regarding the diagnosis, treatment, and prognosis of their patients. Students will discuss the prescribing of both classical formulas as well as custom formulas for patients of varying presentations and conditions.

### **DSC500 Diseases & Herbal Case Studies II**

This course continues the presentation and discussion class for clinical cases involving the theoretical principles, diagnosis, and treatment planning of Traditional Chinese herbal medicine. In addition to instructor led discussion of cases involving patients exhibiting some of the most common or rare diseases, students' clinical cases are presented and discussed among the class regarding the diagnosis, treatment, and prognosis of their patients. Students will discuss the prescribing of both classical formulas as well as custom formulas for patients of varying presentations and conditions.

### **HPM500 Herbal Practice/Management**

This class introduces students to the organizational and business aspects of a professional herbal medicine practice. These will include starting a practice, integrating herbal medicine into an existing practice, financial assessment and planning, creating a business plan, strategies for building a practice, advertising plan, scheduling and follow-up, legal considerations, recordkeeping and basic book-keeping, practitioner's responsibilities, informed consent, confidentiality, ethical considerations, herbal clinic hygiene, and referrals. The goal of this course is to provide students with the knowledge of the organizational and business aspects of herbal practice and enable them to start or integrate their practices in a smoother manner.

## **Admissions**

### **Eligibility Requirements**

The Traditional Herbology program is a two (2) year, six (6) semester program open to:

- Third year students in the Eastern School MSAc. Program or an equivalent level at another ACAOM accredited acupuncture institution
- Currently licensed or certified acupuncturists
- Currently licensed health care practitioner with approval from the Academic Dean

\*\*Students entering the program from a non-acupuncture healthcare field will be required to complete the following pre-requisite courses from the MSAc. program:

TM111	TCM Theory I
TM112	TCM Theory II
TM211	TCM Diagnostic Principles I
TM212	TCM Diagnostic Principles II

### **Admissions Procedure**

For currently enrolled students:

- Completed application and \$25 application fee
- Coursework average of 70% or higher
- Coursework completed and up-to-date through the end of year-two of MSAc. Program
- Passing of year two comprehensive exams
- Positive financial history with the Eastern School

For Eastern School Alumni

- Completed application and \$25 application fee
- Current Acupuncture license

For transfer students and candidates who have not yet received licensure:

- Completed application and \$25 application fee
- All transcripts from current/former academic institutions
- Entrance essay—Topic—*How does Traditional Chinese Herbology fit in the modern healthcare system?*
- Three letters of recommendation attesting to your ability to complete the program
- Interview and approval of the Academic Dean

For all other candidates:

- Completed application and \$25 application fee
- Approval from the Academic Dean
- Current license in healthcare related field

- Successful completion of prerequisite courses listed above
- All transcripts from current/former academic institutions
- Three letters of recommendation attesting to your ability to complete the program
- Entrance essay—Topic—*How will the practice of Traditional Herbal Medicine enhance your healthcare practice?*

### **Academic Policies**

**\*\*Please refer to the Eastern School Catalog and Student Handbook for a comprehensive listing of the College's academic policies**

### **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 didactic 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. For clinical courses, 100% attendance is required to receive credit for the course. Please see the syllabus and Clinical Supervisor for the make-up policy and procedures for any emergency missed clinic shifts.

### **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 Herbal Department Chair 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.



**TUITION & FEES:\***

School Year Fall 2017-2018

Application Fee (non-refundable) .....	\$25.00 (Waived for Current ESATM Students)
Program Tuition .....	\$14,250.00
Program Tuition per credit hour .....	\$375.00
Administrative Fee/Student Services fee (non-refundable).....	\$75.00 per semester
Malpractice Insurance (non-refundable) .....	\$50.00 per semester
Books & Supplies.....	\$500.00 (Approximate Cost)

**ACCREDITATION**

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The Acupuncture Program of Eastern School of Acupuncture and Traditional Medicine is programmatically accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434.

**State of New Jersey, Office of the Secretary of Higher Education (OSHE)**

Eastern School of Acupuncture and Traditional Medicine is approved and licensed by the State of New Jersey, Office of the Secretary of Higher Education (OSHE). OSHE is the licensing office of all colleges and universities of higher education in the State of New Jersey. OSHE is located at: P.O. Box 542, Trenton, NJ 08625-0542; phone (609) 292-4310.

\*Tuition is subject to change

**Installment Plan**

Students may pay their tuition by monthly installments.

**Refund Policy & Reimbursement**

In the event of withdrawal or disqualification by the school, a refund will be a pro-rated portion of the tuition based upon the last day of attendance. The Academic Dean must be notified in writing within five (5) business days of the student’s intended withdrawal date.

## **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 Grievances and Grievance Procedure**

Any student may file a complaint about any issue, question, problem, or anything else which they reasonably believe impedes their academic studies or which they find objectively questionable about any instructor, staff member or administrator, either orally or in writing, to any ESATM administrator. Any such administrator will then transmit the concern in writing to the CEO or Director of Admissions (or other designated administration member if one of the aforementioned is the alleged offender) who also serves as the Complaint Designee.

The Complaint Designee will then review the matter, and if more information is required before attempting to unilaterally recommend a resolution of the matter, the Complaint Designee will investigate the matter thoroughly, including interviewing all individuals, the reporting student, and reviewing all documents that relate or may potentially relate to the matter in question. Once the Complaint Designee has concluded his/ her investigation, the Complaint Designee will report the matter to the Executive Office (The CEO and the Academic Dean, Compliance Director, and Clinical Director), along with a recommendation for resolution.

If the Executive Office concurs with the Complaint Designee's recommendation, then the matter will be accordingly disposed of. If not, then further discussion will be held until a majority of the Executive Office agrees on a particular resolution of the matter.

Depending on the parties involved, the nature and seriousness of the issues concerned, and any other factors which must be taken into account in order to properly resolve the matter, a wide variety of actions or inactions may be taken. In the event the reporting student, or others involved, is displeased with the manner for disposition arrived at by the Executive Office, they may petition any member of the Executive Office to request that the matter be re-opened and reviewed as though it had been first reported to the entire Executive Office. If no member of the Executive Office will make such a request, then the matter shall stand as originally disposed of.

Once the matter is final, written notice of the Executive Office's decision will be transmitted within a reasonable time not to exceed thirty (30) days to the reporting student and any other appropriate parties. The matter shall, however, remain a private one and no publication of the matter shall be made, even with the consent of all non-ESATM parties involved, unless not doing so, would constitute a serious breach of justice. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, an appeal may always be made to the: (Students initiation of a complaint with OSHE will not be subject to unfair retaliatory actions.)

NJ Higher Education

P.O. Box 542, Trenton, NJ 08625-0542

Telephone: (609) 292-4310

Email: [njhe@njhe.state.nj.us](mailto:njhe@njhe.state.nj.us)

**OUR SCHOOL LOCATION:**

440 Franklin St.  
Suite 500  
Bloomfield, NJ 07003  
973-746-8717  
973-746-8714 (Fax)  
Info@esatm.edu

**OUR STUDENT CLINIC LOCATION:**

440 Franklin St.  
Suite 550  
Bloomfield, NJ 07003  
973-746-2848  
973-746-2088 (Fax)

**ADMINISTRATION:**

Aida Morales-Almanzar, MBA..... Chief Executive Officer | President  
Dr. Thomas Kouo, DAOM, L.Ac, Dipl. OM ..... Academic Dean  
Joseph DelGiodice, L.Ac. .... Clinic Dean  
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Sherley Alvarez/Latoya Harris ..... Administrative Assistant