



EASTERN SCHOOL

OF ACUPUNCTURE AND TRADITIONAL MEDICINE

STUDENT HANDBOOK

2018 - 2019

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I. INTRODUCTION

The Eastern School of Acupuncture and Traditional Medicine (ESATM) is dedicated to training highly qualified acupuncturists to serve the community. We are proud to have you join a history of students dedicated to the practice of Traditional Medicine and making the world a better place. As you join the student body, we pledge to you that we are committed to do everything possible in order to support you in the process of learning, graduating, and obtaining licensure. Moreover, we hope that your educational experience will be far richer than these basic, albeit important goals. The Eastern School of Acupuncture is of the conviction that students must be highly committed to their studies, comply with all policies and procedures and complete classroom requirements in a timely fashion in order to get the most the Eastern School has to offer you on your way to entering the field of Acupuncture and Traditional Medicine. We wish you the best in this new and exciting endeavor!

II. 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.

III. EASTERN SCHOOL CODE

The Eastern School of Acupuncture and Traditional Medicine does **NOT** believe in a person's unconditional right to express and behave freely. The Eastern School holds the following to be true:

You do **NOT** have the right to express ideas or actions of bigotry.

You **DO** have the right to be treated in a way that makes you feel safe and a valuable member of our community.

You do **NOT** have the right to condescend, divide, or treat others in a way that you do not want to be treated.

You **DO** have the right to make lifelong friends and build positive relationships.

You do **NOT** have the right to disrespect or refer to a person in any way other than a respectful manner.

You **DO** have the right to feel that your individuality is respected and cherished.

You do **NOT** have the right to take, deface, or harm anyone else's property.

You **DO** have the right to be part of a community that wants to create and put forth a positive image.

You do **NOT** have the right to express or engage in political discussions outside of the curriculum during class time.

You **DO** have the right to not be treated differently based on your religious or political beliefs.

You do **NOT** have the right to be at school under the influence of alcohol or illegal drugs.

You **DO** have the right to live and experience to its fullest potential while at the Eastern School.

For every moment you are at the Eastern School, you have the right to be happy, positive, and appreciate the beauty that is all around us.

IV. ACCREDITATION

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.

The Acupuncture Programs provided at the Eastern School of Acupuncture and Traditional Medicine is also 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.

V. ACUPUNCTURE PROGRAM

PROGRAM DESCRIPTION

The Eastern School of Acupuncture and Traditional Medicine offers a three-year Masters of Science in Acupuncture (M.S. Ac.) degree program which consists of 2700 hours. The school offers classes on weekday afternoons, evenings and on weekends in order to meet a full time course of study. Generally, students will be required to attend school at least one weekday and on the weekends.

The year one schedule for the acupuncture program is generally one afternoon/evening per week and weekends for students who are following the recommended course of study. Students have certain options and flexibility with regards to the schedule but are required to maintain compliance with all existing pre-requisites. The college reserves the right to modify the schedule at its own discretion.

The goal of the program is to provide the highest standard and quality of acupuncture education. The program also provides an educational foundation in the western biosciences, which will assist the acupuncturist as a healthcare professional in today's healthcare system.

The curriculum of the school has been organized to reinforce adult learning by incorporating a thematic and logical approach to teaching. The year one curriculum is based in knowledge acquisition. This is the information gathering and memorizing phase. Students use this stage to gather the building blocks to be used in the subsequent years to build their solid foundation in the medicine. Year two features the practical application and exploration of acquired knowledge phase. Students explore their inherent questions and organize their building blocks seeking to make sense of their studies. Students also work on their physical skills during this year. The third year is the critical thinking phase. This is of the utmost importance and often an underdeveloped skill in acupuncture education. Physical skill is developed and practiced while students develop the process of utilizing their knowledge to arrive at a correct diagnosis and treatment in clinical cases. Students explore, develop, and practice the decision making process as it relates to the practice of acupuncture and patient care.

A highly qualified faculty of experienced instructors and practitioners who have been trained in various disciplines and traditions of acupuncture, teach the students by leading and reinforcing the core curriculum while sharing their invaluable experience. The program features the traditions of Traditional Chinese Medicine and Japanese (Kiiko Style), and other styles of acupuncture will be introduced. The program is intended for individuals interested in becoming practitioners of acupuncture, and for health care professionals such as medical doctors, chiropractors, and physical therapists, who would like to learn acupuncture and integrate complementary medicine into their practices.

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.

The Eastern School's admissions policy, curriculum and activities are designed specifically to ensure that its students meet the requirements and have the educational basis to pass the New Jersey State Licensing Examination, the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) Clean Needle Technique Course and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Examination in Acupuncture (including the Acupuncture Portion, the Clean Needle Technique Portion and the Point Location Skills), Oriental Medicine Theory, and Western Medicine.

To earn the Eastern School's Master's of Science in Acupuncture (M.S. Ac.), students must demonstrate through papers, examinations, projects, class attendance and appropriately supervised clinical work a thorough knowledge and understanding of:

1. The history of acupuncture and traditional (eastern) medicine
2. Yin/Yang and the Five Elements
3. The Zang-Fu
4. Qi
5. Blood
6. Fluids
7. The Meridian System
8. Acupuncture point locations and indications
9. The Four Examinations
10. The Eight Principles
11. Signs, indications, and contraindications for the use of needling, moxibustion, and cupping
12. Indications that a patient should be referred to a complementary health care provider
13. Professional ethics
14. Biomedical terminology and pathology
15. The laws governing the practice of acupuncture in the State of New Jersey and other pertinent public policies

Through the successful completion of ESATM's didactic and clinical curriculum, students learn to conduct proper intakes of patients. They must demonstrate the ability to evaluate patients, formulate and perform appropriate treatment strategies and make referrals when necessary. Students must also demonstrate the ability to competently perform clean needle technique, moxibustion, cupping, gua sha,

and be able to function effectively in a clinical setting.

PROGRAM LENGTH OF STUDY

At the present time, the Eastern School only offers a full-time, 3-year acupuncture program of study. Students should be able to achieve a Masters of Science in Acupuncture (M.S.Ac.) within this time frame if they have completed all of their course work. In the event that a student receives a grade of Incomplete or Failure (F), they have up to a total of 4.5 years (150% of normal time frame for program completion) to complete/retake these courses and complete all of the program requirements. If the student fails to complete all course work within this time frame, then the student will no longer be able to continue at the Eastern School and will be ineligible to receive their degree.

Upon completion of each academic year, students in non-compliance must meet with the Academic Dean before starting their next level of academic studies. The college will monitor the progress of students to maintain compliance with this stipulation and to ensure that students are on track to complete the program within 4.5 years (which is the maximum allowable time for a three-year program). Transfer students are required to attend a minimum of 1-year and up to 4.5 years regardless of prior education.

COURSE SCHEDULE

One afternoon/evening minimum per week and weekends is the typical schedule and time commitment. There is variability depending on student preferences and level of study. Please see the curriculum outline and the current schedule for a guide to best gauge actual schedule and expected weekly time commitments.

VI. HERBAL PROGRAM

PROGRAM DESCRIPTION

The Certificate in Traditional Herbal Medicine program is designed to be an immersion into the studies of Chinese herbal medicine. Like all ACAOM approved programs, it has both didactic and clinical requirements. The didactic portion of the program teaches formulas after learning the individual herb building blocks. Utilizing this method of instruction, students are provided the logical progression into formula creation in a way that they can immediately recognize the variations amongst a category of formulas. Once students complete Materia Medica and Herbal Formulas, they are exposed to different models of herbal medicine as detailed in texts important to the development of Chinese Herbology. Systems of herbal thought and methodologies such as the Shang Han Lun and Wen Bing provide aspiring herbalists with a reliable perspective in understanding pathology and their subsequent herbal treatments. This area of coursework culminates with classes that develop student thinking in a manner that systematically facilitates the understanding of theory application via case studies and diagnostics. The clinical portion begins a third of the way into the program and is divided in two parts. The first level, as an herbal intern, is dedicated to building the student's ability to identify and understand the condition of the patient and make appropriate category recommendations. The second level of clinic is when the student has the opportunity to demonstrate proficiency and understanding through formula recommendation and modifications as the lead herbal intern. This final clinical shift is then peer reviewed in the classroom for further exploration and analysis.

EDUCATIONAL OBJECTIVES

DIDACTIC COURSES

- Demonstrate knowledge of basic history of Chinese herbal medicine and major concepts from classical herb 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

CLINICAL COURSES

- 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 accordingly to treat outcomes
- Discuss clinical cases 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

HERBAL PROGRAM LENGTH OF STUDY

Program Outline

Department	Credits/Hours
Herbal Theory	
HT100 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 I	3/90
HC200 Herbal Clinic Internship II	3/90
HC300 Herbal Clinic Internship III	3/90
Comprehensive Herbal Exam (100 questions) prior to trimester five (5)	
Total Hours: 870	
Total Credits: 49	
<u>ESATM Herbal Clinical Program</u>	
Total Hours: 270	

Clinical Internship I

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

Clinical Internship II

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

Clinical Internship III

60 hours of on-site clinical work in the ESATM clinic
30 hours working in an ESATM-approved herbal pharmacy
Minimum # of documented patient encounters: 100

Length of Program

The two year, six-trimester Certificate in Traditional Herbal Medicine Program is designed to address the needs of working professionals, recent acupuncture program graduates, and new health care practitioners. Didactic classes meet one day during the week and on one weekend day. To better meet the needs of our students, ESATM holds the weekend classes via remote online platform, Zoom. Clinical courses begin in trimester 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 study is 870 hours (600 didactic & 270 clinical) in length.

For further details on the Herbal Certificate, please refer to the Herbal Certificate Handbook.

VII. SCHOOL CALENDAR

The following holidays will be observed by the college and classes will not be held:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, and Christmas Day.

The Eastern School reserves the right to modify this list under necessary circumstances with appropriate notice. Please consult your class schedule.

VIII. CLINIC SCHEDULE

The Clinic is open during each trimester. The Intern Clinic may run special shifts during the breaks when classes are not in session. These shifts can be used to catch up on clinical hours or to advance ahead. Clinic shift times are different than class times so attendance at school may be required outside of your regular one weekday/weekend to fulfill these hours.

In Clinical Internship, two or three Clinic shifts per semester are recommended in order to complete the program in the suggested time frame. Students may have an opportunity to attend "Clinical Intensive" shifts that run during the school breaks to further their clinical hour's requirement. Please refer to the current clinical shift schedule for more details.

IX. CHANGES IN POLICIES & FEES

The Eastern School of Acupuncture and Traditional Medicine reserves the right to make changes to the policies, procedures, fees, schedule or any other provisions, subject to accreditation requirements, state and federal laws and regulations. This Handbook does not constitute a contract between the student and the Eastern School of Acupuncture and Traditional Medicine.

DEPARTMENT OF ADMISSIONS

X. ADMISSIONS PROCEDURES

ACUPUNCTURE PROGRAM: Masters of Science in Acupuncture (M.S. Ac.)

Prospective students may download an application or fill out an online application at www.esatm.edu. Applicants requiring ADA information may do so by either signifying on their application or contacting the admissions department. There is a non-refundable \$50.00 application fee which may be paid via check, cash or credit card.

Applicants to the Eastern School are required to have a minimum of 90 college credits and must submit official transcripts from the institution(s) of higher learning that they attended along with copies of professional licenses, if applicable. Professional licenses may include but are not restricted to-M.D., D.C., P.T., R.N., and L.M.T. If students intend to practice in the state of New Jersey, a Bachelor's Degree is required before taking the New Jersey state exam. All post-secondary education outside the US must be evaluated by the World Education Service (WES).

If an applicant has 4 credits in Human or General Biology within ten years of applying with a grade of 2.0 or greater the course may be accepted as the ESATM Biology requirement unless they are a licensed health care professional* in which case the ten year requirement may be waived. All applicants who have not taken a 4 credit Human or General Biology course may elect to CLEP their Biology or take a 4 credit course at any accredited post-secondary school prior to entering the acupuncture program. Applicants also have the option of taking their Biology requirement at ESATM either prior to entering the program or in their first trimester of full time acupuncture program matriculation at ESATM.

Biology and other western bioscience/medical coursework credit may be granted at the discretion of the Dean and Director of Admissions, for a limited number of courses to individuals who have passed a state-recognized or state administered licensing examination resulting in a medical professional license (Acupuncture, Chiropractic, FLEX, ECFMG, Physical Therapy, Psychology, Nursing, etc.).

All incoming students must present a valid photo ID at their enrollment meeting, a driver's license or passport. If the student was not born in the US they must also bring valid proof of citizenship.

Students transferring credits into the MSAc program may be required to take a placement exam for individual courses at the discretion of the Academic Dean or Director of Admissions. Acupuncture transfer students who have prior Intern Clinical hours eligible for transfer will be required to take a practical clinic placement exam/or year two comprehensive exam. An Intern Clinic placement exam study guide will be provided by the Academic Dean to the applicant prior to scheduling the exam. Placement exams and study guides are available to ESATM program applicants only.

Applicants must supply three letters of reference from individuals knowledgeable about the applicant's potential for success in a graduate level academic program. Applicants are encouraged to seek references mainly from health professionals, educators, and employer's.

Applicants must submit a 2-4 page topic related essay. Please contact the admissions office for your assigned topic. Essay must be in either MLA or APA format.

All applicants under the age of 30 must submit their vaccination records (applicants can utilize a copy of their post-secondary school vaccination records) with their application.

Students who do not have any post-secondary education in the United States may be required to take the Test of English as a Foreign Language (TOEFL) exam. Determining factors include but are not limited to, the student's admissions interview, personal essay, and assessment of classroom communication. If a

student is required to take the TOEFL exam they must score a minimum of 61 on the internet based test (iBT) which in addition requires a maximum speaking score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam.

After all supporting documents are received, each applicant is interviewed by the Academic Dean or Director of Admissions who make the final decision for acceptance. Applicants are notified via email their admission status.

Individuals applying for admission to the Eastern School's acupuncture program(s) are required to complete an Application for Admission form, have three letters of recommendation sent to the Eastern School by health care professionals, employers and educators who can attest to your ability to complete the program, submit a narrative essay 2-4 pages in length (topic and instructions will be provided), and remit a non-refundable application fee of \$50.00. Applicants to the Eastern School are required to have at least 90 college credits and must submit official transcripts from the institution(s) of higher learning within 2 weeks of applying along with copies of professional licenses, if applicable. Applications are valid for one year.

Note: Any modification of ESATM's admissions requirements will only be granted under exceptional circumstances and at the sole discretion of the CEO / President.

Although New Jersey residents may take our program with only 90 college credits, please note that the State of New Jersey requires that graduates also have a Bachelor's Degree before licensure.

After all documents and fees have been received, all applicants must attend interviews with the Admissions Director and Academic Dean. Following the interviews, under certain circumstances, applicants may receive a "pending application" notice and must submit a second essay addressing areas of concerns. Applicants will be notified in writing of their admissions status.

HERBAL PROGRAM: Certificate in Traditional Herbal Medicine

The Herbology Program is an 24 month program open to:

- 3rd year students in the Clinical internship portion of the Eastern School's Acupuncture program.
- Students from any master's degree or masters level acupuncture program.
- Currently licensed or certified acupuncturists

Admissions Procedure to the Herbal Program:

For currently enrolled students:

- Completed application and \$25.00 application fee.
- Coursework average of 70% or higher.
- Coursework completed and up to date, through the end of year two of the acupuncture program.
- Must pass year two comprehensive exams.
- Must have positive financial history with the school.

For Eastern School of Acupuncture Alumni:

- Completed application and \$25.00 application fee.
- Current acupuncture license.

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

- Completed application and \$25.00 application fee.
- All transcripts from current/former academic institutions.
- An essay stating your interest in herbology.
- Three letters of recommendation attesting to your ability to complete the program.
- Interview with the Academic Dean.

For all other candidates:

- Completed application and \$25.00 application fee.
- An essay stating your interest in herbology.
- Current acupuncture license.
- Interview with the Academic Dean.

XI. STUDENT ORIENTATION

All new students are required to attend the orientation session held prior to the first day of class. Orientation usually lasts two hours and is conducted by Eastern School administrative staff. It is the college's first opportunity to introduce our program and its mission to the entering class as a whole. The students are given the current Student Handbook and questions are answered. Students have ample opportunity to meet each other and exchange contact information. If a student cannot attend, the Director of Admissions arranges for a private orientation session with the student for a \$75 fee.

XII. FOREIGN STUDENTS

If the student holds a degree from a foreign institution, foreign transcripts must be evaluated by a reputable foreign credentials assistance agency (WES) and found to be at least the equivalent of a US 4-year college degree.

The Eastern School does not provide F-1 student visas.

Foreign students who have not graduated from a school in the United States must satisfy a score of at least 80 on the TOEFL (Test of English as a Foreign Language) IBT internet test. This requirement also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22.

XIII. TRANSFER STUDENTS

The Eastern School accepts transfer credits from other accredited institutions for courses that meet the requirements of the Eastern School's Acupuncture program(s). In order for these courses to be considered, the student must have taken the course in the last ten years and earned a minimum grade of C (satisfactory) or achieved a grade of "PASS" for courses in which no letter grades were given.

Students wishing to transfer to the Eastern School from equivalent professional programs must, in addition to the above requirements, submit official transcripts from the professional program(s) they attended. Determination of equivalency of training is made on a case-by-case basis by careful review of programs, course descriptions, school catalogs, course syllabi, class notes and other materials as may be deemed appropriate and necessary by the Academic Dean. If a student received a F (failure) grade from a comprehensive exam (COMPS) from their prior institution, they will be required to take the current Eastern School COMPS in order to be appropriately placed in the program.

In cases where course work is similar but does not meet all of the Eastern School's course objectives, the student may be asked to take an oral, practical and/or written challenge examination appropriate to their level of study. A passing score of 75% is required for course credit. The student must meet with the Academic Dean prior to the start of the course(s) to determine course credit transferability. No consideration to the transferability of credits will be given after the start of the course(s) in question. Applicants will be notified in writing of transfer credits awarded.

In order to receive an Eastern School Master's degree or certificate, all transfer students must complete a minimum residency requirement of 1 year of the Eastern School's three-year program in acupuncture.

This policy is reviewed, as necessary, by ACAOM for fairness and effectiveness in serving the program. All prior learning will be judged fairly, and without regard to gender, race, color, creed, religion, national origin, sexual orientation, age, ancestry, disability, and marital or veteran status.

XIV. POLICY FOR NON-MATRICULATED STUDENTS

The Eastern School currently offers a Master's in Acupuncture and a Certificate in Acupuncture program to students who are enrolled on a full-time basis. The school also offers Continuing Education classes for industry professionals and enrolled students, as well as Community Education classes that are open to the general public. Current acupuncture students from outside institutions and licensed acupuncturists may take non-matriculating courses; individual applicants are reviewed by the Admissions Director on a case by case basis. Students applying for non-matriculated status are required to fulfill enrolled students' requirements for admissions. Any exceptions are at the discretion of the Academic Dean.

To apply for non-matriculating coursework applicants must submit the following:

- A completed and signed application form.
- A \$25.00 application fee.
- Transcripts from current acupuncture institution (for applicants who are current students not attending ESATM).
- A copy of the applicants acupuncture license (for all applicants who are licensed acupuncturists).
- A copy of the applicant's degree/credential from their acupuncture school (for applicants who are not a licensed acupuncturist who did not attend ESATM but completed an acupuncture program at another institution).

PREVIOUS STUDENTS – RE-ENROLLMENT:

- Students who have previously withdrawn from ESATM and are in good standing are eligible to re-enroll.
- Any and all previous tuition balance must be tenured before being allowed to re-enroll and/or complete remainder of required hours.
- A re-enrollment fee in the amount of \$250 is required.

DEPARTMENT OF FINANCE

XV. TUITION, FEES & PAYMENT POLICY

ACUPUNCTURE PROGRAM

School Year 2018 - 2019

Application Fee (non-refundable)	\$50
Application Fee Transfer Student (non-refundable)	\$75.00
Transfer in person transcript evaluation (prior to applying)	\$25.00
Administrative Fee (non-refundable) – per semester	\$75
Malpractice Insurance Fee (non-refundable) – per semester	\$50
Late enrollment fee	\$75
1 st Year Tuition	\$17,290
2 nd Year Tuition	\$20,670
3 rd Year Tuition	\$21,060
3 Year full tuition (not to exceed)	\$59,020
Tuition per Credit Hour	\$390
Books & Supplies (over 3 years)	\$1,750 (approximate)

HERBAL PROGRAM

School Year 2018 - 2019

Application Fee (non-refundable)	\$25 (Waived for current ESATM students)
Administrative Fee (non-refundable) – per semester	\$75
Malpractice Insurance Fee (non-refundable) – per semester	\$50

Program Tuition (24 months)	\$14,250
Program Tuition per Credit Hours	\$291
Books and Supplies approximate	\$500 (approximate cost)
OTHER FEES (non re-occurring)	
Reinstatement Fee	\$250
Late Registration Fee	\$25
Retake/Make-up Exam Fee - Written	\$25
Retake/Make-up Exam Fee - Practical	\$50
Placement Exam - Didactic	\$50.00
Placement Exam - Practical	\$100.00
Tutoring Fee	\$25/hour
Make-up Orientation Fee	\$75
Official Transcript	\$10 Normal (7-10 business days) \$25 Rush (3 business days) \$50 Same Day (When Available)
Make-up Exam Fee – Written	\$25
Make-up Exam Fee – Practical	\$50

PAYMENT POLICY – 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. At the present time, only the Master’s in Acupuncture program is approved to participate in by such 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. Prospective students wishing to inquire about payment plan options may consult with the school’s Financial Aid Director.

Tuition is due according to their personal Orbund payment plan set up which can be set up to be paid in one payment, two payments, or four payments. Payments 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 \$35 fee will be charged to the student for checks returned by the bank.

Any student with extenuating circumstances that may cause delinquent payment should make an appointment with the Director of Financial Aid 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 college.

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.

PAYMENT POLICY – HERBAL PROGRAM

Financial Aid is not available for the Herbal Program as this is a part-time program. Students may pay their tuition by monthly installments. Please consult with the Director of Financial Aid for options.

XVI. GRANTS & STUDENT LOANS

The Eastern School participates in the US Education Department's Title IV Student Loan program and the NJ Class Loan program. At the present time, only the Master's in Acupuncture program is approved to participate in by such program.

Students who do not have a bachelor's degree may be eligible for the Pell grant if they qualify. Go to www.fafsa.ed.gov for more information.

NOTE: Students who have obtained a loan from a lending institution and withdraw from the school or who have had their enrollment terminated must notify the loan institution of their withdrawal. The Eastern School of Acupuncture and Traditional Medicine will reimburse the student for refunds due in accordance with the refund policy. The student will be responsible for any remaining loan balances due the lending institution. Student loans are legal agreements and must be satisfied regardless of completion of the program. Students have full responsibility for managing their loan and its repayment.

Each year, aid applicants must submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The school's Financial Aid Office may request additional documentation to support the student's request for financial assistance. The student's financial aid package cannot be finalized until the Financial Aid Office has received all requested documentation. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline. Federal aid will be awarded to the student based on need as determined by federal formulas.

XVII. REFUND POLICY & REIMBURSEMENT

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.**

PER PROGRAM REIMBURSEMENT SCALE

If withdrawal or cancellation occurs

The College 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 Completion of 25 percent of the semester	45% of that semester's tuition
After 25 percent but not more than 50 percent of the semester has been offered	70% of that semester's tuition
After completion of more than 50 percent of the semester	100% of that semester's tuition

COURSE WITHDRAWAL REIMBURSEMENT SCALE

Week 1	Post Add/Drop period (8 days after the trimester begins)
Week 2	10% of the course fee retained by ESATM
Week 3	20% of the course fee retained by ESATM
Week 4	45% of the course fee retained by ESATM
After Week 4 of classes	ESATM retains 100% of course fee.

XVIII. TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS RETURN TO TITLE IV FUNDS (R2T4) POLICY

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The College will calculate the amount to be returned to the Title IV, HEA (Higher Education Act) Federal fund programs according to the policies listed below.

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the College. It is separate and distinct from the College refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less). The Payment Period for a Credit Hour school is one semester.

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The college has 45 days from the date that the college determines that the student withdrew to return all unearned funds for which it is responsible. The college is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the college will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

"Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or Chief Executive Officer in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.

- or
2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
 - a. The student's transcript and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The Registrar office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the college's refund requirement (see school refund calculation).
7. The College's Director of Financial Aid will return to the Federal fund programs any unearned portion of Title IV funds for which the college is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the College will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The college measures progress in semester credits, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Credit Hour Program: Divide the number of calendar days completed in the period by the total number of calendar days in the period

$$\frac{\text{NUMBER OF CALENDAR DAYS COMPLETED}}{\text{TOTAL NUMBER OF CALENDAR DAYS IN THE PEIROD}}$$

Scheduled breaks of at least five consecutive days and days student was on an approved LOA are excluded.

- b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to the Eastern School of Acupuncture and Traditional Medicine
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Director of Financial Aid.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The College may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the College). For all other college charges, the College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The College's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The college is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the College or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to

- rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The College may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the College Refund policy is, you may ask you Director of Financial Aid a copy.

Return to Title IV questions

If you have questions regarding Title IV, HEA program funds after visiting with your Director of Financial Aid, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

This policy is subject to change at any time, and without prior notice.

XIX. VERIFICATION OF FINANCIAL AID

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Student Financial Planning, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

If the ISAR is selected for verification, the student must provide the requested information within 30 days from the request date. Requests for information will be sent via e-mail and a phone call or letter will follow if the student is not responding. The student will be instructed as to the necessary corrections. The student risks financial suspension and a return of funds if necessary if the requirements are not met.

DEPARTMENT OF ACADEMICS

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

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. SAP is monitored on a trimester basis by the Administration. 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

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, projects, clinical evaluations and professional behavior.

GRADING SYSTEM & INCOMPLETE GRADES

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 schools written determination of such appeal and details of any academic plan that may be developed.

XXI. REMOTE CLASSES

ESATM is equipped to hold didactic classes that are lecture-based only on our online platform, Zoom. For each class, only 49% of any class is permitted to be conducted remotely. Any class wishing to be scheduled for a remote session must have prior approval by the Administration and be within the limits of

the 49%. Students attending classes remotely will receive an email with the log-in information and be present, visible, and participate in the class to the extent that is appropriate for the mode of the class presentation. In an emergency situation, a student may be able to attend class remotely at the discretion of the Administration and the Instructor, and the availability of equipment to facilitate the remote viewing. The student may still be marked absent, but will be able to receive the lecture in real time. All emergency remote viewings are not to exceed the 49% allowable classes held online.

XXII. 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.

XXIII. MAKE-UP & TARDINESS

Students are responsible for making up any classwork missed due to absence within each term. Students are expected to be on time for class and stay until the end of the scheduled class period. Excessive tardiness (i.e., more than 3 classes in a semester) and/or excessive absence may result in disciplinary action. Excessive tardiness/leaving early will be counted as unexcused absences. Students who arrive for class later than 15 minutes after class has begun or leave 15 minutes prior to the end of class will be marked tardy. Any student missing 90 minutes or more of a class will be marked absent for the day. Students will be required to make up class hours and missed work due to tardiness, leaving early, and absence.

The Eastern School follows the following policy regarding tardiness in both the classroom and clinic:

0-15 minutes tardy	Instructor warning
16-30 minutes tardy (Orbund marked “Tardy Present”)	Instructor discretion to mark absent or provide a student warning (habitual tardiness will be marked with an ‘absent’)
>30 minutes tardy Orbund marked (“Tardy Absent”)	Marked absent

3 Tardies=1 Absence

>3 warnings= 1Tardy

Students marked absent due to tardiness are expected to remain in class and complete the entire remaining class session or clinic shift.

EXTRA CREDIT POLICY

Extra credit assignment opportunities in any course must be given to all students enrolled for that course, be in compliance with the syllabus provided on the first day of that course, and is at the discretion of the course instructor.

No individual extra credit assignment is to surpass more than 5% of the student’s total grade calculation for that course.

POLICY ON STUDENT COURSE FAILURES

Should a student earn a failing grade upon completion of a course, the following steps are to be taken in the process of remediation for that course:

1. The student shall be placed on Academic Probation for one (1) trimester during which they are required to meet with either the Director of Student Services or the Academic Dean for academic counseling at a minimum one (1) time every three weeks during the course of their probation.
2. The student and institution will agree on and sign a Course Remediation Plan which will be strictly followed through successful completion of the failed course.
3. Academic Probation will continue until the failed course has been successfully completed.
4. The student shall be required to participate in tutoring provided by ESATM or approved by ESATM with a private tutor, at the student's own expense. The terms of the tutoring sessions will be explicitly documented in the Remediation Plan.
5. A subsequent failure in a course under a Remediation Plan will result in the student taking a minimum of one (1) trimester leave of absence during which they will be required to follow a more intensive Remediation Plan developed through the Academic Dean to ensure successful completion of the failed course.
6. A second subsequent failure of a course will be subject to disqualification from the program.
7. Any student serving on three (3) consecutive trimesters on Academic Probation is subject to dismissal from the program.

XXIV. CONDUCT DURING ALL LECTURES AND GRAND ROUNDS

1. Students should not engage in conversations while any lecturer is speaking.
2. The Eastern School classroom is a cell phone free zone during class time. Ringers must be turned OFF before class begins (keep it on vibrate if you are expecting a call). If a call is received while the phone is on vibrate, the student must leave the classroom before answering the call. Electronic devices are permitted for classroom purposes only (e.g. note taking, digital textbooks, reference). Phones and electronic devices are prohibited during all examinations and while reviewing exam content.
3. Students' comments/contributions during class should be limited to those that will be of educational benefit to all others present. Excessive talking and joking is distracting to the lecturer and other students and reduces valuable lecture time. Please be considerate.
4. Patients and classmates who volunteer to be treated during grand rounds (and at all other times) deserve the utmost respect. Their willingness to share the details of their medical history in order to assist in our learning experience should be appreciated. Close relationships that students form over time may lead to a level of comfort resulting in taking a more relaxed approach while treating a classmate as a patient. Such behavior is inappropriate during a clinical experience and may consequently carry over into other clinical settings. Information shared under these circumstances is strictly confidential and should be treated under the same confidentiality policies as our clinical patients.
5. All questioning directed at patients/classmates should have a medical basis, and serve to increase knowledge of the patient's medical history. Your intent should only be one of gathering the information that will benefit the patient and allow you to provide the most appropriate treatment for their condition. Since many individuals are viewing and questioning the patient in a classroom scenario, students should not be unnecessarily intrusive. Patients should never be judged or criticized (i.e., for their lifestyle choices) and students are not to give advice to patients regarding their medical conditions. This includes advice given to the patient which is based on any of a student's previous professional training (i.e., chiropractic, naturopathy, physical therapy, etc.).
6. All information shared by patients/classmates is to be kept confidential. They trust in our professionalism and their trust is not to be violated.

7. At all times professional conduct is mandatory at the Eastern School and will be fostered by following the above policies. Such behavior is necessary for any health care professional, and these policies will assist in maintaining the integrity of the acupuncture profession in the student's practice post-graduation. .
8. Repeated or egregious disregard of the above policies will result in disciplinary actions being taken by the school.

PLEASE NOTE: In instances in which a student(s) violates the College's Code of Conduct, or fails to comply with other student policies set forth by the school (i.e., Dress Code, tardiness policy, attendance policy) the student(s) will be required by the Instructor/Supervisor to sign an "Incident" form. This form will be submitted by the Instructor/Supervisor to the College's CEO and the Academic Dean and will become a part of the student's permanent record.

XXV. GRAND ROUNDS ATTENDANCE POLICY

In order to receive hourly credit a student must be present for the entire 8-hour session. If a student arrives more than 15 minutes late or leaves more than 15 minutes early, he/she will not receive credit for the session.

XXVI. COMPREHENSIVE EXAMS

There are two (2) Comprehensive Exams given at ESATM. The first is administered at the end of the first year. The second is in two parts: Part I follows the fifth (5th) trimester, and Part II at the completion of the second year. Student will qualify to sit for the exams upon completion of the year's qualifying curriculum requirements, according to the official course outline. A study guide is provided to help students with their review of the material. The questions are multiple choice, except the practical portion of the exams. The best way to prepare for these exams is to review course material, review all required reading, and 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 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 the Administration to properly give students the best chance to be successful by catching any potential deficiencies before it's too late.

Comprehensive Exams also allow 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 are a real key in their chances for success. Comp Exams at ESATM 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.S.Ac. program as well as their board exams.

Registration

Comprehensive Exam registration takes place by the end of the seventh (7th) week of the trimester that the student qualifies to sit for the exam, via the Comprehensive Exam Petition. Students have until week 11 to complete the petition for the exam before a late registration fee will be charged. The Comp Exam Petition can be obtained from the Administrative Office, or downloaded from Orbund and submitted to the Registrar. Students may petition to postpone the exam if they feel unprepared to complete it. They will be required to complete the exam no later than one trimester after qualifying for the exam. Approval for postponement of the exam is at the discretion of the Dean upon review of the circumstances. In this

case, the student should notify the Dean in writing prior to the date of the exam. The Dean will review possible program of study options.

Instructions

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 cell phones, backpacks, 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 and 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

Students will be notified of exam results 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

ESATM reserves the right to conduct the test utilizing scantron technology, via paper exams, or by other means approved by the 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 for Scantron answer sheets. Otherwise, ink pen (black preferred) is required to identify answers on the exams.

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.

Grading for First Level Comprehensive Exams (Year One)

For written exams (Theory, Acupuncture exams have 100 questions, Western Medicine has 60 questions; 70% required for each section to pass). Please inquire on the specific exam scheduling with the administration. ESATM reserves the right to alter the scheduling of the exams.

Theory

Acupuncture

Western

Medicine

Practical: Point Location – 20 minutes (locate 5 points, 11 points are required to pass)

CNT Demonstration Exam

ESATM reserves the right to defer the CNT Demonstration Exam depending on scheduling of the CCAOM course.

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 (or a day pre-arranged with administration), which will be determined by the Dean. Special arrangements can be made to take the exam at alternate times if agreed to and arranged through the 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 full participate in the Clinic as a Clinic Intern I. All Intern I students with outstanding comprehensive exam requirements not completed will co-treat until all sections are passed.

Grading for Second Level Comprehensive Exams (Year Two)

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

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

The following modules appear on the Year Two exam:

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

Exam Part 1 (After second trimester of the second year)

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

Exam Part 2 (After the completion of the second year)

- Western Medicine
- Case Studies

Retake Policy for Graduation Comprehensive Exams

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

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.

Comprehensive Exam Confidentiality

ESATM 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 herein.

XXVII. MAKE-UP EXAM POLICY

Make up exams should be scheduled and completed through the Instructor at a time which is agreeable to both student and instructor as soon as possible after the missed exam. If no time can be arranged that works for both student and instructor, the student may contact the Administrative Office to schedule a make-up.

There is a \$25 written fee and \$50 practical fee for the respective exams, if scheduled with the Administrative Office. We strongly encourage students and instructors to schedule make-ups independent of the office to avoid administrative fees.

XXVIII. CONFIDENTIALITY

Students must assume the ethical obligation to keep in confidence all information pertaining to patients in compliance with HIPAA regulations. Confidential information may not be disclosed without the signed consent of the party in question, except as required by law. No student or patient record is allowed off of the college's premises.

XXIX. ACADEMIC INTEGRITY

Eastern School students are expected to behave in an ethical and professional manner at all times. All cases of academic dishonesty will be handled by the College's Judicial process and can result in penalties that may include dismissal from the program.

XXX. PLAGIARISM & CHEATING

Plagiarism is an act or instance of using, or closely imitating, the language and thoughts of another author without authorization. It includes the representation of another author's work as one's own by not crediting the original author. Cheating can be defined as, but is not limited to, the practice of fraud or deceit, the violation of rules and regulations, or taking an examination or test in a dishonest way such as having improper access to answers. Students who are found to be plagiarizing or cheating will be placed on academic probation and may be suspended pending an investigation and/or hearing via Faculty Jurisdiction. Following the proceedings, disciplinary action or absolution of the charges will be determined.

XXXI. STUDENT RECORDS

The College will maintain graduate student records indefinitely. Upon graduation, students can request a copy of their transcript. The records that the college will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. Enrollment agreement.
5. Record of credit given for previous training
6. Records of meetings, appeals, disciplinary actions and dismissals
7. Copy of graduation certificate
8. Student Waiver form
9. Student Transcript

Progress Reports are accessible via Orbund. A student has 30 days to dispute any discrepancies for that semester. Student records will not be released without their written approval by the student.

XXXII. GRADUATION REQUIREMENTS

To qualify for graduation, students must complete all course work with a minimum average of a 3.0 GPA and discharge all financial obligations to the school, including payment of outstanding tuition. The following requirements must be met in order to qualify for graduation:

CPR Certification
 Clean Needle Technique (CNT) Certification
 FERPA/HIPAA/OSHA Training Certification (annual)
 Year 1 Comp Exam
 Year 1 Conference
 Year 2 Comp Exam – Theory, Acupuncture Point Location
 Intern Clinic Orientation
 Year 2 Comp Exam – Western Medicine, Case Studies
 Year 2 Conference
 250 Clinical Encounters
 7 Grand Rounds sessions (56 Hours)
 1 Kiiko Clinic Shift (60 hours)
 Year 3 Conference (pre-graduation mtg.)
 Didactic Hours (1,840)
 Clinical Hours (860)
 Total Hours (2,700)
 Financial Obligations cleared (including Exit Interview, if applicable)

Students who have **not** completed their clinical internship during their 3rd year will be given an extension of 1 month beyond the 3rd year to complete the clinical internship. All normal fees apply to this period. If a student needs additional time to complete the internship, they will be charged three (3) credits per month to continue to matriculate. Students **MUST** complete the program within 4.5 years. (CNT) Clean Needle Technique certification must also be passed from CCAOM.

XXXIII. ADVISEMENT

Appointments for academic and financial advisement may be made by scheduling an appointment to meet with the Academic Dean, Registrar, and Director of Financial Aid accordingly.

XXXIV. DRESS CODE

Students are required to dress appropriately during school activities and business casual when in clinic. Students must be prepared with loose fitting shorts and T-shirts for all classes involving points location or palpation skills. If a student attends class without the required clothing, they will be asked to leave the class and will be marked absent for that day. The Instructor will fill out an “Area of Concern” form. This

form will be forwarded by the Instructor to the CEO and the Academic Dean, and will become part of the student's permanent record.

XXXV. NEEDLING POLICY

In the State of New Jersey, only individuals licensed to practice acupuncture may do so. Students of acupuncture are only allowed to use acupuncture needles on the school premises or at an ESATM approved site. Students engaging in needling skills practice must be supervised by an instructor who is a licensed acupuncturist in a course of study requiring the usage of needling. All clean needle technique (CNT) as well as OSHA rules must be followed at all times.

Needling at any unapproved site, or without the supervision of a licensed instructor is a violation of Eastern School policy and is grounds for dismissal from the program.

NEEDLE LAB

By attending the optional Needle Lab, students can prepare for the CNT course and exam. A form signed by the Academic Dean will acknowledge that the student has completed instruction in needle technique complying with CNT and the ability to needle satisfactorily for the CNT exam with an ESATM approved instructor. Instruction in needle technique does not guarantee that the students will pass the exam, but only that the skills needed to complete the exam have been learned.

XXXVI. REQUIREMENTS FOR NJ STATE LICENSURE

The New Jersey Acupuncture Examining Board requires a baccalaureate degree, graduation from an acupuncture school with a minimum of ACAOM candidacy status, and passing scores on NCCAOM, CNT and state license examinations to be eligible for licensure. Licensing requirements vary from state to state. For more information contact the National Commission for the Certification of Acupuncturists and Oriental Medicine at 76 South Laura Street, Suite 1290, Jacksonville, FL, 32202 phone (904) 598-1005.

DEPARTMENT OF CLINIC

XXXVII. STUDENT CLINIC

ESATM provides a low-cost faculty supervised student clinic for the public. Interns are required to fulfill 593.5 internship hours and participate in 250 patient treatments as part of their graduation requirements. The Intern Clinic is located in Suite 550.

XXXVIII. REQUIREMENTS FOR ENTERING INTERN LEVEL CLINICAL STUDIES

Students entering their Internship at the Eastern School of Acupuncture must have a current CPR card from the American Heart Association or American Red Cross only and have successfully completed all required 1st and 2nd year coursework. In addition, a second year comprehensive exam consisting of both a written and practical section must be passed with a minimum grade of 70% on all sections prior to entering the Student Clinic Internship as an individual intern. All students entering clinic as an Intern must also attend the scheduled Clinic Orientation before being allowed to begin their Internship. If a student cannot attend, the Academic Dean will arrange for a private orientation session with the student for a \$75 fee. In addition, all prospective interns must have successfully completed the CCAOM course in Clean Needle Technique.

Prior to entering clinic, all clinical interns must sign an enrollment agreement stating that they have read, are familiar with, and agree to abide by the guidelines in the Clinic Manual. Breaches of clinical protocol on the part of an intern/assistant/observer may be responded to with an Area of Concern Form or further disciplinary action depending on the severity of the breach. The Dean or clinical faculty submits these disciplinary reports for inclusion in the student's file.

XXXIX. SATISFACTORY PROGRESS

Each term, students will receive periodic evaluations from the clinic supervisors with whom they interact, to evaluate clinical performance. If a student is judged to be unable to meet the evaluation criteria, the Dean and clinical faculty will determine if the student has adequate skills to remain in clinic while participating in activities such as topic-specific tutoring or additional clinical skills classes. If necessary, a student may be withdrawn from the clinic permanently and therefore from the program altogether. In addition, an intern may be removed from clinic at any time for failure to perform adequately academically or for inappropriate or unprofessional behavior.

XL. CLINIC ATTENDANCE POLICY

Students are allowed three excused absences per shift each semester. If a student exceeds more than three absences – excused or unexcused – on any given shift, they risk removal from that clinic shift. All absences must be made up through participation on an alternate shift, via the Clinic Make-Up Form, or Pink Slip Policy.

Students with more than three unexcused absences total in a semester will receive an “F” for that clinic shift.

XLI. CLINIC MAKE-UP FORM – PINK SLIP POLICY

Any absence from a clinic shift must be made up using the Clinic Make-Up Forms, or Pink Slips. During the first week of each trimester, every student will receive 1 Pink Slip per clinic shift. After an absence, the Student shall complete the “Missed Clinic Shift Information.” The Pink Slip must then be submitted to the Administration for pre-approval. After a make-up shift is pre-approved, you may attend. The Supervisor of the shift must sign the Pink Slip after completion of hours. At the end of each trimester, students must submit their completed Pink Slips to the Registrar for processing.

XLII. CLINIC DRESS CODE

Students must wear professional clothing, maintain personal hygiene and conduct themselves in a professional manner at all times. Interns and observers are required to be dressed in no less than business casual attire. All students in clinic must wear a white lab coat and a name tag identifying them as an intern/assistant/observer. A more detailed explanation of the clinic Dress Code is available in the Clinic Manual.

XLIII. CLINIC DISCIPLINARY ACTIONS

Student conduct and academic policies apply to all students in the clinic. The Academic Dean will determine the disciplinary action based on individual circumstances.

XLIV. STUDENT CAREER DEVELOPMENT

As part of the required curriculum, students must attend 45 hours of practice management. This course specifically addresses the skills needed to run a successful practice. Topics include development of a mission statement, customer service, logistical tools including front desk management, appointment setting, office design, patient rapport and follow-up. The development of a basic business plan is also a part of the curriculum for the course.

To help students develop ease and skill in talking about acupuncture and answering questions from potential patients, there is a recommendation that they refer five patients to the Student Clinic for each of the three years that they are in school. This recommendation is outlined in more detail in the Clinic Manual that is distributed at the New Student Orientation. We recognize that some of our students live at great distance from the school making patient referral impractical, and as such students are permitted to participate in one of the School’s outreach events or create their own outreach event which yields similar educational benefits as the patient referral recommendation. This information is further detailed in the Clinic Manual.

STUDENT RIGHTS AND RESPONSIBILITIES

XLV. POLICY OF ACADEMIC FREEDOM AND RESPONSIBILITIES

The Eastern School of Acupuncture is an educational institution that upholds the notion of academic freedom, whether in class or clinic, teaching or research. Faculty in either the classroom or clinic may lead discussions and present conclusions or opinions that are relevant to course material as long as they are competent in teaching the subject and adhere to the standards of sound scholarship. Discrimination, harassment or disparaging remarks are unacceptable, unlawful and discrediting to the school. Faculty members, whether acting as a representative of the school or not, are expected to disseminate information accurately, and to respect the opinions of others.

Students are free to take reasoned exception to data or views offered in any course and to reserve judgment about matters of opinion. They are responsible for learning the content of the course in which they are enrolled.

Students have the right to be informed about any course in which they are enrolled at the first class meeting. The criteria for evaluation and their weight in final grade determination should be clearly presented by the instructor via course syllabus. After the first class meeting, it is the student's responsibility to request this information.

A student has the right to receive a grade based upon fair academic evaluation as explained on the written course syllabus that is distributed during the first class meeting. Each student is expected to maintain the Standards of Conduct outlined herein.

Finally, any information acquired by an Eastern School instructor about a student's opinions, values or political affiliations is considered to be confidential and is not to influence the student's final course grade.

XLVI. CODE OF CONDUCT

The following are unacceptable and will not be tolerated;

1. All forms of bias including race, ethnicity, gender, disability, national origin, sexual orientation and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.)
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery, alteration, or use of institutional identification documents with the intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs or other school activities
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violations of the law on school premises in a way that affects the school community's pursuits of its proper educational objectives. **This includes, but is not limited to, the illegal use of alcoholic beverages and/or controlled and dangerous substances on school premises.**
9. No use of tobacco or vaporized products is permitted in the Eastern School building.

XLVII. STANDARDS OF CONDUCT

Students enrolled at the Eastern School assume an obligation to conduct themselves in a manner compatible with the mission and function of an institution of higher education, and as students training to

become practicing health care professionals. To this end, students are expected to honor the Code of Conduct outlined in the Student Handbook. Violations of the Code of Conduct may result in disciplinary action and dismissal from the program.

XLVIII. STUDENT DISCIPLINARY PROCEDURES

In order to ensure the smooth functioning of the Eastern School activities and to implement the principles expressed in the Policy on Student Conduct at the Eastern School and the Rules for the Maintenance of Public Order, the administration has established the following procedures for disciplinary action:

A. Cases of Faculty Jurisdiction.

Board consists of Department Heads, Academic Dean, and CEO

1. Cheating, plagiarism, forgery of academic documents with intent to defraud.
2. Disruption of a lecture, clinic, or any other premises used for academic purposes.
3. Failure to return library books, or destruction of all or part of a library book or archival document.
4. Interference with access to classrooms, clinic, or academic offices.
5. Physical detention or restraint of a student, instructor, Eastern School staff member, or administrator while that person is attempting to exercise his/her duties.

B. Cases of Senate Jurisdiction.

Board consists of Student Body President, CEO, Director of Admissions, Chair of Governing Board and Bursar

1. Disruptive or riotous activity in the student lounge or student centers of nonacademic activity.
2. Forgery of instruments of identification with intent to defraud.
3. Theft of, or wanton damage to, the Eastern School property.
4. Engaging in conduct which interferes with or disrupts any academic function or prevents or limits the free expression of ideas, or which physically obstructs or restrains another member of the Eastern School community or a visitor.
5. Possession of drugs or alcohol on the Eastern School property.

(In order to remain fair and impartial, individuals who are involved in the complaint or are the complainant will recuse themselves from the appropriate disciplinary board)

Procedures:

A. Filing and Notice of Complaint against a Student

Any member of the faculty, administration, staff or student body may file a complaint against a student for any apparent violation of the policies or ethical practices of the Eastern School. The complaint must be submitted to the CEO.

1. Following the filing of the complaint, a preliminary review will take place by the CEO for validity. If the preliminary investigation shows evidence of violations, the filing will be officially accepted and the disciplinary process will ensue.
2. Once a preliminary investigation is completed and the filing accepted, notice of the filing of the complaint shall be mailed to the student involved within fifteen (15) standard business days of receipt of the complaint.

B. Investigation and Notice of Hearing

The Judicial Board reserves the right to conduct their own investigation of the charges against the student subject to the complaint. Upon the determination of the investigation, there may be a hearing on the case. The Judicial Board will send a written notice to the student advising him or her of the date and time of the hearing on their case. The hearing will take place at least seven days after the mailing date of notice, and all efforts will be made to set a date and time convenient to the student, to conduct the hearing expeditiously to rapid determination of whether the alleged infraction warrants a sanction.

If the student fails or refuses to appear, the hearing will proceed and sanctions may be imposed in the student's absence.

C. Interim Suspension

Eastern School reserves the right to place a student on interim suspension, pending the investigation of the complaint, if it is determined that the seriousness of the alleged misconduct and the evidence supporting the complaint warrant immediate action. The student will remain on interim suspension until a final determination of the case is arrived at.

D. Hearings

The Judicial Board shall provide a hearing and make all disciplinary decisions on all complaints against a student within their jurisdiction. The Judicial Board shall conduct all proceedings that it deems appropriate, including but not limited to the following:

1. An audio recording will be made of all hearings and said recording will be preserved by the Eastern School until the complete resolution of the complaint.
2. The student who is subject to a complaint has the right to be accompanied at the hearing by counsel or an advisor. The student and counsel or advisors have the right to question witnesses who may appear at the hearing and to examine all evidentiary material presented at the hearing. The Judicial Board reserves the right to call witnesses and present evidentiary material to determine the veracity of the complaint against the student. A written report of the final decision of the Judicial Board will be submitted to the CEO of the Eastern School and to the student within seven calendar days of the completion of the hearing. The report shall state all of the facts of the case, the decision arrived at by the Judicial Board, and the reasons for the decision.

E. The Post-Hearing Process

Deliberation: The Judicial Board will consider the evidence presented at the hearing and upon completion of the hearing and examination of the evidence, will make a determination as to the culpability of the student. If the complaint against the student is deemed to be valid, appropriate sanctions shall be determined by the Judicial Board. This determination phase of the hearing will typically occur immediately after the hearing; however, the Judicial Board reserves the right to adjourn the hearing and meet at a later time to determine its outcome.

Sanctioning: The sanctions available to the Judicial Board shall include the following:

1. **Warning:** A warning of the student is defined as the written communication to the student that the student is engaging in conduct that is deemed to be inappropriate or in violation of the standards and/or policy of the Eastern School. Said warning shall include the statement that if said behavior is repeated or persisted in by the student, disciplinary action shall be warranted.
2. **Censure:** A censure is defined as a written reprimand to a student for behavior which violates a specific school regulation. The censure may include disciplinary action as determined by the Judicial Board.
3. **Disciplinary Probation:** Disciplinary probation is defined as the determination of an infraction of a student serious enough to warrant excluding the student from participation in specific student privileges and/or extracurricular activities stated in the notice of disciplinary probation for a specific period of time.
4. **Restitution:** If it has been determined that a student has damaged or misappropriated school property, reimbursement to the school for the cost of the damage or misappropriation may be demanded.
5. **Monetary Fine:** The Judicial Board reserves the right to impose a monetary fine for appropriate infractions.
6. **Temporary Suspension:** The Judicial Board reserves the right to temporarily suspend a student from the Eastern School classes and student privileges as set forth in a notice of disciplinary probation for a specified period of time.

7. Dismissal from the Eastern School: The Judicial Board reserves the right to dismiss a student from attending the Eastern School for an indefinite period of time. Certain conditions for readmission may be determined by the Judicial Board.

8. Transcript Notation: The Judicial Board reserves the right to affix a notation to a student's transcript indicating a disciplinary action. This transcript notation may be permanent or temporary, as to be determined by the Judicial Board.

F. Appeals

1. A student who is subject to a disciplinary action as determined by a hearing has the right to appeal said decision by the Judicial Board if the student feels the decision was not fairly determined.

2. The appeal must be in writing by the student addressed to the CEO of the Eastern School within fifteen (15) days of receipt of notice of the determination of the hearing.

3. The appeal process shall consist of a review of the hearing and all evidence supporting the determination, as well as any new evidence presented by the student in support of their appeal. A second hearing shall not be called on the case. Any change of the outcome of the hearing based upon the appeal shall be determined by the Judicial Board at their discretion, based upon any new data presented in the appeal. The decision of the Judicial Board at that point shall be considered the final determination of the case.

G. Immediate Suspension of a Student

No student of the Eastern School shall be summarily suspended from the school without a full hearing. However, a student will be immediately suspended from the Eastern School in the event that the student either threatens violence or commits a violent act against another person in the school, is deemed to be guilty of sexual misconduct, poses a serious danger to another person in the school or to him or herself, or has been convicted of committing a criminal act.

XLIX. RE-ENTRY POLICY

If a student has been suspended or dismissed from the Eastern School and has been allowed to return to the College, and the duration of the time absent has been greater than one trimester, the student shall be required to take a re-entrance examination for appropriate placement within the program. Once the appropriate placement has been determined by the Academic Dean, the student's enrollment will be based upon the current tuition rate and per credit rate, if applicable. The student must sign a new enrollment agreement and a statement of intent. The student will be on probation for no less than one trimester.

L. DISABILITY (ADA) SUPPORT

The Eastern School of Acupuncture and Oriental Medicine provides equal access to programs and services and promotes equal opportunities for students with disabilities, through the provision of reasonable accommodations, resources and services. The Eastern School is in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The accommodations to be provided by the Eastern School will be determined on a case-by-case basis, and are dependent on available resources and the school's ability to provide reasonable accommodations without undue hardship or expense. Determination of resources available for an accommodation will be based on availability of sufficient faculty and other personnel, facilities, special equipment, and budgetary constraints.

Requesting Services

The Eastern School is committed to making the educational opportunities it offers reasonable and accessible to qualified students with a disability. Students seeking assistance or accommodations are responsible for self-disclosure and providing the proper disability documentation in order to receive services. Students seeking disability services need to make their needs known in a timely manner, since it may take some time to acquire the necessary aids and notify the students' instructors. If the student hasn't made a request for services or reasonable accommodations in a timely manner prior to enrollment,

Eastern School cannot assure that all appropriate accommodations can be accomplished prior to the first class.

Students seeking accommodations for a disability must submit their request with the required supporting documentation and diagnosis to the Academic Dean.

Self-Advocacy

Students have the opportunity to voluntarily self-disclose with the school as having a disability. Students can self-disclose by contacting the Academic Dean.

Note: Identifying yourself as having a disability to an individual faculty member, friend or department other than the Administration is not considered an official notification to the School.

Documentation

Services for a disability or special need are provided based on documentation provided by the student. The student must provide information about a substantial limitation to one or more major life activities, specifically as it applies to meeting the demands of the school life in and/or out of the classroom. Acceptable documentation of a disability or special need may include: a Medical report, physician's statement, psychological evaluation, psycho-educational evaluation or other professional evaluations which verify the need for reasonable accommodations or modifications. The documentation must be current (within the last three years). Please note that students will be evaluated on a case-by-case basis. If no current documentation is available it is the responsibility of the student to have new documentation prepared.

LI. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have the right to inspect and review their education records maintained by the school.

Schools are not required to provide copies of records. Students have the right to request that ESATM corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

1. Other schools to which a student is transferring;
2. Specified officials for audit or evaluation purposes;
3. Appropriate parties in connection with financial aid to a student;
4. Organizations conducting certain studies for or on behalf of the school;
5. Accrediting organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Appropriate officials in cases of health and safety emergencies; and
8. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the college must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose their directory information. Schools must notify students annually of their rights under FERPA. You may contact the federal office at: Family Policy Compliance Office, U.S.

STUDENT GRIEVANCE PROCEDURE

LII. GRIEVANCE PURPOSE

The Student Grievance Procedure is available to any Eastern School of Acupuncture and Traditional Medicine student who seeks to resolve any grievance involving an alleged violation directly affecting that student by any member of the Eastern School community while acting in an official capacity (e.g. student, faculty member, administrator, staff member) or of any of the written policies of the Eastern School. All tracking and recording of student complaints and grievances is the responsibility of the CEO and will be kept in confidential files located in the CEO's office.

LIII. 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:
 - o The specific written Eastern School policy that allegedly has been violated
 - o A description of the facts and evidence supporting the alleged violation
 - o 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:
 - o Meet with the complainant
 - o Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint
 - o 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:
 - o 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
 - o 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
 - o 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
 - o 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
 - o It shall not consider any matters not included in the written complaint
 - o 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
 - o Both parties shall have access to all documents submitted to the committee and shall have the right to question all witnesses
 - o 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
 - o 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 for ACAOM is: Accreditation Commission for Acupuncture and Oriental Medicine, 8941 Aztec Drive, Eden Prairie, MN 55347.

DEPARTMENT OF STUDENT SERVICES

LIV. STUDENT RESOURCES AND PROGRAMS

ESATM is dedicated to having a work and learning environment that is safe, free of sexual harassment of any kind and drug free.

LV. ACADEMIC SUPPORT SERVICES

Academic and professional concerns can be discussed with Department Heads or the Academic Dean. Prior to each enrollment year, students may meet with the Registrar to go over any unsatisfactory academic progress.

Tutoring is available for a fee of \$25 per hour at the student's request.

LVI. STUDENT COUNCIL

Each student cohort (one representative by year in the program) elects class representatives who may have regular scheduled meetings with the Academic Dean and Clinic Dean to convey student concerns and be informed as to developments at the school. Of the class representatives, the most senior representative in terms of their proximity to graduation is considered the "Student Body President" who attends the Governing Board meeting as representation for the general student body during the open session part of the Board meetings.

LVII. ALUMNI ASSOCIATION

The graduates of the ESATM are important to the continued growth and academic quality of the institution. The Alumni Association enables a sharing of experiences between the current students and the graduates. Alumni continue to support the School and maintain relationships with ESATM by participating in a number of ways, including:

- As advisors on the comprehensive examinations
- Through financial contributions
- By participating in School events
- As mentors to new students and recent graduates
- As tutors to current students
- As admission recruiters and presenters at special events

At present, graduates can avail themselves to library services, the student lounge, continuing education (CEU) classes and the Intern Clinic.

LVIII. STUDENT PLACEMENT SERVICES

The Eastern School's Director of Admissions maintains an alumni forum on the school's website and on Orbund. Posts on the forum include; career opportunities, office space availability, and equipment for sale, seminars and articles of interest for career development, referrals, advice, and placement. The site is updated periodically. This forum provides a great way to stay in touch with fellow alumni, and can be used for networking. The Director of Admissions is available to answer any questions students or alumni may have.

Bulletin Boards are located in the student lounge and student clinic for posting of all forum information including career opportunities, office space availability, equipment sales, and articles of interest. The boards are maintained on a regular basis.

LIX. CONTINUING EDUCATION

Post-graduate CEU programs are held regularly at the Eastern School. Master teachers include Kiiko Matsumoto and Jeffrey Yuen. The Eastern School is honored to have them as part of our faculty. In addition, the Eastern School welcomes field experts and high in-demand instructors from all over the

country to present on a variety of desired topics. It enables us to confidently provide professional development to our graduates. Current students are able to attend CEU's at a discounted rate. CEU's must not conflict with their Eastern School schedule, including clinic shifts. Students receive a certificate of completion which does not count towards class hours nor do they receive PDA points.

LX. STUDENT COUNSELING

The Eastern School is dedicated to training highly qualified acupuncturists to serve the greater community. Students receive mandatory counseling with both the Director of Admissions and the Academic Dean before entering the program. New students must meet with the Director of Admissions, the Academic Dean and in some cases the Financial Aid Officer to determine whether the student is highly committed to their studies, is able to comply with all policies and procedures, and is able to complete classroom requirements in a timely fashion. Students who are returning from a leave of absence must first contact the Dean for policy updates and a review of their files before re-entry into the program. If a student has taken a leave of absent greater than one academic year, they will be required to take a re-entrance exam in order to be placed appropriately within the program.

LXI. EASTERN SCHOOL CAMPUS-WIDE COMMUNICATION SCHOOL CLOSING

In the event of an emergency, closing of the School due to inclement weather or in times when the holding of classes or clinic hours is questionable, a mass text message is sent to students; students are responsible for making sure that they have a current cell phone number on file with the school in order to receive such notifications. Students are may also check the home page of the Eastern School's webpage (www.esatm.edu). School closing information will be posted as soon as possible in order to give students who travel great distance as much advance notice as possible. Students can also call the school's main number and listen to the school's outgoing message.

CAMPUS SECURITY REPORT

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property controlled by ESATM which is used for activities related to the educational purpose of the College and/or any building or property owned or controlled by student organizations recognized by this institution. The criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

In compliance with that law, a campus security report, which includes on campus crime statistics, is distributed annually through ESATM's Campus Security Handbook. Such report can also be downloaded from the student webpage at www.esatm.edu and reviewed on the US Department of Educations' website at <http://ope.ed.gov/security/>.

SEXUAL HARASSMENT POLICY

It is the Eastern School of Acupuncture's policy to prohibit any act of sexual harassment towards any person on college premises. Any violation of this policy could result in termination of employment or enrollment.

Specific information about sexual assault prevention, the legal consequences of sex offenses, counseling and support services, are provided in the Campus Security Handbook.

STUDENT LOUNGE

The lounge provides an atmosphere for student interaction. The lounge contains individual student mailboxes, a microwave, refrigerator, and a seating area. A bulletin board with updated postings that include career opportunities, financial aid information, seminar announcements, and other information is also located in the lounge.

STUDENT BOOKSTORE

Eastern School provides an on-site bookstore located in the Administration Office for students to purchase their required classroom textbooks and recommended leisure books at their convenience. The recommended books are choices from our faculty, students, and librarian. The bookstore also stocks all of the acupuncture supplies needed (including but not limited to needles, moxa, cupping tools, etc.) for 2nd year students and clinic interns.

Required books are tax exempt for students once they complete a Tax Exemption Form provided by the Bookstore Representative.

Bookstore Refund Policy:

Required Books cannot be returned. All other books (in good condition) and other products may be returned with the original receipt within 30 days. Needles & herbs must be unopened.

Bookstore Packaging/Samples:

When browsing the bookstore, opening packages is not permitted.

LXII. LIBRARY

The Julie Puretz Library supports the academic programs of the school and provides resources and services to meet the information needs of the Eastern School community. The librarian is available to assist students several days each week. The library is closed during federal holidays, winter and spring break, and during regular school closing hours.

Resources:

The library contains books, journals and multi-media resources on Oriental Medicine, Western Medicine and other healing modalities. Our online subscriptions include the EBSCO*host* Research Database, Alt HealthWatch™, that contains articles from over 190 peer-reviewed journals, and can be searched onsite or from any computer with Internet access.

Students can obtain books, articles and other items not available at the Julie Puretz Library through interlibrary loan, via our membership in LibraryLinkNJ, the New Jersey Library Cooperative. Through this membership, the school has access to JerseyCat, the statewide interlibrary loan system. To place a request, please contact the librarian in person or by email, and provide details of the item(s) needed.

Additional Resources:

The **Clinic Library** contains a small collection of reference books for students and clinical supervisors during clinic hours.

The **library homepage**, accessed from the Eastern School's website, links to the library's catalog and numerous websites pertinent to the study of acupuncture and Traditional Chinese Medicine.

Library Policies:

- Please respect others who are doing research or using the library to study.
- If you wish to borrow a book from the library's circulating collection, you must present it to the librarian or provide your name and date of the loan on the library sign-out sheet.
- Books may be borrowed for a period of four weeks, and may be renewed one time for one additional week, for a total lending period of 5 weeks. When a student wishes to borrow books for a period longer than 5 weeks, the student must first return the books to the library, and cannot borrow them again for a period of two weeks. This ensures that other students are given the opportunity to borrow the books that have been unavailable at the library. **A fine of \$.50 per day per book will be incurred when books are kept beyond four weeks, without being renewed, or beyond the total lending period of 5 weeks.**
- Up to **three books** may be borrowed from the library at a time.

- Any books labeled “Ref” are reference books, and may not be borrowed from the library. Reference books may be used at the school during class breaks or at any time the library is open. If more time is needed to perform research, speak with the librarian to arrange additional times to access the library.
- It is the responsibility of the borrower to reimburse the school for any books lost or stolen while in the borrower’s possession.
- A fine will be imposed for books damaged.

Student Copy Policy:

Students may use the photocopier machine located in the library to make photocopies. The school assigns each student a username and password for login and access to the photocopier machine. Students can make up to 100 complimentary photocopies *per semester*. If the quota is exhausted, students may purchase additional copies in the Administration Office as follows: \$1 for 20 copies or \$5 for 100 copies.

The library printer and computers are for school related purposes only. Students are not permitted to make copies in the Administration Office. This policy will be strictly enforced at all times.

Computer Facilities:

Computer workstations are available in the library for students’ academic or research use only. The School provides internet access. Online databases are available by arrangement with the Director of Library Services for students, alumni and faculty.

LXIII. COPYRIGHT POLICY

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner’s consent. One such situation is where the doctrine of “fair use” applies.

The following four factors must be considered for determining “fair use”

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work.
- The effect of the use upon the potential market for or value of the copyrighted work.

The School distributes information on the appropriate use of copyrighted materials to students and faculty. Any unauthorized distribution of copyrighted materials will be handled by the Dean of the School and a disciplinary hearing may be called.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

USE OF SCHOOL PROPERTY

All property, including, but not limited to telephone, faxes, copy machine and office space, is to be used for school purposes only.

LOCAL HOUSING

While the Eastern School does not provide any student housing facilities, a number of housing options are available to students. See the Admissions Director for assistance and information.

LXIV. IPEDS-Student Body Statistics

The Integrated Postsecondary Education Data System (IPEDS) system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, faculty salaries, finances, financial aid and student body demographics. Information on IPEDS is available at – <http://www.nces.ed.gov/IPEDS>. The College’s current IPEDS statistics may be found on the website at <http://www.esatm.edu/about/student-information.html>.

LXV. STUDENT WEBPAGE

Students are invited to visit the student webpage when specific information related to courses and school sponsored activities is needed. Students will be required to input a user name and password to gain access to the site. The webpage URL is: <http://www.esatm.edu/students/>. The user name is **students**. The password is **east300**. Please note that both the user name and password are case sensitive. The Eastern School campus is also Wi-Fi equipped. The password is: 123456789a. In addition, students will each have an individual user profile on the college management system Orbund which ESATM employs to manage the college’s operations and academic programs.

ORBUND

Orbund is ESATM’s web-based education management system. Orbund has streamlined many processes that once relied on human intervention. These processes include the rich capability of self-service advisement for degree auditing, and fee and tuition real-time payments.

Benefits:

- Deliver easy-to-use, self-service tools for students, faculty and staff
- Send effective, timely and meaningful communications
- Let users teach, share and manage information easily through online environments
- Automate workflows to simplify system management and administrative processes

Orbund works best with Google Chrome. Access Orbund now at <https://server14.orbund.com/einstein-freshair/index.jsp>

Access to tools and services through Orbund is based on your role at ESATM. This means that what you see on your Orbund portal may not be the same as what someone else sees in Orbund. Even two students, depending on certain criteria like Financial Aid, may have access to different features on their Orbund homepage.

STUDENT ACCESS

Students are able to:

- Access their degree courses and Course Outline
- View their tuition statement and payment history
- Pay their tuition bill
- Access the Course Catalog and Schedule of Classes
- Register for classes
- Review Financial Aid information
- Update personal and emergency contact information
- View important announcements

LXVI. MISREPRESENTATION

Under the General Provisions regulations the Department may fine, limit, suspend, or terminate the participation of any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates.

Definition of misrepresentation

Misrepresentation is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department. This includes disseminating testimonials and endorsements given under duress. *Substantial Misrepresentation* is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Misrepresentation of the educational program includes, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment.

Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges. To be considered a scholarship, a grant must actually be used to reduce tuition charges made known to the student before the scholarship was offered to the student. (The tuition charges must be charges that are applied to all students whether or not they are receiving a scholarship.) It is also considered misrepresentation if the school gives false or misleading information as to whether a particular charge is a customary charge for that course at the school.

Misrepresentation includes making any false or misleading statements about the employability of the school's graduates. The regulatory provisions concerning misrepresentation are given in detail below.

Nature of educational program

Misrepresentation by a school of the nature of its educational program includes, but are not limited to false, erroneous, or misleading statements concerning:

- the particular types, specific sources, nature, and extent of its accreditation;
- whether a student may transfer course credits earned at the school to any other school;
- whether successful completion of a course of instruction qualifies a student for acceptance into a labor union or similar organization or receipt of a local, state, or federal license or a non-government certification required as a precondition for employment or to perform certain functions;
- whether its courses are recommended by vocational counselors, high schools, or employment agencies, or by governmental officials for government employment;
- its size, location, facilities, or equipment;
- the availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;

- the nature, age, and availability of its training devices or equipment and their appropriateness to
- the employment objectives that it states its programs and courses are designed to meet;
- the number, availability, and qualifications, including the training and experience, of its faculty and other personnel;
- the availability of part-time employment or other forms of financial assistance;
- the nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during, or after the completion of a course;
- the nature and extent of any prerequisites established for enrollment in any course; or
- any matters required to be disclosed to prospective students under 34 CFR 668.43 (institutional information) and 34 CFR 668.46 (campus security information).

Nature of financial charges (34 CFR 668.73)

Misrepresentation by a school of the nature of its financial charges includes, but is not limited to, false, erroneous, or misleading statements concerning –

- offers of scholarships to pay all or part of a course charge, unless a scholarship is actually used to reduce tuition charges that are applied to all students whether or not receiving a scholarship and are made known to the student in advance; or
- whether a particular charge is the customary charge at the school for a course.

Employability of graduates (34 CFR 668.74)

Misrepresentation by a school regarding the employability of its graduates includes, but is not limited to, false, erroneous, or misleading statements

- that the school is connected with any organization or is an employment agency or other agency providing authorized training leading directly to employment;
- that the school maintains a placement service for graduates or will otherwise secure or assist its graduates to obtain employment, unless it provides the student with a clear and accurate description of the extent and nature of this service or assistance; or concerning government job market statistics in relation to the potential placement of its graduates.
- School must identify the source of the placement information, and any timeframes and methodology associated with it.

LXVI. VACCINATION POLICY

N.J. Stat. § 18A:61D-1. Immunization Record

“Every public and independent institution of higher education in this State shall, as a condition of admission or continued enrollment, require every graduate and undergraduate student who is 30 years of age or less and is enrolled full-time or part-time in a program or course of study leading to an academic degree, to submit to the institution a valid immunization record which documents the administration of all required immunizations against vaccine-preventable disease, or evidence of immunity from these diseases, in accordance with regulations promulgated by the Department of Health. The institution shall keep the records on file in such form and manner as prescribed by the department.”

N.J. Stat. § 18A:61D-9. Hepatitis B Vaccination

ESATM is committed to protecting the health and well-being of its students, faculty and staff. We recognize that even with adherence to exposure prevention practices, accidents and exposure incidents can occur. As a result, we have implemented a Vaccination Policy to educate and protect our students, faculty and staff from exposure to bloodborne pathogens.

A. Master’s Program Students 30 Years of Age and Under

Per New Jersey Code 18A:61D-1, every graduate student who is 30 years old or under and is enrolled full- or part-time in a degree program must submit a valid immunization record which documents the

administration of all required immunizations against vaccine-preventable disease, or evidence of immunity from these diseases, in accordance with regulations stated by the Department of Health. Upon admission, you are required to provide a valid immunization record for the following vaccinations:

- Tetanus, Diphtheria, and Pertussis (DTap or DTP)
- Measles, Mumps and Rubella (MMR)
- Meningococcal
- Varicella
- Screening for Tuberculosis

B. Hepatitis B Vaccination and Waiver

In an effort to protect against exposure to Hepatitis B, The Eastern School of Acupuncture recommends that all students, faculty and staff receive the Hepatitis B vaccination. As part of their bloodborne pathogen training, all students, faculty and staff have received information regarding the Hepatitis B vaccination, including its efficiency and side effects.

It is policy that every student, faculty and staff member signs a Hepatitis B waiver, which is placed in his/her file. If the vaccination is obtained, that record will replace the waiver in the respective file.

The Vaccination Policy is thoroughly discussed in The Eastern School of Acupuncture and Traditional Medicine’s annual OSHA/HIPAA training sessions, which are administered each trimester.

LXVIII. ADMINISTRATION

Aida Morales-Almanzar, MBA..... Chief Executive Officer / President
 Dr. Thomas Kouo, DAOM, L.Ac, Dipl. OM.....Academic Dean
 Kelly Williams, MS. Ed.....Director of Admissions
 Marilyn Kahn, MLS..... Director of Library Services
 Jennifer CoppolaDirector of Financial Aid
 Rebecca Reisen, JD..... Director of Administrative Operations/Registrar
 Sherlley Alvarez..... Administrative Assistant/Clinic Receptionist
 Barbara GreenClinic Receptionist
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