



# Pacific College of Oriental Medicine

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## ADDENDUM TO FALL 2010-2011 CATALOG

San Diego Catalog

2/06/12

### **Page 8- “Licensing Examinations” section changed to “Licensing Examinations and Requirements”**

An additional paragraph added to the end of this section:

“There are two options for massage certification by the state of California, a Certified Massage Therapist (CMT) and a Certified Massage Practitioner (CMP).

A Certified Massage Therapist (CMT) holds the highest level of certification offered by the CAMTC, and requires the equivalent of five hundred (500) or more hours of formal education and training in Massage Therapy.

A Certified Massage Practitioner (CMP) requires between 250 and 499 hours of Massage Therapy training from an Approved School, and at least one hundred (100) of your hours of education were devoted to instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics.

For practical purposes, a Certified Massage Practitioner (CMP) can provide services according to training and experience that are similar to services provided by a Certified Massage Therapist (CMT), and can benefit from all aspects of CAMTC Certification in the same way as a CMT. A CMP can work anywhere in California, just like a CMT (remember that a business license is still required to own your own business, or to be self-employed). However, the “Certified Massage Practitioner” title will likely phase out completely as higher educational standards for Massage Therapy training are adopted in California.

It is important to note that the “Certified Massage Practitioner” (CMP) route for first-time applicants will completely disappear by the end of the year 2015. However, if a practitioner is still certified in good standing as a CMP by the end of the year 2015, then the CMP certification may continue indefinitely, so long as the CMP certification is renewed in a timely manner every two years.”

## **Page 25, Pacific College Libraries**

Following the subsection “Holdings”- the addition of the following:

### **Equipment & Resources**

The computer media lab has 11 workstations. There are currently 9 PCs and 2 Macintosh computers, 2 VCR/TVs, an audio tape player, and copier/printer for use in the library. Computer use is on a first-come first-served basis. A library assistant and/or Work Study student assistant are available during regular library hours to help students with questions. Health Information Literacy instruction is provided in several PCOM classes. In addition, computer tutorials for database access are available online and special assistance/training is provided to students, staff and faculty.

### **Borrowing Privileges**

A PCOM student ID is required to check out library materials. Books may be checked out for two weeks. Materials may be renewed once, at the front desk, or by calling. Audio, video tapes and CD/DVDs may be checked out for one week. Materials may be returned to the library desk assistant or placed in the library lobby’s book return box.

## **Page 39- WS511 Anatomy 1**

Correction: (*General Education Course that may be offered as Distance Education pending ACAOM approval*) (listed in error as “*Applied General Education*”)

## **Page 56 The course names for the BHS program should read as the following:**

Applied General Education Coursework:

- Pathology for Massage Therapists
- Kinesiology

## **Page 60 Advanced Massage Modalities, edited description:**

“This course presents an introduction to some of the most sought after treatments performed by massage therapist in a professional bodywork setting. These techniques often involve the application of heat or cold, various carrier oils, essential oils, herbs, salt or sugar scrubs, heated stone massage and chair massage. As such, safety is of primary importance in applying these enjoyable and popular techniques.”

## **Page 60-61 Stretching & Traction:**

Prerequisite added: BT141a Thai Massage 1

## **Page 67: Course Description Update: College Mathematics (MA101)**

This course provides a working knowledge of college-level algebra and its applications.

Emphasis is on solving linear and quadratic equations, word problems, and polynomial, rational and radical equations and applications. Students perform operations on real numbers and polynomials, and simplify algebraic, rational, and radical expressions. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear, quadratic, absolute value, and piecewise-defined functions, and solve and graph exponential and logarithmic equations. Other topics include solving applications using linear systems, and evaluating and finding partial sums of a series. Prerequisite: Math Placement Exam

**Page 69 - 71**

**Model Curricula (see attached updated model curriculum for the following programs:**

**Massage Therapist Certificate**

**Associate of Science (AS)**

**Associate of Applied Science (AAS)**

**Page 78 Study Skills Program**

Added: “In addition, students entering other Pacific Programs with no college experience or a college GPA of 2.0 or below, are required to take the Study Skills 1 class.”

**Page 79 – Deleted under Bachelor of Health Science:**

“Applicants with an undergraduate grade point average of 2.75 or greater will be considered for full acceptance to the program.”

(The Admissions requirement is currently 2.0 GPA)

**Page 79 Requirements for Admission: Mental and Physical Qualifications**

Removed: •Absence of transmittable illness

Added: •Manual dexterity sufficient to grasp and press

•Ability to stand or kneel *for at least one hour or find an alternative method to perform the techniques*

**Page 84 Acupuncture Transfer Student Fee**

Changed to: “...[the transfer credit assessment fee] will be credited towards tuition upon matriculation”

**Page 85 Financial Aid Information**

(added to end of paragraph, “ See Refund Policy, Refund Retribution”)

**Page 87- San Diego Campus Tuition and Fees**

Updated amount:

Registration fee, per term (*not refundable*)      \$30

## **Page 88 – Fee Pages**

Advanced Transfer Assessment Fee        \$100  
(Non-refundable if applicant chooses not to enroll.)  
*(Credited to student's account after the drop/add period)*

Massage Graduation Ceremony Fee *{not refundable}* \$50

## **Page 92 – Staff/Committee Chart Corrections/Changes**

### San Diego Advisory Committees:

Massage: Lisa Lane, MA removed; Scott Dinho, MA and James Rohr, MSTOM added.

Masters: Lisa Lane, MA removed

Institutional Administration: Suzanne Karsten replaced Gina Baxley as VP of Admissions. Suzanne is also the VP of Marketing.

### Campus Administration:

Bob Damone is now Academic Dean of just the MSTOM Program.

Deborah Ruess, HHP, BA is the new:  
Dean of Department of Asian Holistic Health and Massage

## **Page 93 Application**

Now asks for the applicants “Legal” name.

## **Page 102- General Transfer Credit Policy**

•This line has been voided:

“10. At least 25% of any program must be completed at Pacific College.”

•The following is the correct policy:

“10. The majority of any program must be completed at the college. This means that transfer credit, (except from CAB approved acupuncture colleges), is limited to less than 50% of a program to earn a Pacific College of Oriental Medicine certificate or degree.”

### **Page 102 Massage Program Transfer Credit**

•This sentence should be edited to read: “Transfer credit for courses taken at massage schools is limited to [less than] 50% of each massage program....

### **Page 102 Challenge Exam Section**

**Added:** “Massage students must complete their challenge exams before the end of their first term enrolled at the college.

### **Page 105- Account Balance**

Statement changed:

Account balances remaining after payment due dates are subject to a 9% annual interest rate.

### **Page 117 (new) Calculation of Grade Point Average (GPA)**

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

P/NP (Pass/No Pass) courses are not factored in the student's GPA  
I (Incompletes) and W (Withdrawals) do not receive grade points and do not have an effect on the GPA.

### **Page 121 Satisfactory Progress**

**The following is added to this section:**

Attendance:

•Students must meet the classroom or clinic attendance requirement.

Grades:

•A passing grade of C must be maintained in each course.

Grade Point Average (GPA):

•Massage Programs: 2.0 overall

•Master Degree Program:

2.0 – Year one of the program (up until the 1<sup>st</sup> year Comprehensive Exam)

2.7 - Year two of the program (up until the 2<sup>nd</sup> year Comprehensive Exam)

3.0 – Year three of the program (also necessary to graduate)

Maximum Completion Terms/Minimum Course load per term:

•The following course load per term must be maintained to meet satisfactory completion progress for each program in the maximum number of terms specified:

Massage Therapist Certificate:	5 terms	6.7 units/term
Associate of Applied Science:	8 terms	7.56 units/term
Associate of Science:	8 terms	8.06 units/term
Bachelor of Health Science	8 terms	8.06 units/term

## **Page 122 Comprehensive Exam Completion Requirements**

*(Italicized portion indicates the new policy.)*

A score of 70% must be earned overall and on each subsection of a comprehensive exam to progress further in the program. However, a student who fails any section of the exam may advance in academic courses for one term only (probationary term), and in no case shall a student enter Term 6 or Term 9 courses without passing all sections of the first and the second comprehensive exams, respectively. In addition, a student cannot move on to Level 5 or Level 8 classes without sitting for the 1st Year or 2nd Year Comprehensive Exams, respectively.

*Students will only be granted an attempt to pass any failed section at the end of probationary term. These retakes will take place during the 15th week of the probationary term. Failure to retake and pass a comprehensive exam at the end of the probationary term will result in the student being dropped from Internships and any course for which the respective comprehensive exam is a prerequisite, or any courses determined by the Academic Dean.*

*A second failure of any comprehensive exam necessitates a meeting between the student and a member of the Admissions and Advancement Committee, and requires the student to document 10 hours of tutoring with an approved tutor or faculty member, or take remedial, non-credit coursework with, prior to a third attempt at passing the examination.*

*A third failure of any comprehensive exam necessitates a meeting between the student and the Academic Dean, and requires the students to do a semester of remediation. The Academic Dean, taking into account the specific student's needs, devises the remedial plans. Remedial plans include retaking courses where they performed poorly (for a grade), more tutoring, SSP classes, and then the fourth and final attempt at the section(s) of the comps that they failed. No new coursework can be done during this remedial period.*

*Students have four attempts to pass the comprehensive exams before disqualification. Failure of the final comprehensive examination results in a bar to graduation.*

## **Page 123-124 Changes in Student Status, Course Enrollment**

### **Adding and Dropping of Courses, *corrected to the following:***

Students may add or drop courses by submitting an Add/Drop form to the administration office with no tuition charges or fees if the form is submitted by the 15th day of the term. Courses dropped after the drop/add period are subject to the college's refund policy.

For classes starting after the *first 15 days* of the term, the student has 3 business days from the start of the class to drop the course with no fees or tuition charges, except courses that meet for only one or two classes. Tuition for these courses is non-refundable after the start of the class.

## **Page 124- Master's Comprehensive Examinations Comprehensive Examination Completion Requirements**

Verbiage edited-

Students failing any section of the first or second comprehensive exam three times will be disqualified from the program and must complete a remedial plan devised by the Academic Dean and pass the section(s) of the comprehensive examination in need of remediation before reapplying to the MSTOM program. If the student is completing the remedial plan and/or retaking the exam after two terms have passed, the student must retake the comprehensive exam in its entirety in order to reapply and be considered for readmission to the program. Failure of a final attempt at a failed section of the comprehensive examination, or a failure of a final attempt at the entire comprehensive exam, results in a bar to graduation.

## **Page 125 Disqualification**

### **New #4:**

Massage students who remediate a course failed in the previous term, but earn an "F" in another additional class during the term of remediation will not be disqualified from their program. Instead, they are required to re-take and pass the failed class the following term. Disqualification is based on failing the same class twice. However, if a student fails more than one class two terms in a row, even if the two are re-mediated the following term, this is grounds for disqualification.

## **Page 132- Disciplinary Procedures**

Verbiage edited:

Any person may file a written complaint with the Campus Director or other Administrator regarding the actions of a specific student, faculty, or staff member. The Campus Director is informed of all complaints and works with the Academic Dean or

Dean of Students to determine course of action and resolution. In some cases a Grievance Committee may be convened. In such cases the Grievance Committee, may reject the complaint or it may expel, disqualify, suspend, place on probation, or warn the student, faculty, or staff for any of the causes listed above or others that it deems reasonable.

The individual in question will be notified in writing by the Campus Director, Deans or the Grievance Committee regarding disciplinary procedures and the length, amount, or conditions of any disciplinary action.

### **Page 135 Refund Policy (replaced with this edited version)**

#### **STUDENTS RIGHT TO CANCEL & CANCELLATION PROCEDURE**

A student or applicant may cancel the enrollment agreement for a program at any time until the close of business on the fifteenth day of the term. Cancellation or withdrawal from Pacific College will occur when the student or applicant gives notice with reason for cancellation or withdrawal to the Registrar's office or when the college has reasonably determined that the student is no longer attending classes. A Petition to Withdraw from Program may be obtained from the Registrar, Dean, or Student Advisor for this purpose or in an area where student forms are kept for student use.

The school will pay the appropriate refund within 45 days after it receives notice of cancellation or has determined that the applicant has not attended the program. The application fee and registration fee are not refundable.

If a student has received federal student financial aid funds, s/he is entitled to a refund of refundable monies not paid from federal student financial aid program funds.

For example only: A student who pays \$2000 in tuition and \$80 in fees (non-refundable resident application and term registration fee) , \$2080 total, in advance for the term, and then cancels before the close of business on the fifteenth day of the term receives \$2000 as a refund.

#### **WITHDRAWAL – REFUND POLICY**

If a student drops a course or all courses after fifteen days from the start of the term, the student is obligated to pay for educational services rendered and a refund will be made for the unused portion of tuition paid, based upon the date that the college determines the student has stopped attending a class or classes. A Petition to Withdraw from Program may be used for complete withdrawal from the program, or a Drop/Add Form for withdrawing from some, but not all classes. These forms may be obtained from the Registrar, Dean, or Student Advisor or in an area where student forms are kept for student use.

For classes starting after the first 15 days of the term, the student has 3 business days from the start of the class to drop the course with no fees or tuition charges.

Refund amounts and amounts due are calculated based on the length of the completed portion of the class relative to its total length in hours. Withdrawal after 60% of the class hours have been completed results in no refund and a WF (Withdraw/Failure) grade. For example only: A student pays \$600 in tuition for 3 units/42 classroom hours of instruction, and then withdraws after attending only 14 classroom hours; this leaves 28 hours of non-attended coursework. A tuition refund of

\$400 ( $\$600 \times 28/42 \sim \$400$ ) will be made. Refunds are made within 45 days following confirmation of date of drop or withdrawal. Certain fees in addition to the Application and Registration Fee may be non-refundable with a student withdraws from all classes.

### **REFUND ATTRIBUTION**

For students receiving federal aid, prior to any refund to the student it must first be determined based on federal requirements what portion of the refund, if any, must be returned to federal programs. In the case where all or part of the refund is returned to federal programs, it is returned in the following order: (1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Federal Pell Grant Program; and (4) Federal Supplemental Educational Opportunity Grant.

### **BOOKS AND SUPPLIES REFUND POLICY**

If a student or applicant cancels enrollment within the cancellation period (the first 15 days of a term), to be eligible for a refund for books or supplies, supplies must be returned unmarked and unused in the original containers accompanied by the original sales receipt within 10 days of the cancellation notice to the school. Books and supplies in perfect condition purchased at the College Bookstore may be returned for credit after the cancellation period.