



Pacific College of Oriental Medicine

ADDENDUM TO FALL 2011-2012 CATALOG

Chicago Catalog

2/23/12

Page 26, Pacific College Libraries

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

Equipment & Resources

The computer media lab has 5 workstations. There are currently 3 PCs and 2 Macintosh computers, 2 VCR/TVs, an audio tape player, and copier/printer for use in the library. A Computer Lab supported by Student Council has been added to the campus recently with 4 more computer stations. 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 69 Requirements for Admission: Mental and Physical Qualifications

In order to pursue a career in health care, the applicant must exhibit:

- Cleanliness and good hygiene
- The ability to stand or kneel *for at least one hour or find an alternative method to perform the techniques*
- Manual dexterity sufficient to grasp and press
- Mental stability
- Medical fitness

Page 69 – Deleted under Bachelor of 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 72 Acupuncture Transfer Student Fee’

Applicants who have attended another acupuncture college for at least one academic year and would like their transfer credit assessed must pay a “Transfer Student Fee”. The fee will be credited to the student's account after the drop/add period. The fee is not refundable if the student does not enroll at Pacific. It does not apply to Pacific inter-campus transfer students.

Page 72 Other Enrollment Documents

You will be asked to complete the following other documents to complete your student file:

- Enrollment Agreement
- Honor Code
- Classroom/Clinic Arbitration Agreement

Page 73 Financial Aid Information

Federal financial aid is available to qualified students at all three campuses and all consumer information that is required to be disclosed to students pursuant to the financial aid programs available can be found in the Financial Aid Policy and Procedure Bulletin at www.PacificCollege.edu. It is important to note that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus loan fees and accrued interest, less the amount of any refund. If the student has received federal student financial aid funds and withdraws from the college, a refund must be calculated based o federal student aid requirements. (“See Refund Policy, Refund Retribution”)

**Page 76 - Chicago
Campus Tuition and Fees**

Updated amount:

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

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 80 – Staff Chart Updates (San Diego)

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 81 Application

Will change to asking applicants for “Legal” name.

Page 87- 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 87 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 88 Challenge Exam Section

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

Page 90- Account Balance

Statement changed:

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

Page 104 (new) Calculation of Grade Point Average (GPA)

Added after Academic Grading System

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 107 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 1st year Comprehensive Exam)
 - 2.7 - Year two of the program (up until the 2nd 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
Bachelor of Science	8 terms	8.06 units/term

Page 108 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 109 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 111 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 116- 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 120 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 (DOD – Date of Determination). 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.

A full refund of tuition will be made if the student cancels or the DOD is within the first 15 days of the term either to the lender or to the non-financial aid student. The refund will be issued within 45 days after the DOD. Certain fees in addition to the Application and Registration Fee may be nonrefundable. (See “Fees and Charges”)

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. (Payable to the lender, if a financial aid student.)

WITHDRAWAL – REFUND POLICY

If a student drops 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 last date of attendance (LDA). A Petition to Withdraw from Program may be used for complete withdrawal from the

program. These forms may be obtained from the Registrar, Dean, or Student Advisor or in an area where student forms are kept for student use. A Petition to Withdraw from Program is necessary for a student to officially withdraw from a program at Pacific College. If no Petition to Withdrawal from Program is submitted and the Registrar's department is informed that a student has stopped attending classes, the Registrar's department will determine the student's last date of attendance (LDA) for purpose of determining a refund by reviewing his or her courses' grade cards. The student will be coded as an unofficial withdrawal and he or she will receive a Withdrawal Failure (WF) in any course not completed by the last date of attendance.

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 determination (DOD) of withdrawal. Certain fees in addition to the Application and Registration Fee may be nonrefundable. (See "Fees and Charges")

DROPPED CLASS REFUND POLICY, ENROLLED STUDENT

To drop (or add) a class or classes while still enrolled at the college (Note: FA students cannot fall below 6 units to keep FA funds that have been disbursed), the student must complete a Drop/Add form. The class will be dropped and the refund calculated based on the date the form is received by the Administration. Withdrawal after 60% of the class hours have been completed results in no refund and a WF (Withdraw/Failure) grade. The refund amount for a class or classes a student stops attending without notifying the administration (using a Drop/Add form) is the DOD (date of determination that the student stopped attending the class(es)).

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.