ADDENDUM TO FALL 2014-2015
MASTER/MASSAGE PROGRAM CATALOGS

July 22, 2015

ALL CAMPUS


OCTOBER 2014: ELEARNING REQUIREMENTS – UPDATED INFORMATION

Pacific College eLearning/Learning Management System Support Services

Comprehensive eLearning training is provided via a series of online modules available to all students. Live training and/or support is available on each campus.

Pacific College eLearning Information

Deleted:

1. Students are limited to two fully online courses per term, but must be taking an on site or blended course as well. Currently, the Academic Dean may approve a student to take up to three fully online courses in a term.

2. If a student fails an online course, the student may not be able to participate in online courses until the course failed in the online environment has been successfully completed in an on-ground setting.

Updated:

1. The College’s online and hybrid courses are offered on the same trimester schedule as the regular campus courses.

2. Pacific College students taking online and hybrid courses submit all assignments (including lessons, projects, and capstone chapters) via the college’s electronic learning management system. Feedback and evaluation is also provided via the College’s electronic learning management system. The College’s expectation for all instructors is that feedback and grades will be provided to students within one week of each assignment’s posted due date.

3. Students in Pacific College’s online and hybrid classes receive access to all the course materials one week prior to the start of the term. They are held to the same policies for dropping classes as those students taking classes in the traditional campus delivery format.

Basic Technology Requirements for All Programs

Students are required to have regular and reliable access to a computer that meets or exceeds these specifications:

• 50 GB of available hard drive space
• 2.0 GB of RAM
• DVD +/- RW
• Hardware-accelerated OpenGL graphics card
• Sound Blaster-compatible 16-bit sound card
• Headset or speakers
• Monitor/display video card capable of 1024x1280 resolution and 32-bit color
• Minimum internet download speed of at least 10 Mbps and an 802.11g or n wireless device
• The following browser features:
  o Java
  o JavaScript
  o Cookies
  o Adobe Flash & Adobe Acrobat Reader
  o Secure connection (HTTPS)

Macintosh Specific Requirements:
• Intel Processor
• Office for MAC 2004 or later versions or another Mac or web-based application that can read and save in Microsoft format
• MAC OS X 10.6 and above with latest version of Firefox

PC Specific Requirements:
• Pentium IV Processor (minimum)
• Windows 7 or later with latest version of Firefox
• Microsoft Office 2003 or later versions or another Windows or web-based application that can read and save in Microsoft format

Other important factors to consider:
• Firefox is the only browser supported by the college’s LMS.
• To prevent the spread of computer viruses and worms, Pacific College requires that you install and maintain antivirus software when using the Pacific College Wireless Network.
• The college LMS does not support any beta or preview release versions of browsers.

If students plan to access their courses from a place of employment, please note that corporations often place restrictions on the type of content allowed through the organization’s firewall or network security. These restrictions may affect access to online courses from work and are beyond the college’s ability to predict or control.

Verify that your technology meets hardware and software requirements. The student will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

Technology Requirements for Live Video Conferences

Beginning in Winter 2015, the college will begin to pilot optional online classes in the MSTOM program. These classes will make use of live video conferencing. Students will always have the option of taking a regular on-campus section of each class. However, if you choose to take an online class in the MSTOM program, you will need more advanced technology to participate. Those additional requirements are detailed below.

Internet Requirements
• Cable or LTE*
• Bandwidth: 3 MBPS Upload and 10 MBPS Download or more for simultaneous screen sharing, video and audio conferencing

* LTE not recommended as your only connection. Unless you have an unlimited data plan, significant overage charges may be incurred.

**Additional Hardware Requirements**

• Headphones and built-in microphone or external headset with microphone

• Webcam (external or built-in)

**Platform-Specific Requirements**

**Windows**

Operating System .......................................................... Windows 7 or 8
Processor .......................................................... 2.4GHz or more
RAM .......................................................... 2GB or more
Browser .......................................................... Mozilla® Firefox® (current version)

**Mac**

Operating System .......................................................... Mac OS® X 10.9 (Mountain Lion®)
Processor .......................................................... 2.4GHz Intel processor (Core 2 Duo)
RAM .......................................................... 2GB
Browser .......................................................... Mozilla® Firefox® (current version)

**iOS (not recommended for live, online classes)**

Operating System .......................................................... iOS 6 or newer
Device .......................................................... iPad® 2 or newer

**Android (not recommended for live, online classes)**

Operating System .......................................................... Android 2.2 or higher
Processor .......................................................... 1GHz CPU or higher recommended

**Windows 8 and Windows RT (not recommended for live, online classes)**

Operating System .......................................................... Windows 8 or Windows RT
Processor .......................................................... X86, x64, or ARM
MASTER DEGREE PROGRAM UPDATES

1. Fundamentals of Chinese Medicine 2 (OM512) may now be taken concurrently with Acupuncture Channels and Points 2 (AC505a). OM512 is no longer a prerequisite to AC505a.
2. Fundamentals of Chinese Medicine 3 (OM513) can now be taken concurrently with Acupuncture Channels and Points 3 (AC506a). OM513 is no longer a prerequisite to AC605a.
3. The course prerequisite for Chinese Herbs & Internal Medicine 2 (HB632) is Chinese Herbs & Internal Medicine 1 (HB631). The course prerequisite for Chinese Herbs & Internal Medicine 3 (HB633) is Chinese Herbs & Internal Medicine 1 (HB631).
4. Chinese Herbs & Internal Medicine 1 (HB631) is no longer a co-requisite to Diagnosis & Treatment of Disease 5 (OM635).
5. Specialty Electives are typically three units but may vary by +/- one unit, depending on the choice of elective.
6. The following added/revised courses in the Department of Herbology (MSTOM only) take effect in May 2015:

   **HB501 Intro to Chinese Herbology – 2 Units, 28 hours**

   This course is the first of a series that spans nearly the entire program. Just as Acupuncture Channels and Points 1 brings to life the tradition of acupuncture, Introduction to Chinese Herbology introduces its equal partner. This course presents the history and fundamental concepts of Chinese herbal medicine.

   Nomenclature, categorization, basic botany, preparation and delivery methods, safety issues, and methods of learning individual medicinal substances are presented, preparing students for the 3-part materia medica series.

   **HB514 Herbology 1 (Materia Medica 1) – 2 units, 28 hours**

   The materia medica series covers individual medicinal substances used in traditional Chinese herbal medicine in great depth. Students learn the pin yin and Latin name of all herbs covered; functions and indications; cautions and contraindications; the relevance of entering channels, taste, temperature characteristics of herbs, and the dosage range. Physical identification of medicinals is also practiced.

   **HB 515 Herbology 2 (Materia Medica 2) – 2 units, 28 hours**

   This course continues the presentation of the Chinese materia medica and reviews relevant theory. As above, students learn the pin yin and Latin name of all herbs covered; entering channels, taste, temperature, functions and indications; cautions and contraindications and dosage range for each herb, and physical identification.

   **HB516 Herbology 3 (Materia Medica 3) – 3 Units, 42 hours**

   This course completes the presentation of the Chinese materia medica and reviews relevant theory. The final course in the series also reviews and compares medicinals from previously covered categories to help students prepare for the comprehensive exams.

   Updated MSTOM Model Curriculum Charts are included for each campus below. MSTOM students enrolled beginning in Spring 2015 term and later will qualify for the Herbology sections of the first-year comprehensive exam after completion of Term 5 coursework and the Herbology section of the second-year comprehensive exam after completion of Term 8 coursework.
STUDENTS RIGHT TO CANCEL (AUDITED CLASSES & ADD/DROP PERIOD CHANGE ADDED TO THE P&P) (UPDATED CONTENT IN ITALICS) (EFFECTIVE SPRING 2015)

Student’s Right to Cancel, Withdrawals, Refunds (Cancellation & Refund Policy and Procedure)

Informing the Administration of Cancellation or Withdrawal

- 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, including classes the student is auditing. (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.

Withdrawal – Refund Policy

**Up until the 8th day of the term start date:**

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided. (Reg: BPPE)

2. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. (Reg: BPPE)

3. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the application and registration fee (Total $80). (Reg: BPPE)

4. A student or applicant may cancel the enrollment agreement for a program at any time until the close of business on the eighth day of the term. (For classes starting after the first 8 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. For classes starting in week 2 of the term, the college allows until the end of week 2 for the student to drop the class with no fees or tuition charges, including classes the student may be auditing.)

- A full refund of tuition will be made if the student cancels or the DOD is within the first 8 days of the term either to the Federal Direct Loan Program or to the non-financial aid student. The refund will be issued within 45 days after the date of cancellation or 45 days after the LDA (Last Date of Attendance). Certain fees in addition to the Application and Registration Fee may be nonrefundable. (See “Fees and Charges”)

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 eighth day of the term receives $2000 as a refund. (Payable to the Federal Direct Loan Program, if a financial aid student.)

- In addition, if a student has received federal student financial aid funds, s/he is entitled to a refund of refundable monies not paid from Federal Direct Loan Program. (Reg: BPPE)
After the 8th day of the term start date:

1. If the college is notified that a student drops all courses after eight days from the start of the term, a refund will be made for the unused portion of tuition paid, based upon the last date of attendance (LDA) in the last class attended for all courses not dropped at the time of withdrawal including classes the student is auditing. This policy parallels return to Title IV funds policy, and is effective with the Fall 2013 term.

2. A “Petition to Withdraw from Program” is necessary for a student to officially withdraw from a program at Pacific College. These forms may be obtained from the Registrar, Dean, or Student Advisor or in an area where student forms are kept for student use.

3. If no “Petition to Withdrawal from Program” is submitted and the Registrar’s department determines 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’ attendance records including classes the student is auditing.

4. The refund will be made within 45 days of the last date of attendance (LDA).

5. 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.

6. Withdrawal after 60% of the class hours have been completed results in no refund and a WF (Withdraw/Failure) grade.

7. Financial Aid Student: Credit balances greater than the amount indicated by the “Return to Title IV” (R2T4) calculation may result from classes dropped earlier in the term that were subject to the college refund policy or other refunds given in light of extenuating circumstances. These credit balances are returned to the Student Financial Aid Loan Program, in addition to the R2T4 calculated amount.

Add/Drop Class Refund Policy, Enrolled Student

(Adding and Dropping classes during your term of enrollment)

1. A student may add or drop a class or classes at any time until the close of business on the eighth day of the term with no tuition or fee charges. There is a $10 drop fee for dropping one or several courses (if at the same time- one fee) after the 8th day of the term. Courses may continue to be added up until the first day of a class meeting with no fees beyond tuition. (For classes starting after the first 8 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. For classes starting in week 2 of the term, the college allows until the end of week 2 for the student to drop the class with no fees or tuition charges, including classes the student may be auditing.)

2. 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.

3. The class will be dropped and the refund calculated based on the date the form is received by the Administration, including audited classes. Every attempt is made to issue the refund check within 14 days after the drop is processed. Withdrawal after 60% of the class hours have been completed results in no refund and a WF (Withdraw/Failure) grade.
4. **USE Drop/Add Cards**: The refund amount for a class or classes a student stops attending without notifying the administration (using a Drop/Add form) is calculated based on the DOD (Date of Determination), the date by which the college has determined that the student is no longer attending the class including audited classes. The following indicates the timing of an administrative drop of a student from a class:

- 42 or more classroom hour class: 3 absences, 4th absence: student will be dropped.
- 28-35 classroom hour class: 2 absences: 3rd absence: student will be dropped.
- 14-21 classroom hour class: 1 absence: 2nd absence: student will be dropped.

**POLICY AND PROCEDURE UPDATES [UPDATED CONTENT IN ITALICS]**

**Academic Grading System**

When a student average includes a “0.5”, the grade will be rounded up to the next whole number. The grades A+, C-, D, and F+ are not used. *F is used to indicate a failing grade.*

**Sexual Harassment /Anti-Discrimination Policy**

**College Statements Regarding Discrimination, Sexual Harassment, Diversity, and Students with Disabilities**

*(Catalogs: CH p81; SD p88; NY p71)*

**Philosophy**

Pacific College of Oriental Medicine is committed to creating and maintaining a community in which all college community members can work together in an atmosphere free from all forms of harassment, discrimination, exploitation, or intimidation.

**Statement of Non-Discrimination**

The college prohibits discrimination of one person by another for any reason including, but not limited to: veteran status, race, color, religion, sex, national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, pregnancy status, marital status, sexual orientation, and gender identity.

**Sexual Harassment Prevention**

The college is strongly opposed to sexual harassment and such behavior is prohibited both by law and by Pacific College policy. It is Pacific’s intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

For complete information on the college’s Discrimination and Sexual Harassment Policies and Procedures please see the second half of the Pacific College Catalog.

**Statement on Diversity**

Pacific College is committed to providing an atmosphere where all human potential is valued. The college strives to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration.

**Pacific College Policy and Procedure on Discrimination and Sexual Harassment**

*(Catalogs: CH p133-136 SD p142-145; NY p118-121)*
1. Policy Statements

General Philosophy

Pacific College has created a policy to foster equitable treatment of all members of the College community and to create an environment conducive to learning.

- A student should feel safe and comfortable at his or her school. It is first and foremost a supportive place for learning and growing.
- Staff and faculty members should also expect to have a safe work environment where all may function effectively.

Discrimination, including sexual harassment, stops these processes.

Statement of Non-Discrimination

The College prohibits discrimination of one person by another for any reason including, but not limited to: veteran status, race, color, religion, sex, national origin, ancestry, age, physical, or mental disability, medical condition including genetic characteristics, pregnancy status, marital status, sexual orientation and gender identity.

College Policy on Consensual and Therapeutic Relationships

Pacific College strongly discourages faculty/students, staff/faculty, or students, entering into a romantic/sexual relationship while an instructional or professional relationship exists. Faculty members are strongly encouraged to disclose to the Administration if a dating relationship does develop between themselves and a student. Doing so will not only help the Administration protect the student(s), but the faculty member(s), as well.

Additionally, the college disallows students and faculty from having a therapeutic relationship anywhere on campus other than in the clinic. Students and faculty are encouraged to have a therapeutic relationship only in a professional, medical office setting.

The college expects its faculty members to, at all times and in all places, conduct themselves in a professional manner and as role models to future acupuncturists and body workers.

2. Definitions

Discrimination - While it is not easy to define precisely all instances that may be discriminatory, they include: slurs, epithets, threats, derogatory comments, visual depictions, unwelcome jokes, and teasing.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her veteran status, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, marital status, citizenship, medical condition including genetic characteristics, pregnancy status, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work or school environment, b) has the purpose or effect of unreasonably interfering with an individual's work or study performance, or c) otherwise adversely affects an individual's employment or education opportunities.

Hostile environment harassment occurs when unwelcome conduct, particularly of a sexual nature, is so severe, persistent, or pervasive that it affects a student’s or an employee’s ability to participate in or benefit from an educational program or activity or work, or
creates an intimidating, threatening or abusive educational or working environment. Hostile environments can be created by one or multiple persons and can have one or more intended and unintended targets.

An **Offended Observer** is a person who is not the direct target of the offensive conduct, rather is a witness to the harassing behavior and to whom the conduct is offensive. For example, a student may make offensive comments about sexual orientation to a fellow student while in a group of peers. The targeted student is the intended victim of the bullying student, but any of the peers who heard the comments are potentially the unintended victims of the behavior. Both targeted individuals and Offended Observers can initiate the anti-discrimination/harassment process. Offended Observers are generally people who are able to speak for the targeted individual when that person is unable to speak for themselves.

**Sexual Harassment** - While it is not easy to define precisely what sexual harassment is, it includes: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to: sexually-related drawings, pictures, jokes, teasing, uninvited touching, or other sexually-related comments. In addition to creation of a hostile environment, sexual harassment can also occur as *quid pro quo*.

*Quid pro quo* harassment occurs when a school employee causes a student or colleague to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program, activity, or as a condition of employment. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment. It does not matter whether the student refuses to submit to the teacher’s demands and suffers the threatened harm, or does what the teacher wants and thus avoids the harm. In both cases, this act of harassment by the school employee is unlawful.

3. **Retaliation**

Pacific College encourages reporting of all incidents of harassment and discrimination regardless of who the offender may be, or the offender’s relationship to the college.

It is extremely important to note that Pacific College will make certain, to the best of its ability, that no harm comes to a student or staff member for reporting incidents of harassment or discrimination. The school will take steps to prevent any retaliation by the alleged harasser or person who has displayed discrimination against another or anyone else at the school. Students and staff members can be sure that the school will take strong responsive actions, should any act of retaliation occur.

4. **Malicious or Frivolous Allegations**

Pacific recognizes that allegations of harassment or discrimination can cause serious damage to the accused’s personal reputation and career. If it is determined that a harassment or discrimination allegation is malicious or frivolous in nature, the complainant may be subject to disciplinary action.

5. **Confidentiality**

The College recognizes that confidentiality is important. Anyone who suspects that he or she has been a victim of harassment or discrimination is encouraged to report the matter. The college will make every effort to respect the confidentiality and privacy of all parties
involved. When looking into the matter, particularly when a grievance is filed, the school will pay attention to any due process or other rights the accused student or teacher might have. However, the school will make sure that doing so does not interfere with the protections provided to the complainant that are protected by law.

Sometimes, a student complaining of harassment or discrimination may ask that the school, in its investigation, not use his or her name. Similarly, a student may even ask that the school take no action. In these situations, the school’s ability to deal with the alleged harassment or discrimination may be limited. However, the school may still be able to take some steps to address the matter. For example, the school will, at its minimum, report a sexual assault or other possible criminal activities to the police, even without a complaint from the student. In less severe cases, the school will at least keep track of the incident so that it can identify and take action against repeat offenders. However, when faced with a request for confidentiality or to take no action, the school must consider whether the alleged harassment or discrimination may affect other students. If so, the school may need to take action to prevent those students from being harassed or discriminated against.

6. **Sanctions**

If the school discovers an incident of harassment or discrimination, it has an obligation to stop it and make sure that it does not happen again. Sanctions may include appropriate disciplinary and/or remedial action, warning, censure, suspension, or dismissal from employment or from the program.

7. **Complaint Procedure: Sexual Harassment and/or Discrimination**

Any student, staff member, faculty member, or other person who believes he or she has been unlawfully harassed or discriminated against should immediately report it to a responsible school official. These include the Campus Director, Academic Deans, or Directors of Clinical Services, or in the case of an employee, his or her immediate supervisor. Generally, in compliance with state laws, an incident should be reported within 180 days (within six months) from the date of occurrence. It is noted that there are some circumstances in which the reporting timeframe extends to 300 days from the date of occurrence, per Federal law. However, differences in the definitions of protected classes in federal and state laws governing harassment and discrimination make an exhaustive list impractical here. Complainants are advised to consider the deadline for filing as 180 days. The school will move quickly to determine what happened. When a student reports sexual harassment or an act of discrimination, the school will explain how its grievance and investigation procedures work and offer the student the opportunity to use them.

*San Diego Campus*
Campus Director: Jaime Rabin
619-574-6909;
7445 Mission Valley Road, Suite 109
San Diego, CA 92108

*Chicago Campus*
Campus Director: Elaine Gates-Miliner
773-477-4822
65 East Wacker Place, 21st Floor
Chicago, IL 60601

*New York Campus*
Campus Director: Malcolm Youngren
212-982-3456
110 William Street, 19th Floor
New York, NY 10038

**Levels of Resolution**

*Consultation*

A student or staff member may consult with the Campus Director, Academic Dean, or Director of Clinical Services to discuss issues related to sexual or other harassment or discrimination, whether or not “harassment or discrimination” actually occurred, and whether the person seeking information is a complainant, a person who believes his or her own actions may be the subject of criticism (even if unwarranted), or a third party (Offended Observer). Often there is a desire that a consultation be confidential or “off the record.” This can usually be achieved when individuals discuss concerns about harassment or discrimination without identifying the other person(s) involved, and sometimes even without identifying themselves. The level of confidentiality depends on what legal protections are necessary for the safety of the campus community.

*Direct*

If the student or staff member feels comfortable doing so, he or she should confront the harasser or person who engaged in the discriminatory behavior directly and communicate to him or her that the conduct is unwelcome and must stop.

**Informal Resolution**

- A “Complaint of Discrimination or Harassment” form will be completed by the school official first hearing the complaint.
- The complaint form will then be submitted to the Campus Director who will act as facilitator to attempt to mediate and resolve complaints.
- Activities undertaken toward this end include fact gathering through fact-finding interviews and discussions with the complainant and respondent as well as with other school officials.
- Informal resolution may be attained through mutual consent, clarification of perceptions, ensuring both parties are comfortable with future interaction, and may include remedial measures or disciplinary sanctions.
- Complaints following the Informal Resolution format will be attempted to be resolved within a two-week period from the date the complaint form is filed.

**Formal Resolution**

- A “Complaint of Discrimination or Harassment” form will be completed by the school official first hearing the complaint.
- The complaint form will then be submitted to the Campus Director who will assign an impartial investigator to assist in investigating the complaint.
- The parties involved will have the opportunity to present witnesses and other evidence.
- The investigators may independently seek out witnesses or other information.
- The investigation will be treated seriously, afforded high priority and will be completed in a timely fashion. Involved parties will be apprised of the ongoing process.
• Upon completion, all parties will be given notification of the outcome of the complaint including determinations of credibility and findings of facts based on credible evidence.
• Information will be released to any other parties on a “need to know” basis only.
• If harassment or discrimination has been deemed as such, the school will take steps to prevent its recurrence and will correct its discriminatory effects on the complainant and others, where and when appropriate.
• Any party dissatisfied with the process or decisions resulting from the investigation will have an opportunity to appeal the findings.
• Formal Resolution will be attempted to be completed within a four-week period from the date the complaint form is filed.

8. Additional Enforcement Information
In addition to PCOM’s internal complaint procedure, the U.S. Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights, U.S. Department of Education and the California Department of Fair Employment and Housing (DFEH), the Illinois Department of Human Rights (IDHR), and the New York State Division of Human Rights (“State Division”) investigate and prosecute complaints of sexual and other harassment.

9. Prevention of Harassment
Prevention is the best tool to eliminate harassment or discrimination on campus. Clear communication that harassment and discrimination will not be tolerated and providing anti-harassment and anti-discrimination training is essential. Pacific’s goal and commitment is to provide campus-wide awareness of the complaint procedure, to ensure that the college takes immediate and appropriate action, and that each student or staff member feels comfortable bringing any issue to the school’s attention when necessary.

10. Consumer Information

Evaluation of Courses
Students are no longer required to submit evaluation forms at the completion of each course in order to receive final grades.

Graduation/Documentation Fee
There is no charge as of Winter 2015.

Readmission from Academic Disqualification
A student who is disqualified from the program may be allowed to reapply to the program following the successful completion of requirements assigned by the Academic Dean. No guarantee of reacceptance is made.

Massage Therapy Certificate Rebate ($200) for Master Degree Graduates
Students who have received extensive transfer credit from master degrees to aid in completion of the Massage Therapist certificate, are awarded a tuition rebate toward massage licensure of $200. Only students who have had to pay for most of the credits to earn the certificate earn the $400.00 tuition rebate used to become licensed.
Religious Observance Policy

Due to the comprehensive nature and length of the program of study, classes may be held on secular and religious holidays. While recognizing the importance of religious observation, Pacific College of Oriental Medicine cannot promise students that scheduled classes will not conflict with religious obligations. *Students must meet the attendance requirement set by the instructor for any class.*

*Students who are members of religious observance that require strict observance will furnish the College with a list of dates on which religious holidays occur. A letter from an authorized representative of the religious institution must accompany the list, verifying the student’s membership and requirement for absence. This documentation must be sent to the Office of the Registrar or Student Advisor at the beginning of each calendar year.*

TUITION AND FEE UPDATES

The fee for Comprehensive Exam written retakes is $30 per section.
Alumni receive a 10% discount for any class not taken while enrolled in a program.
Alumni are charged $100 to retake any course previously taken.

See next page for New Programs....
**MSAc Model Curriculum**

*(9 Semester FT Day Program)*

**TERM 1**  
**COURSE**  
OMS501 Foundations of Chinese Medicine 3 45  
OMS511 Fundamentals of Chinese Medicine 1 3 45  
WS521 Anatomy & Physiology 1 (Class) 2.5 37.5  
WS521.L1 Anatomy & Physiology 1 (Lab) 0.75 22.5  
BT124 Tai ji/Qi Gong 1.5 30  
BT311 Tui Na Hand Techniques 1.5 30  
CLS01 Introduction to Clinical Observation 1 15  
CLS11 Clinical Counseling 1 1.5 30  
WS301a Biology 2.5 45  
**Totals:** 17.25 300

**TERM 2**  
**COURSE**  
OMS512 Fundamentals of Chinese Medicine 2 3 45  
AC501 Acupuncture Channels & Points 1 2.5 45  
WS303 Survey of Biochemical Principles 3 45  
WS522 Anatomy & Physiology 2 (Class) 2.5 37.5  
WS522.L2 Anatomy & Physiology 2 (Lab) 0.75 22.5  
BT312 Tui Na Structural Techniques 1.5 30  
HB501 Introduction to Chinese Herbolology 2 30  
CLS31 Clinical Observation 2 60  
**Totals:** 17.25 315

**TERM 3**  
**COURSE**  
OMS513 Fundamentals of Chinese Medicine 3 3 45  
AC502 Acupuncture Channels & Points 2 2.5 45  
WS527 Anatomy & Physiology 3 3 45  
AC511 Introduction to Clinical Techniques 2.5 45  
WS550 Foundations of Evidence-Informed Practice 3 45  
CLS32 Clinical Assistantship 1 2 60  
**Totals:** 16 285

**TERM 4**  
**COURSE**  
OMS514 Fundamentals of Chinese Medicine 4 3 45  
AC506a Acupuncture Channels & Points 3 2.5 45  
WS528 Anatomy & Physiology 4 3 45  
WS304 Biological Aspects of Physics 2.5 37.5  
AC512 Needle Technique 2.5 45  
CLS07 Assistantship Grand Rounds 1 15  
**Totals:** 14.5 232.5

**TERM 5**  
**COURSE**  
AC601 Acupuncture Channels & Points 4 3 45  
AC601.L Acupuncture Channels & Points 4 Lab 0.75 22.5  
AC611 Advanced Needle Techniques 2.5 45  
WS531 Pathophysiology 1 3 45  
WS541 Ortho-Neuro Eval 1 2 45  
CLS42 Associate Internship 1 2 60  
CLS03 Associate Intern Grand Rounds 1 15  
**Totals:** 14.25 277.5

**TERM 6**  
**COURSE**  
OM613 Acupuncture Therapeutics 1 3 45  
AC602 Acupuncture Channels & Points 5 3 45  
AC602.L Acupuncture Channels & Points 5 Lab 0.75 22.5  
WS653 Pathophysiology 2 3 45  
WS542 Ortho-Neuro Eval 2 2 45  
CLS42 Associate Internship 2 2 60  
CLS41 Associate Internship 3 2 60  
**Totals:** 16 323 2nd Comprehensive Exam

**TERM 7**  
**COURSE**  
OM614 Acupuncture Therapeutics 2 3 45  
AC613 Treatment of Orthopedic Disorders 2 45  
WS656 Clinical Science 3 45  
WS652 Physical Exam 2.5 45  
CL651 Senior Internship 1 2 60  
CL652 Senior Internship 2 2 60  
**Totals:** 14.5 300

**TERM 8**  
**COURSE**  
OM615 Acupuncture Therapeutics 3 3 45  
BU615 Practice Management & Ethics 3 45  
WS651 Pharmacology 2 30  
CL653 Senior Internship 3 2 60  
CL654 Senior Internship 4 2 60  
**Totals:** 12 240

**TERM 9**  
**COURSE**  
OM616 Acupuncture Therapeutics 4 3 45  
BU212 Medical Report Writing 2 30  
WS506 Eastern & Western Nutrition 2.5 45  
CL655 Senior Internship 5 2 60  
CL656 Senior Internship 6 2 60  
**Totals:** 11.5 240

**PROGRAM TOTALS:** 133 2512.5

Approved at the Chicago Campus, April 2015

NEW PROGRAMS - Approved at the Chicago Campus, April 2015

**CHICAGO**
SAN DIEGO CAMPUS

SAN DIEGO ADVISORY COMMITTEES, F14

Master and Massage Programs:

Michael S. Kolodziej II, EdD (distance education) (resigned)
Laurel Holloway, PhD, LAc (resigned)

Massage Program (added):

Karen Garman, EdD, MAPP (educator)
Tamer Gürmen, MTH (practitioner)
Gayle Moore Wright, HHP (employer)

MASSAGE CURRICULA UPDATES

A Practice Management Course has been added to massage program. In order to do so the following was changed:

- Thai Massage switched to level 2 from level 3 (instead of Shiatsu) - same number of units.
- Practice Management was added as a requirement to level 3 and Shiatsu made an elective - same number of units.

New Course Information

**BU213 Practice Management for Massage Therapists** (1 Didactic Unit, 1 Lab Unit; Total 2.0 Units)

**Prerequisites:** Completion of Public Safety, Business and Ethics or permission of the Academic Dean.

**Course Description:** This course is designed to teach students business operations, and includes practical techniques to enhance effectiveness and the day-to-day running of a business. It will give tips on how to write policies and procedures, interviewing skills, and useful insights into contract basics, effective negotiation, and conflict resolution. To explore their career field and gain a realistic picture of what is required to establish their business/career and to develop successful behaviors that display desirable professional characteristics.

**BT231 Introduction to Ayurveda** (3 Didactic Units)

**Course Description:** This course introduces students to the origin and fundamental principles of Ayurveda, the ancient Indian form of medicine. The causes of illness, the primordial elements, and the seven tissues are presented and their relationships to health and illness are explained. The course presents Tridosha theory and explains how it relates to one’s individual mental and physical characteristics. Whenever possible, the instructor elucidates the correlations among various Indian and other Asian medical concepts. The student emerges with a foundation of Ayurvedic knowledge that enables them to understand and improve their own as well as their patients’ constitutions.

Associate of Applied Science
• The course prerequisites for Introduction to Neuro-Muscular Massage Therapy (BT273a) are: Circulatory/Swedish Massage 1 (BT100) and Introduction to Kinesiology (BT251a).
• The course prerequisites for Orthopedic Assessment (WS240) are Circulatory/Swedish Massage 1 (BT100), Anatomy & Physiology 2 (WS212) and Introduction to Kinesiology (BT251a).
• AcuPoints for Massage Therapists 1 (AC101a) is 2.50 units.
• Integrative Health and Nutrition (WS206) is 37.5 hours.
• Synergistic Massage (BT218a) is 2.00 units.

Associate of Science

• The prerequisite for College Mathematics (MA101) is the College Math Preparation Class (MA91). As a condition of enrollment into the Associate of Science program, students are required to take the math placement exam within the first term. Math testing is offered with the college proctor, Elaine Elefano, every Thursday between 9:00am and 12:00pm. Students needing to schedule an alternate test day and time may contact Elaine at eelefano@pacificcollege.edu. To schedule the test time for after 3:00pm, students may contact Department Chair Somer Meade at smeade@pacificcollege.edu. A passing score is 60%, and students who score lower than 60% on the math placement exam will need to complete MA91 (College Math Preparation) prior to enrolling in MA101.
• The course prerequisite for Lifespan Development (PSY210) is GE4: Introduction to Psychology (PSY101).
• The course prerequisites for General Biology (BIO101) are Anatomy & Physiology 1 (WS111) and Anatomy & Physiology 2 (WS212).

Bachelor of Health Science

• The course prerequisite for Pathology for Massage Therapists (WS431) is Anatomy & Physiology 2 (WS312).
• There is no prerequisite for Business Management/Ethics (BU423).
• The course prerequisites for Pediatric Tui Na (BT412) are Survey of Chinese Medicine (OM103) and Tui Na Hand Techniques (BT311).
• The course prerequisites for Sports Tui Na and Traumatology (BT413a) are Survey of Chinese Medicine (OM103) and Tui Na Structural Techniques (BT312).
• The correct prerequisites for Tui Na Treatment of Internal Disharmonies 1: Male/Female Reproductive Disorders (BT414a) are Survey of Chinese Medicine (OM103) and Tui Na Hand Techniques (BT311).
• The correct prerequisites for Tui Na Treatment of Internal Disharmonies 2: Respiratory and Digestive Disorders (BT415a) are Survey of Chinese Medicine (OM103) and Tui Na Hand Techniques (BT311).
• The correct prerequisites for Tui Na Treatment of Internal Disharmonies 3: Geriatric, Chemotherapy and Post-Surgical Disorders (BT416a) are Survey of Chinese Medicine (OM103) and Tui Na Hand Techniques (BT311).
• The correct prerequisites for Tui Na Treatment of Internal Disharmonies 4: Advanced Musculoskeletal Disorders & Disharmonies (BT417a) are Survey of Chinese Medicine (OM103) and Tui Na Hand Techniques (BT311).
• The prerequisite for Clinic Instruction 2 (CL422) is Clinic Instruction 1 (CL421).
• The prerequisite for Clinic Instruction 3 (CL423) is Clinic Instruction 2 (CL422).
## MODEL CURRICULUM CHART (MSTOM STUDENTS ENTERING SPRING 2015 & AFTER)

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First Comprehensive Exam (except Herbology exams)

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First Comprehensive Exam (Herbology exams only)

Second Comprehensive Exam (Herbology exams only)

Final Comprehensive Exam (Optional)
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**FULL TOTALS:**  

191.50  3510

*Students frequently finish the program in 12 to 13 terms to coordinate their studies with the California Acupuncture Licensure Exam.*
CHICAGO CAMPUS

STAFFING CHANGES

September 2014: The administration of the Chicago campus is pleased to announce the appointment of David Rich Sol as Dean of Asian Holistic Health and Massage.

October 2014: Elaine Gates-Miliner is the new Campus Director. (She is also the Chief Compliance Officer for the college.)

November 2014: The administration of the Chicago campus is pleased to announce the appointment of Brendan Mattson as Graduate Program Dean. He replaces Frank Scott, who was awarded the honorable title of Dean Emeritus for his dedication and years of service to the Chicago campus.

CHICAGO ADVISORY COMMITTEES, F14

Massage Programs:

Dan Plovanich, LAc (resigned)
Melinda Ring, MD (resigned)
Shanna Fritsch, DC (spelling corrected)
Miriam Tamara Durman, AOBTA LAc (added)

Master Degree Program:

Dan Plovanich, LAc (resigned)
Melinda Ring, MD (resigned)
Shanna Fritsch, DC (spelling corrected)
Miriam Tamara Durman, AOBTA LAc (added)

ADDED TO THE CHICAGO CATALOG

Study Skills Program (USE – Undergraduate Successful Experience) is mandatory for all massage students who enter the programs with less than a bachelor degree. There is no fee for this program.

ENG101 English Composition 1 (3 Didactic Units)

Course Description: This course develops written communication skills through analyzing reading passages, understanding rhetorical forms and proper style, and producing organized, grammatical, and effective writing. Prerequisite: None.

Change in order of classes - Massage Therapist Program:

• "Public Safety" moved to the First Term, weeks 1-7.
• Introduction to Tui Na Hand Techniques is moved to weeks 8-14 of Term 1
• Introduction to Tui Na Structural Techniques is moved to Term 2

POLICY AND PROCEDURE UPDATES

Chicago Master degree transfer credit is not subject to regulations by the Bureau of Private Postsecondary Education.

MODEL CURRICULUM CHART (MSTM STUDENTS ENTERING SPRING 2015 & AFTER)

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**First Comprehensive Exam (except Herbolgy exams)**

**Second Comprehensive Exam (Herbolgy exams only)**
UNDERGRADUATE CURRICULUM UPDATES

The course code for Reflexology is BT260.

The following courses are no longer offered at Chicago campus:

- AC202a Acupoints for Massage Therapists 2
- AC203 Acupoints for Common Problems
- BT222 Tai Chi 2
- BT243 Table Thai 2
- BT206 Stretching & Traction Methods
- BT223 Medical Qi Gong
- BT224 Qi Gong Clinical Applications
- BT210 Pediatric Tui Na
- BT261a Foot Reflexology 1
- BT213 Sports Massage and Pathology
- WS240 Orthopedic Assessment
NEW YORK CAMPUS

NEW YORK ADVISORY COMMITTEES, F14

Massage Programs: Luis Mariano Brignolo, PhD (added)
Master Degree Program: Paul F. Ryan, LAc (added)

STAFFING CHANGES

January 2015: Sandra Maldonado, EdD, RN, CNM is the new Holistic Nursing Program Director
July 2014: Kwesi Douglas is the new Director of Clinical Services
July 2014: Daryl Thuroff, L.Ac, Dipl.OM, L.M.T. is the new Assistant Director of Clinical Services

MASTER DEGREE PROGRAM UPDATES

MSAc students: Prerequisites for AC613a Treatment of Orthopedic Disorders: AC611a Advanced Needle Tech, WS542a Ortho-Neuro Eval 2 and AC607 Divergent Meridians
MSTOM students: Prerequisite for all Classical Chinese Medicine Department Courses (except Point Energetics): AC603a Acupuncture Channels and Points 4

BACHELOR OF SCIENCE IN NURSING (HOLISTIC NURSING) UPDATES

In place of the 3 credits of suggestive elective, students have the option of taking 1-3 credits of Capstone Projects. Please see the Nursing Program Director for criteria for the Capstone.

ADMISSIONS

The application fee for the Bachelor of Nursing (Holistic Nursing) program is $50.

POLICY AND PROCEDURE UPDATES

New York Master degree transfer credit is not subject to regulations by the Bureau of Private Postsecondary Education.

TUITION AND FEE UPDATES

A $5 linen fee per term is charged to students in all programs
MODEL CURRICULUM CHART (MSTOM STUDENTS ENTERING SPRING 2015 & AFTER)

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egm/akm 7-22-15  23
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