



OREGON COLLEGE *of* ORIENTAL MEDICINE

**Master of Acupuncture and Oriental Medicine**

# **Student Handbook**

**2018-2019**

**ocom.edu**

*The science of medicine, the art of healing®*

# Dear OCOM Student,

Welcome to the OCOM community! Your administration, staff, faculty, and fellow students look forward to getting to know you as you begin to participate in the academic, research, student life and clinical programs of the college. You are entering an exciting, dynamic profession that has so much to offer individuals and a planet in need of balance and healing. We welcome your ideas, enthusiasm and commitment as we all work towards creating an ever-better experience for you and the patients and community we serve.

In health,

**Nancy Grotton, MAcOM, LAc**

Dean of Students

## Student Support Services

Support Service	Contact Person(s)	Description
Academic Advising / Enrollment Plan Changes	Dean of Students, Assistant Dean of Master's Studies	Change of enrollment status (e.g. three-year to four-year), information re: course content, academic probation
Academic Learning Support	Director of Counseling Dean of Students	Learning and study strategies, managing test anxiety, time and stress management
Career Advising	Professional Development Center	Resources for practice management and career building
CARE Team	Paper/online reporting form	Process to offer support and resources to community members in distress
Clinical Education Issues	Associate Dean of Clinical Education	Patient or supervisor concerns, clinic petitions
Disability Access Services	Student Services Manager	Evaluation of documentation, faculty notification, approval and coordination of accommodations, schedule to take exams with approved accommodations
Faculty/Curriculum/ Classroom Issues	Dean of Master's Studies Dean of Students	Faculty or curriculum concerns, academic petitions, temporary health issue - course modification requests
Financial Aid Counseling/ Scholarships	Director of Financial Aid Financial Aid Coordinator	Budgeting tools, loan options, repayment options, federal work-study program, scholarship information
Health and Wellness	Dean of Students	Personal support/coaching, advocacy, faculty notification of absence due to emergency, referrals
	Director of Counseling	Professional counseling, crisis intervention, resources

<b>Support Service</b>	<b>Contact Person(s)</b>	<b>Description</b>
Health and Wellness <i>continued</i>	OCOM Clinic / OCOM Herbal Medicinary	Acupuncture, Asian bodywork/massage, Chinese herbs
Make-up Testing	Associate Registrar	Schedule to make up or retake an exam approved by faculty
Registration Related	Registrar Associate Registrar	Class/clinic scheduling, add/drop courses, etc.
	Registrar	VA/international student issues
	Assistant Dean of Master's Studies	Transfer credit request
Room Reservations	Associate Registrar	Determine available rooms
Student Accounts	Business Office/Bookstore	Books/supplies, refund checks, tuition payment plan, pay fees
Student Life and Activities	Student Services Manager	Student government (OSA), clubs, events
Tutoring Support	Hands-on TAs/Tutors	Private tutoring - student expense
	Student Services Manager	Tutor subsidy for faculty required or recommended private tutoring
	Drop-in Tutoring Sessions	Free tutoring on campus, multiple days/ week
Withdrawal or Leave of Absence	Dean of Students	Support for problem solving, complete Leave/Withdrawal forms, exit interviews

## **Oregon College of Oriental Medicine**

75 NW Couch Street, Portland, OR 97209

**503-253-3443**

**www.ocom.edu**

 facebook.com/ocompdx

 twitter.com/ocompdx

 youtube.com/ocompdx

 instagram.com/ocompdx

**ocom.edu**

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# Student Rights and Responsibilities

This handbook serves as a statement of student rights and responsibilities. As such, students are responsible for the information contained herein. Students are also responsible for policies and procedures described in the college catalog, in other official college publications, and those that are disseminated via other means such as emails and memos.

## A Guide to Publications

Several important publications provide essential information to guide you while you are an Oregon College of Oriental Medicine student.

OCOM's ***Academic Catalog 2018-2019*** is your primary academic publication. Its contents include:

- Academic calendar
- College mission and values statement
- Educational competencies for the master's program
- Description of curriculum including course descriptions
- Admissions requirements
- Tuition information
- Financial policies
- Financial Aid information
- Academic policies
- Grading policy
- Graduation requirements
- Faculty biographical sketches (online version)
- List of college administration

The ***Clinic Studies Handbook*** and the ***Clinic Policies and Procedures Handbook*** are your primary publications regarding clinical education at the college. They provide both a description of the clinical studies portion of the program, as well as an outline of clinic policies and procedures. You receive these handbooks in the Intro to Clinic course during your first term and again in the Case Management I course at the start of your intern year.

This ***Student Handbook*** emphasizes student services and related procedural details; student policies including student code of professional conduct and proscribed conduct; staff and department chair contact information; student activities; and student government information.

Updates and other notifications are sent by email, shared as Google docs and posted to Populi, the college's Student Information System.

# Student Handbook 2018-2019

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# Contacting the Administration

For general information about OCOM, please contact the college's Business Office at 503-253-3443 x101. The Business Office stays well-informed about activities going on around the campus and can also help you to contact other OCOM staff or faculty. Following is a list of offices and personnel to help you to determine whom you should see for what. A comprehensive list of OCOM staff is found in the college catalog.

To contact any OCOM administrator via email, use the *firstname.lastname@ocom.edu* convention (for example, Nancy Grotton's email address is **nancy.grotton@ocom.edu**).

## Academic Leadership

Students are invited to speak with the college's academic leadership about their experience as a student, including curriculum, administration, and faculty-related feedback. To contact a specific faculty member, consult your course syllabus.

### **Beth Howlett, MAcOM, LAc**

Vice President of Communications and Academic Services  
Room 507  
beth.howlett@ocom.edu 503-253-3443 **x196**

### **Beth Burch, ND**

Dean of Doctoral Studies  
Room 429  
beth.burch@ocom.edu 503-253-3443 **x202**

### **Nancy Grotton, MAcOM, LAc**

Dean of Students  
Room 203  
nancy.grotton@ocom.edu 503-253-3443 **x154**

### **Martin Kidwell, DAOM, LAc**

Dean of Master's Studies  
Room 508  
martin.kidwell@ocom.edu 503-253-3443 **x103**

### **Zhaoxue Lu, DMed (China), PhD, LAc**

Associate Dean of Doctoral Studies  
Faculty Suite, Room 314  
zhaoxue.lu@ocom.edu 503-253-3443 **x212**

### **Devin Miles, MS**

Assistant Dean of Master's Studies  
Room 301  
devin.miles@ocom.edu 503-253-3443 **x144**

### **Debra Mulrooney, DAOM, LAc**

Associate Dean of Clinical Education  
Room 428  
debra.mulrooney@ocom.edu 503-253-3443 **x139**

## Master's Program Department Chairs

Speak to these faculty/department leaders about curriculum or faculty issues related to their departments.

Chair of Biomedicine: TBD

### **Wen Jiang, PhD (China), LAc**

Chair of Acupuncture, Qi Cultivation, and Bodywork  
wen.jiang@ocom.edu  
503-253-3443 **x156**

### **Hong Jin, DAOM, LAc**

Chair of Chinese Medicine  
hong.jin@ocom.edu  
503-253-3443 **x128**

Hours: by appointment  
Faculty Suite, Room 314

# Student Services: Core and Auxiliary Services

OCOM Student Services guides and supports all students through their transformational journey in achieving their educational and professional goals. The offices (and personnel) listed alphabetically below provide a wide range of services to prospective students, enrolled students and graduates. Please take advantage of the many services available to you

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## Academic Affairs

### **Martin Kidwell, DAOM, LAc**

Dean of Master's Studies

Room 508

[martin.kidwell@ocom.edu](mailto:martin.kidwell@ocom.edu) 503-253-3443 **x103**

Hours: Monday-Friday, 10:00 AM-5:30 PM

Services:

- Available to meet with students regarding curriculum and faculty concerns
- Makes final determination re: Temporary Health Issue - Course Modification Requests
- Academic petitions

### **Devin Miles, MS**

Assistant Dean of Master's Studies

Room 301

[devin.miles@ocom.edu](mailto:devin.miles@ocom.edu) 503-253-3443 **x144**

Hours: Monday, Tuesday, Wednesday and Friday, 8:30 AM-6:30 PM

Services:

- Provides transcript evaluation and approval/denial of transfer credit requests
- Evaluates bodywork and qi cultivation exemption requests
- Provides initial point of contact for Temporary Health Issue – Course Modification Requests
- Provides updated personalized plans to students, after they meet with Dean of Students to make changes to enrollment status (e.g. shifts from three-year to four-year).

### **Jessica Bineham**

Associate Registrar

Room 206

[jessica.bineham@ocom.edu](mailto:jessica.bineham@ocom.edu) 503-253-3443 **x104**

Hours: Monday-Friday, 8:30 AM-5:00 PM

Services:

- Schedules classrooms for student study groups or tutor sessions
- Schedules and monitors written make-up exams and re-takes
- Provides materials for "video viewing" of missed one-day classes

### **Ann-Louise March**

Faculty and TA Coordinator

Room 206

[ann-louise.march@ocom.edu](mailto:ann-louise.march@ocom.edu) 503-253-3443 **x135**

Hours: Monday-Friday, 10:00 AM-6:00 PM

Services:

- Lecture recording and general classroom tech support
- Coordination of TA placement and support of routine TA activities
- Scheduling rooms for campus tutor sessions
- Manually post last minute room changes.
- Maintain tools for student evaluation of teaching and clinic experiences
- Maintain quiet study room schedule.

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## Office of Admissions

### **Carolyn Dennis**

Director of Admissions

Room 209

carolyn.dennis@ocom.edu 503-253-3443 **x171**

### **Anna Grace**

Director of Doctoral Services

Room 429

anna.grace@ocom.edu 503-253-3443 **x201**

### **Emma Reisch**

Admissions Counselor

Room 208B

emma.reisch@ocom.edu 503-253-3443 **x176**

### **Kate Clemens**

Admissions Coordinator

Room 208B

kate.clemens@ocom.edu 503-253-3443 **x175**

Admissions hours: Monday-Friday, 7:30 AM-4:30 PM

Services:

- Facilitates communication with prospective students, answering questions about the master's and doctoral programs, including general information about the college
- Coordinates campus tours and class visitations
- Evaluates transcripts and prerequisite completion
- Facilitates complimentary acupuncture treatments
- Advises students and fosters relationships throughout the application process
- Coordinates Admissions recruitment events for prospective students: Admissions Seminars ("*Discover OCOM*"), Doctoral Student for a Day, OCOM Socials, community college health fairs, career fairs, transfer fairs and more
- Serves as primary contact to prospective students, advocating on and off campus resources to learn more about acupuncture and Chinese medicine
- Coordinates student mentor program and online Orientation for new students
- Coordinates Student Admission Ambassadors Representatives: current students volunteering to serve as on campus host for prospective and admitted student visits

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## Alumni Relations

TBD

### **Alumni Relations Coordinator**

Room 505A

\_(TBD)\_@ocom.edu 503-253-3443 **x198**

Hours: Individual hours vary. Appointments are strongly recommended.

Services:

- Coordinates alumni mentor program matching OCOM students and recent graduates to successful practitioner volunteers
- Provides continuing support to OCOM students after graduation through the alumni website, newsletter, Alumni Association-supported speakers and professional development activities.
- Posts and maintains online resources (practice and job opportunities, the alumni practitioner directory, marketing tools and shared business development resources) at alumni.ocom.edu



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## Business Office and Bookstore

### **Rachel Mower**

Business Office and Bookstore Manager

rachel.mower@ocom.edu      503-253-3443 **x101**

### **Nick Mendonça**

Business Office and Bookstore Assistant

nick.mendonca@ocom.edu      503-253-3443 **x102**

Room 101

Hours: Monday-Friday, 9:00 AM-7:00 PM

Services:

- Provides textbooks, supplies and special order items for students to purchase
- Records sales and distribution of textbooks to students at the beginning of each term
- Applies financial aid; preparation and distribution of refund checks
- Monitors student financial accounts
- Manages locker rentals
- Distributes student mail
- Answers questions and provides referrals to the proper person for student concerns
- Maintains OCOM's online bookstore
- Provides textbook list for term requirements

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## Clinical Services – OCOM's Clinics and OCOM Herbal Medicinary

### **Martin Kidwell**

Dean of Master's Studies

Room 508

martin.kidwell@ocom.edu      503-253-3443 **x103**

Contact Martin for issues regarding Clinical Studies curriculum.

### **Debra Mulrooney**

Associate Dean of Clinical Education

Room 428

debra.mulrooney@ocom.edu      503-253-3443 **x139**

Contact Debra for issues regarding patient care or interactions with students or clinical faculty, as well as issues regarding Clinical Studies curriculum.

### **Brooke Alsaker**

Director of Clinic Operations

Room 427

brooke.alsaker@ocom.edu      503-253-3443 **x222**

Contact regarding business functions and administration of the clinic operational staff.

### **Lorraine Heritage**

Patient Services Team Lead

lorraine.heritage@ocom.edu      503-253-3443 **x179**

Room 430

Contact to schedule intern make-up shifts.

### **Bonnie Sweetland**

Director of Medicinary Operations

bonnie.sweetland@ocom.edu      503-253-3443 **x123**

Room 107

Contact regarding business functions and administration of OCOM medicinary and operational staff.

**Alicia Derby**

Chair of Doctoral Clinic

alicia.derby@ocom.edu 503-253-3443 x203

Room 429

Contact regarding the doctoral clinic educational programs.

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## Clinic Locations

The college operates two student intern clinics: the campus' 4th Floor **OCOM Clinic** and northeast Portland's **OCOM Hollywood Clinic**. The general appointment/contact number is **503-445-0950**.

### OCOM Clinic

75 NW Couch Street, Portland, OR 97209

**503-445-0951**; fax: 503-445-0949

Hours: Monday thru Saturday: 8:00 AM-6:30 PM

\*Weekend Specialty Clinic: one Sunday per month, coinciding with doctoral modules, 8:30 AM-5:00 PM

### OCOM Hollywood Clinic

2029 NE César E Chávez Blvd, Portland, OR 97212

**503-281-1917**; fax 503-295-0847

Hours: Monday thru Friday: 8:00 AM-6:30 PM

**Clinic services to OCOM students:**

- Provides low-cost student health services — acupuncture, moxibustion, herbal prescription, massage (tuina, shiatsu) and other traditional Asian medicine therapies through the intern teaching clinics.
- Provides referrals for Western biomedical care, including dentistry.
- Offers "Friends and Family" discount for two individuals. You must register these people for clinic discounts through the clinic front desk.
- Additionally, some faculty may offer discounts on their medical services to OCOM students

***\*Be assured that high standards of confidentiality always apply in OCOM's clinics.***

### OCOM Herbal Medicinary

75 NW Couch Street, Portland, OR 97209

**503-445-0954**; fax: 503-445-0949

Hours:

Monday, Wednesday, Thursday, Friday: 9:00 AM-7:00 PM

Tuesday: 2:00-7:00 PM, Saturday: 10:00 AM-1:00 PM.

(Hours may vary by term. Check with medicinary for current hours of operation.)

**Medicinary services to OCOM students:**

- Fills herbal formula prescriptions for the OCOM clinics, as well as external licensed practitioners.
- Stocks many over-the-counter herbal products, such as patents, tinctures, liniments, etc.
- Offers 15% discount on all medicinary products and prescriptions to OCOM students
- Offers "Friends and Family" discount on medicinary products and prescriptions (for the same two individuals registered for "Friends and Family" clinic benefits).

### **Fee schedule for OCOM's clinics:**

	<u>Students, Staff, Friends, and Family</u>	<u>Public</u>
Acupuncture in Intern Teaching Clinic	\$15	\$25-35
Acupuncture with Pre-Intern Clinic	\$10	\$15
Clinical Rounds	\$35	\$35
Herbal consultation	\$5	\$5
Discount on herbal preparations	15%	None
Group seated acupuncture (when available)	\$10	\$10
Therapeutic massage (shiatsu/tuina)	\$15	\$25-35

### **Student health services accessed through other offices:**

Counseling services can be accessed through the Office of Student Affairs. Contact Elizabeth Miles, Director of Counseling at 503-253-3443 **x153** for on campus services or Nancy Grotton, Dean of Students, at 503-253-3443 **x154** for referral to off campus services

Health Insurance — Mike Law, Student Services Manager, at 503-253-3443 **x163** can provide you with information and resources regarding the Affordable Care Act

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## Communications

### **Beth Howlett**

Vice President of Communications and Academic Services

Room 507

beth.howlett@ocom.edu 503-253-3443 **x196**

Hours: Monday-Friday, 9:00 AM-5:00 PM

Services:

- Provides opportunities for students to develop their public speaking skills, participate in patient recruitment and enhance their professional development through regularly scheduled community events
- Provides promotional materials and demonstration pieces required for outreach events
- Advises students on strategies and provides tools for conducting outreach activities, giving community talks and interfacing with the public on the subject of Chinese medicine
- Coordinates on-campus continuing and community education events open to students at no or low cost
- Facilitates relationships between OCOM students, staff and community partners to generate ongoing opportunities for patient recruitment and professional development
- Oversees OCOM's space rental program

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## Doctoral Studies

### **Beth Burch**

Dean of Doctoral Studies

beth.burch@ocom.edu 503-253-3443 **x202**

Room 429

### **Zhaoxue Lu**

Associate Dean of Doctoral Studies

Faculty Suite, Room 314

zhaoxue.lu@ocom.edu 503-253-3443 **x212**

### **Alicia Derby**

Chair of Doctoral Clinic

Room 429  
alicia.derby@ocom.edu 503-253-3443 **x203**

Hours: by appointment

Services:

- Advises doctoral students on academic and clinical programs, including clinical electives and capstone projects
- Facilitates Clinical Theater class for doctoral and master's students to gain observation experience
- Evaluates doctoral applicant transfer credit requests
- Provides general counseling to doctoral students regarding personal, financial and academic concerns
- Coordinates Orientation activities
- Registers students to access doctoral website and email list-serve
- Maintains doctoral alumni email mailing list-serve
- Oversees and facilitates doctoral student government process

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## Facilities and Campus Security

Email Facilities at **facilities@ocom.edu**

### **Dane Bevan**

Director of Facilities and Campus Security

dane.bevan@ocom.edu 503-515-6455 (or) 503-253-3443 **x160**

TBD

Facilities Coordinator

503-317-4832 or 503-253-3443 **x157**

Room 106 (Facilities)

Hours: Monday: 8:00 AM-4:00 PM  
Tuesday-Friday: 8:00 AM-8:30 PM  
Saturday: 8:00 AM-2:30 PM; Sunday: as needed

Services:

- Manages campus maintenance projects
- Works with students to improve campus sustainability goals and programs
- Sets up and maintains classrooms in accordance with staff, faculty and student requests
- Provides support and assistance for campus events
- Manages college's audiovisual program and maintain A/V equipment
- Works with outside vendors
- Coordinates campus safety and emergency response programs
- Ensures safety and security of the campus and other OCOM properties
- Provides notification regarding campus closures

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## Financial Aid

### **Sarah Duncan**

Director of Financial Aid

sarah.duncan@ocom.edu 503-253-3443 **x108**

Room 210

### **Gina Valencia**

Financial Aid Coordinator

gina.valencia@ocom.edu 503-253-3443 **x109**

Room 208B

Hours: Monday-Friday, 8:30 AM-5:00 PM

The Office of Financial Aid assists students and prospective students in the process of applying for and receiving Federal Student Aid and scholarships.

Services:

- Assists students with applying for financial aid and completing the FAFSA
- Creates and processes student aid awards. Provides student with a letter showing their financial aid eligibility
- Processes student loans. Assists students in applying for student loans or obtaining additional loans throughout the year
- Provides loan counseling at the beginning and end of enrollment. Explains to students the types and terms of the student loans they are borrowing
- Manages scholarship programs. Provides students with outside scholarship opportunities as well as information on all OCOM scholarships.
- Assists students and graduates with selecting loan repayment options, deferment options or loan consolidation information.
- Maintains and manages Federal Work-Study Program by awarding Federal Work-Study to master's students and providing a list of available on-campus jobs

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## Information Systems and Technology

For technology support, email or call IT personnel at [helpdesk@ocom.edu](mailto:helpdesk@ocom.edu), or call **x555** (email is preferred).

### **Chris Langford**

Director of Information Systems and Technology

[chris.langford@ocom.edu](mailto:chris.langford@ocom.edu) 503-253-3443 **x127**

Hours: Monday-Friday, 9:00 AM-5:00 PM

### **Rico Criner**

Systems Administrator

[rico.crinier@ocom.edu](mailto:rico.crinier@ocom.edu) 503-253-3443 **x125**

Hours: Monday-Friday, 6:00 AM-2:00 PM

Room 108A

Services:

- Supports college-wide computers, wireless networks, and photocopiers
- Provides training on technology used by students, staff and faculty, including Populi and Google Docs/Gmail/Calendar support (Chris)
- Resets passwords
- Replaces lost/damaged student ID badges

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## OCOM Library

### **OCOM Library Circulation Desk**

General Library email:

503-253-3443 **x132**

[librarian@ocom.edu](mailto:librarian@ocom.edu)

### **Candise Branum**

Director of Library Services

[candise.branum@ocom.edu](mailto:candise.branum@ocom.edu)

503-253-3443 **x134**

### **Veronica Vichit-Vadakan**

Systems Librarian

[vvv@ocom.edu](mailto:vvv@ocom.edu)

503-253-3443 **x133**

**Sarah-Ruth Tasko**

Access Services Coordinator

sarah-ruth.tasko@ocom.edu

503-253-3443 x132

**Fall, Winter and Spring Term Hours:**

Monday-Thursday, 7:45 AM-7:00 PM

Friday, 7:45 AM-6:00 PM

Saturday, 11:00 AM-3:00 PM

\*Hours may also be expanded during doctoral module weekends.

**Summer Term Hours:**

Monday-Thursday, 7:45 AM-6:00 PM

Friday, 7:45 AM-5:00 PM

**Break Weeks:**

Monday-Friday, 10:00 AM-4:00 PM

\*Hours may vary; see the library calendar for full schedule of hours

**About the Library**

OCOM Library is located on the third floor of the college campus. The library houses a unique and scholarly collection of books, journals, media and databases, with a focus on acupuncture and Chinese medicine. Computers equipped with word processing software, and two duplex printers are provided for student use and to serve as portals to library's online catalog, databases and the Internet.

The library's website is available at <http://library.ocom.edu> and includes information on all of the services available to OCOM students, including interlibrary loan, streaming videos and reference services.

**Privileges**

In addition to the OCOM Library, students have borrowing privileges at three other major health sciences libraries in Portland: National University of Natural Medicine (NUNM), University of Western States (UWS), Oregon Health & Science University (OHSU), and Pacific University. Students must show their OCOM student ID card for in-person borrowing access to these libraries. Additionally, materials from these three libraries can be requested using the OCOM Online Library Catalog, Primo.

**Borrowing of Materials**

Students must have a current student ID card to check out library materials.

**Loan Periods**

Books and A/V materials: three weeks

Reserve materials: 24 hours

**Reference Materials, Journals, Student Papers, Vertical File Materials**

These items do not circulate.

**Renewal**

Circulating materials (excluding reserve materials) may be renewed up to three times by calling, stopping by the library, or renewing online, as long as the material has not been requested by others.

**Overdue Materials and Fines**

Books and A/V materials: \$.20 per day (with a cap of \$10 per item)

Reserve materials: \$.50 per hour (with a cap of \$10 per item)

Items six weeks overdue (or one week in the case of reserve materials) will be treated as lost materials and a lost materials charge, including replacement cost of the item and a \$5 processing fee, will be assessed.

Students must pay all OCOM Library fines prior to registering for the next term. Transcripts and diplomas will be withheld until library fees and fines have been cleared.

**DVDs/Video**

Certain DVDs may only be viewed on OCOM premises. Check with the library staff for the in-house viewing

procedure for videos marked "Reference." Additionally, a large percentage of OCOM-produced videos are available in streaming format on the library's website.

### **Interlibrary Loan**

The Interlibrary Loan service assists OCOM students in obtaining books and journal articles that are not in the OCOM Library collection from other libraries. An Interlibrary Loan request form is available online.

### **Library Environment**

The OCOM Library is designated as a place of quiet study. Light snacks and covered beverages may be consumed at study tables, but food and drink are not allowed at the computer stations. Please leave meals and disruptive snacks outside the library.

### **Library Computer Use Policy**

All library computer users are expected to adhere to the policy stated below. Users who violate the policy may be subject to disciplinary action.

### **Prohibited Uses**

OCOM Library computers may not be used to solicit for commercial ventures, religious or political causes, outside organizations, nor to create, display or print any message or information which is offensive to others and is based on race, gender, sexual orientation, age, disability, national origin, religious or political beliefs. In addition, using these workstations to play games or participate in chat rooms is not allowed. The user of the library computer also needs to be aware of copyrighted materials on the Internet and may be liable for copyright infringement if use of such materials is in excess of "fair use."

### **Computer Use Priorities**

Research or schoolwork takes precedence over personal use. Please be aware of the academic needs of your fellow students and relinquish the computer appropriately and courteously.

### **Outside Software**

Outside software including any program from the Internet is prohibited from being installed or downloaded on the library computers. This prevents virus contamination to the computers.

### **Settings/Configurations**

No changes may be made to the configurations of the library computers as these changes may cause difficulty in later use. If you encounter any problem in using any of the computers, contact the Circulation/Information Desk.

### **Computer Viruses**

Exercise caution with unknown email attachments: viruses are commonly spread via email attachments (Word or other programs). Because this danger exists, do not open an attachment if you do not already know its contents. If you have any questions about the safety of an email attachment, contact the librarian.

### **Printing/Copying**

Printing charges of \$.10 per page (single or double-sided) are due before leaving the library; current students may add printing charges to their library account, which can be paid at a later date. The library photocopy machine also scans to electronic PDF; instructions for scanning and sending electronic documents are located next to the photocopy machine.

### **Video and Film Viewing, Permissions**

If a student group or club would like to show a film, the sponsoring group will need to secure the proper licensing rights. Films showings that are organized by student groups or clubs are considered public performances, even if the film is educational or if the event is only available to OCOM students.

Most films (both documentaries and feature films) require a public performance license to be purchased. The sponsoring club is responsible for the funding of the performance license, and a license or permission must be secured even if the film is acquired from a personal collection, rental store, or library. For smaller, independent productions, students may contact the distributor directly to ask for permission. Proof of purchase of a required license must be presented to the Student Services Manager prior to advertising for the event.



If a student club requires assistance in locating information about the copyright holder, they may contact the Director of Library Services for assistance.

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## Office of the Registrar

### **Carol Acheson**

Registrar

Room 205

carol.acheson@ocom.edu                      503-253-3443 **x112**

Hours: Monday-Friday, 8:00 AM-3:30 PM

### **Jessica Bineham**

Associate Registrar

Room 206

jessica.bineham@ocom.edu                      503-253-3443 **x104**

Hours: Monday-Friday, 8:30 AM-5:00 PM

#### Services:

- Maintains academic and clinical records — students can order transcripts, check on grade changes and get a copy of their schedules
- Posts academic and clinic schedules online for easy access
- Registers and schedules all student into classes
- Assists students with class and section changes
- Schedules break week clinic make-up shifts
- Provides one-on-one service to students scheduling clinical requirements
- Provides information on incomplete requirements and how to complete them
- Serves as liaison with the national certification board for students taking their examinations and with state agencies to assist students in getting licensed
- Offers free Notary Public services for students
- Verifies enrollment for deferment of loans, etc
- Serves as college liaison for international and Veteran Affairs students

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## Research Department

### **Ben Marx**

Interim Director of Research

bmarx@ocom.edu

503-253-3443 **x168**

Room 426

Hours: Tuesday, Wednesday, Friday 9:30 AM-5:30 PM

#### Services:

- Provides research support — students can stop by to discuss latest trends in Chinese medicine and integrative medicine research
- Mentors students on potential research questions and projects
- Provides research career counseling — students can approach staff about potential career paths in acupuncture and Chinese medicine research
- Trains and assists students to utilize acupuncture and Chinese medicine research databases — students can inquire about how to refine searches for acupuncture-related research literature
- Maintains research reference lists — acupuncture and Chinese medicine research-related websites, books, journal material lists
- Provides review and mentorship to enable students to submit research projects to the OCOM College Research Committee and Institutional Review Board to engage in research studies.
- Provides information about annual research conferences



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## Student Affairs

### **Nancy Grotton**

Dean of Students

nancy.grotton@ocom.edu

Room 203

503-253-3443 **x154**

Hours: Monday-Friday, 9:00 AM-5:00 PM

Services:

- Support or assistance with personal, family, or school issues.
- Referrals and limited financial assistance for professional counseling off campus
- Advocacy for student issues and concerns
- Assistance with contacting faculty if student must be absent due to an emergency
- Listen, provide feedback and direction re: campus community, faculty, classroom, curriculum, or policy concerns
- Academic counseling/advising - Help with specific course study strategies, time/stress management, scheduling difficulties, etc.
- Enrollment Changes - Meet to discuss possible shift three-year plan to four-year or longer plan, take Leave of Absence, or Withdraw, etc.
- Offers general support/lifestyle counseling or coaching: Students can sign up for appointment or stop by for support or assistance with personal, family or school issues
- Provides referrals for off-campus professional counseling: Students may obtain a referral to Pacific Psychology & Comprehensive Health Clinic. OCOM pays for intake and first four sessions.
- Provides academic advising and learning support: scheduling difficulties, changes in enrollment status (i.e. shift from three-year plan to four-year plan, leave of absence, withdrawal), and stress/ time management issues, along with specific course study strategies.

### **Mike Law**

Student Services Manager

mike.law@ocom.edu

Room 204

503-253-3443 **x163**

Hours: Monday-Friday, 9:00 AM-5:00 PM

Services:

- Maintains tutor list: students can obtain assistance with finding a tutor for hire
- Manages the Tutor Subsidy Assistance Program: students can obtain forms to receive subsidy toward tutoring that is required or highly recommended by instructor
- Coordinates quarterly free "Drop-in" Tutoring program
- Coordinates accommodations under the Americans with Disabilities Act (ADA): students eligible for accommodations under the ADA can receive reasonable and appropriate support services
- Schedules and monitors written exams taken using approved ADA accommodations
- Advises and facilitates student government: OCOM Student Association (OSA)
- Provides oversight of student events and activities

### **Elizabeth Miles, MEd, LPC, NCC**

Director of Counseling

elizabeth.miles@ocom.edu

Room 201

503-253-3443 **x153**

Hours: Monday-Friday, 9:00 AM-5:00 PM

Services:

- Offers individual counseling, crisis intervention and support with personal, mental health, family or school issues
- Offers workshops and facilitates student groups on a variety of topics
- Provides individualized assistance with learning and other academic success strategies
- Provides referrals to community resources

# Student Life and Student Activities

## OCOM Student Association

All students enrolled at OCOM are members of the OCOM Student Association (OSA). OSA student government is comprised of student officers elected to represent the entire student body, including a Student Body President and Vice President, Class Representatives, multiple liaison positions and At-large Representatives. Student elections are held in the Fall of the academic year for all positions.

The student government acts as a liaison between the student body and the college administration. It operates according to its own constitution (below), and is empowered to develop and coordinate events and services to improve student life.

Additional voting members of the OSA, include the OCOM Student Trustee and the Academic Steering Committee (ASC) Liaison. Both positions are selected by a subcommittee of the OSA during the spring term, for the following academic year. The Student Trustee is a non-voting member of the college's Board of Trustees, who attends all OSA officer meetings to stay informed of student issues and concerns. The ASC Liaison is a non-voting member of the Academic Steering Committee, a policy and curriculum planning group consisting of faculty department chairs and key academic administrators. The ASC Liaison attends all OSA officer meetings to stay informed of student academic concerns.

The efforts of the student government are funded by the Student Activity Fee of \$15 per term of student enrollment, including summer. The OSA Constitution, first drafted during the 1990-1991 academic year and amended over time to address the changing needs of the body, is presented below:

### *The OCOM Student Association Constitution*

#### **Preamble**

We, the students of Oregon College of Oriental Medicine, gather together under this constitution in order to support our commonality, our diversity, our vision of an amenable student life, and an important and respected place for the profession of Oriental medicine amidst American society.

#### Article I: Name

We shall call ourselves the OCOM Student Association (OSA).

#### Article II: Purpose

We exist as an Association in order to better represent the interests of the students as stated in the preamble and to coordinate efforts and communication both among and between students, faculty, administration, trustees, health practitioners, the public, and other schools.

#### Article III: Membership

All currently enrolled students shall be members. Meetings are open to all enrolled students. Only OSA officers and the OCOM Student Trustee and ASC Liaison are eligible to vote at meetings.

#### Article IV: Student Officers

Student officers shall be elected from among the Association's members by majority vote. Elected positions include the following: one Student Body President, one Student Body Vice President, and Student Class Representatives for each class grouping (ie: first-year students, interns, and middle-year students – 2 of 3, 2 of 4 or 3 of 4), and At-large Student Representatives (one Student Life Liaison, one Clinic Liaison, one Tea Station Liaison, one SAIM [Student Alliance for Integrative Medicine] Liaison and additional students from any year as necessary).

Elections for all officers will be held in the Fall of the academic year. Officers shall serve for one year and may be recalled for any reason by a two-thirds vote of the Association. Officers missing two scheduled meetings will be subject to recall, losing officer status for the remainder of the school year. Recalled officers may petition the OSA for reinstatement. Mid-term vacancies for all positions shall be filled as soon as possible by contacting the candidate with the next most votes for the specific position that is open. Officers may resign by submitting a letter of resignation to a meeting of the officers.

Officers shall serve to represent the student community interest and serve as liaison between officers'

meetings and other members of the Association.

OSA meetings are scheduled in advance and occur one time per month (October-August) except under special circumstances. Two-thirds of the active members of the OSA are required to hold a voting meeting. A simple majority of the members present at a voting is needed to pass any motion. Meetings shall be held in accordance with Robert's Rules of Order, Revised.

#### Article V: Finances

Monies collected by the college in the amount of fifteen dollars (\$15) per member per term shall be accessed by a majority vote of the Student Officers for expenditures relating to the Association's activities in promoting an amenable student life, furthering the field of Oriental medicine, and in accordance with the non-profit status of the college. This may include expenditure of funds on planetary healing issues including social justice, the environment, and peace. The student officers and treasurer are authorized to spend up to one hundred seventy five dollars (\$175) per expenditure and two hundred fifty dollars (\$250) per term on incidentals, without prior approval of the Association.

Monies are specifically allocated for educational purposes, including clubs, lectures, and other activities. Such expenditures are intended to improve student access to information and training. All such funds are available upon student request of such monies as detailed in a proposal form and requested in person at an OSA monthly meeting.

The OSA fiscal year runs from the first business meeting each year until the approval of a new budget at the following year's first business meeting. All approved budget items are valid during the fiscal year in which they were approved.

## **OCOM Student Non-Voting Advisory Trustee**

The OCOM Student Non-Voting Advisory Trustee holds a one-year term which runs from September through the following August. The general role and responsibilities of the Student Trustee are (a) advising the OCOM Board of Trustees on matters related to student concerns, and (b) communicating information related to Board policy discussions and actions to the student body.

The Student Trustee attends six bi-monthly Board of Trustee meetings, along with monthly OSA meetings, and advocates on behalf of students on issues affecting a substantial portion of student body. The Student Trustee is a voting member of the OSA.

The Student Trustee is chosen during Spring term for the following academic year and the application process is overseen by a subcommittee of the OSA.

## **OCOM Academic Steering Committee (ASC) Liaison**

The OCOM Academic Steering Committee (ASC) Liaison holds a one-year term which runs from September through the following August. The ASC Liaison will communicate between the student body and the ASC about student ideas and concerns around academic programs, curriculum design, degree requirements, classroom policies, and other issues that relate to the curricular components of the students' educational experience.

The ASC Liaison attends monthly ASC meetings, along with monthly OSA meetings, and advocates on behalf of students on academic concerns involving a substantial portion of student body. The ASC Liaison is a voting member of the OSA.

The ASC Liaison is chosen during Spring term for the following academic year and the application process is overseen by a subcommittee of the OSA.

## **College Events**

College events enrich the student experience and offer opportunities to build and sustain OCOM's community. Some events repeat annually and others vary from year to year. Watch for flyers, email announcements, Web postings, etc so you don't miss the fun. Families and friends are invited to many of the events. Examples of long standing, traditional, OCOM community events include the Welcome Party, No Talent Show, and End of the Year Party.

## Student Clubs and Activities

Students form clubs around their own interests and those shared by classmates and faculty. Speak with the Student Services Manager or your OSA representative for more information about starting a club.

### ***Some examples of clubs and activities in recent years:***

**T-shirt Design Competition** – Student-designed t-shirts are voted on by their fellow classmates. The winning design is then produced and made available for purchase.

**“Things I Wish I Had Known” Luncheon** – An opportunity for students to ask those “who have been there” about what to expect in the next phase of their OCOM experience.

**Pride and Allies Club** – The Pride and Allies Club explores health concerns related to LGBTQIA people as well as educating on LGBTQIA concerns and appropriateness. The Pride and Allies Club welcomes LGBTQIA students, staff and faculty as well as all straight allies. The club is student run.

**Pulse & Palpation Club** – The Pulse & Palpation club’s goal is to gain experience taking pulses focused on learning about nutrition from a Chinese perspective and how to incorporate it into real life practice.

**Garden Club** – The Garden Club is for all who are interested in all things gardening. This club maintains OCOM’s rooftop garden, including watering, weeding, transplanting and labeling to make it more lush and inviting.

**Student Alliance for Integrative Medicine** – A collaboration of five Portland-area medical schools working together to provide networking events, lecture opportunities, and information to students. <https://uwssaim.wordpress.com>

## Student Support: Resources and Information

### ***Academic Support*** (in alpha order)

#### **Academic Advising**

See the Dean of Students for academic advising, including questions about changing enrollment status (three-year to four-year, leave of absence, withdrawal) and taking electives, as well as support and advocacy related to concerns about academic performance. See the Assistant Dean of Master’s Studies for transfer credit requests, along with bodywork and qi cultivation exemption requests. Assistant Dean also serves as back up to Dean of Students for changes to enrollment status and plan.

#### **Academic Learning Support**

See the Director of Counseling for learning strategies, including memory tips, managing test anxiety, matching learning styles/preferences to study strategies, stress management, time management and self-care. See the Dean of Students for course specific tips and study strategies, as well as time management assistance, and self care suggestions.

#### **Accessing Your Grades**

Grades are posted on Populi. Students can view their grades a few days after the end of each quarter.

#### **Bookstore/Business Services Office**

The Bookstore and Business Office exist in the same space, but fulfill two very distinct functions.

The Bookstore carries all available texts used in OCOM courses, as well as recent publications relevant to Chinese medicine and complementary healing modalities, a wide variety of accessible texts for the general public, all acupuncture and moxibustion supplies utilized in class and clinic, charts and models, gifts, basic food and beverages, college merchandise, and much more. Special orders for texts may be placed, and student suggestions for inventory additions are encouraged.

The Business Office handles all aspects of managing student accounts. All Financial Aid disbursements are processed through the Business Office, and refund checks are handed out from this space. Tuition, fees, and

purchases placed on student accounts can be paid here, and all questions pertaining to invoicing and billing are answered here as well.

### **Professional Development Center**

The Professional Development Center organizes on-campus lectures throughout the academic year on a variety of professional development topics. It provides a compilation of outside resources in practice management and career building, as well as making online and hardcopy resource recommendations on professional development for the OCOM Library and the alumni website (alumni.ocom.edu).

### **Recommendation for Academic Support**

Promotion to each successive phase of the master's program is based on students' continued satisfactory performance. All instructors evaluate students' progress by the sixth week of class (around mid-term). At that time, if an instructor has serious concerns about a student's class performance, either because of academic progress, professionalism, attendance, or participation, the instructor will complete a "Recommendation for Academic Support" form, outlining the instructor's perception of the student's difficulty. This form is submitted to the Dean of Students, who will contact both the student and the instructor to discuss a strategy to remedy academic problems and to outline steps that may help the student achieve a passing grade by the end of the term. Such a work plan might include recommendations for remedial work assignments or private tutoring in areas of weakness and is intended to help students focus their study and coursework.

### **Free Drop-in Tutoring**

Tutoring is provided free of charge on a drop in basis, multiple days each week, between 1:00PM and 1:50PM. Schedules are posted quarterly. For more information, see the Student Services Manager.

### **Private Tutoring**

Tutoring is available at student expense from teaching assistants and other graduates or advanced students. A tutor list is available from the Student Services Manager.

### **Tutor Subsidy Referral Program**

A limited amount of funding each year is available through the Tutor Subsidy Referral Program to subsidize the cost of private tutoring when such tutoring is REQUIRED or HIGHLY RECOMMENDED by a faculty member. Tutor Subsidy Referral Forms can be obtained from the Student Services Manager in the Student Services Suite. The program provides a \$10 per hour subsidy paid directly to the tutor and will subsidize a student for a maximum of five hours per course per term and a maximum of 10 hours per student per term for required or highly recommended tutoring.

## ***Supplemental Information*** (in alpha order)

### **Campus Safety**

In accordance with the Crime Awareness and Campus Safety Security Act of 1990, the college records for and provides to the college community a detailed report of certain campus criminal activity. All members of the OCOM community are advised to carefully safeguard personal possessions, academic materials, automobiles, bicycles, etc. Anyone whose personal safety has been threatened or violated should report such instances directly to the Director of Facilities and Campus Security for immediate action. Individuals found to have threatened or violated the personal safety of others are subject to dismissal or suspension from the college.

### **CARE Team**

Campus Assessment and REsponse Team is a process designed to offer support and resources to anyone in the OCOM community who is experiencing distress - students, staff or faculty. Community members may submit a report about a community member in distress either on a paper or online reporting form. Paper reporting forms, along with a secure drop box are located outside the office for Director of Counseling, room 201, on campus and at the Hollywood Clinic. Online reporting forms can be found at ocom.edu/currentstudents, then scroll down to Resources and Care Team. Questions about the CARE Team can be directed to the Dean of Students or the Director of Counseling.



## Change of Address

Students are responsible for keeping the college informed of their most current phone number and mailing addresses. Change of addresses should be made on the student info tab in Populi. Student employees should also inform the Accounting office of any address change.

## Coffee Cart

The OCOM Community Coffee Cart is located in the campus lobby and is monitored by work-study students, throughout the day, Monday through Friday. Coffee is supplied by Happy Cup Coffee Company, a nonprofit that creates livable wage jobs for people with disabilities. Self serve, drip coffee, creamer, and sugar in the raw are provided for a suggested donation of \$1-2 per cup. The self-serve pump pots generally have coffee until about 3:00 PM each day. Please leave the cart in the shape you would like to find it!

## Commuting by Bicycle

Bike commuters will find bike racks located in the courtyard, as well as along First Avenue. Use of U-locks (best when combined with a cable lock) and the removal of lights and other accessories is **highly recommended**. Bike commuters who want to hang dry their wet bike clothes will find shelves, a rack, and hangers located next to the first-floor north entrance door (at the end of the back hallway). Please note there is no security here and items are left at student's own risk.

## Counseling Department Services

Students wishing to access on-campus counseling services at no additional cost may contact the Director of Counseling for more information and to arrange services. Along with professional individual and group counseling, other services offered include community resource referrals, academic learning support, and informative workshops on a variety of topics of student interest. Students can also access a limited number of no cost, off-campus counseling sessions by requesting a referral from the Dean of Students.

## Emergency Closure of College (Weather-related or other)

Information on emergency OCOM closures will be communicated through the following channels:

- FlashAlert Newswire: **flashalert.net**
- OCOM's public site: **ocom.edu** and the Populi newsfeed.
- Text and email notifications
- A recorded message at the college's main phone number (503-253-3443)
- Local television and radio stations (only weather-related closures)

All closure decisions will be made as early in the day as possible (typically before 6:00 AM) and are made on a day-to-day basis. If the determination is made that OCOM will remain open, under any and all circumstances individuals should use their best judgment when traveling to and from campus. Conditions may be fine in one area and poor in another — travel safely.

## Food For Finals

During the rigors of final exam week each term, the OCOM Student Association (OSA) provides a variety of simple foods for students to enjoy, including an oatmeal or musli bar with toppings, trail mix, and fruit.

## Identification Cards/Security Badges

New students will have photos taken and student identification cards ("ID") will be provided. Student ID cards also serve as security passes for the campus and must be worn at all times for access to elevators and stairwells. If you lose your ID card, immediately report it to the IT Department (x555, **helpdesk@ocom.edu**). Your lost badge will be disabled to lower the risk of campus intrusion and you will be issued a new ID card. Frequent or excessive loss of badges will incur fees to cover new badge costs.

## Lactation Room

OCOM has a designated lactation room for students, who need a private space in which to pump and store breast milk during the school day. The Lactation Room is located in the OCOM Clinic, Room 431. It is furnished with comfortable chairs, short-term storage space (during the school day) for pumping equipment, and a

small refrigerator to store milk. Questions or concerns about the Lactation Room should be directed to the Director of Clinic Operations or the Dean of Students.

### **Lockers**

Lockers are available on the 2nd and 3rd floors and can be rented through the Bookstore.

### **Lost and Found**

Lost or found items of high monetary value (e.g. wallet, cell phone, tablet, computer) should be turned in to the Bookstore staff, the Facilities personnel, or the Security Desk for safekeeping. All other lost or found items may be placed in one of two low black cushioned bench storage units located in the 3rd floor Student Lounge area.

### **Lounges for Student Use**

The Student Lounge/Kitchen is located on the 2nd floor. The kitchen has a stove, microwave, refrigerator, sink, and adjacent eating tables. Limited dishware, pots and pans, and silverware have been provided by the OSA. General kitchen cleaning and washing of dishes is the responsibility of all students. Janitorial staff do NOT wash dishes. An additional student lounge area is located near the 3rd floor OCOM Library.

### **Parking**

There is no dedicated parking for the OCOM campus. Transportation and parking information is disseminated at New Student Orientation.

### **Tea Station**

The OCOM Student Association (OSA) provides a variety of free bulk teas for the entire student community to enjoy. The Tea Station is located in a tall bookcase, just beyond the student mailboxes in the 2nd floor Student Lounge/Kitchen. Please leave the area in the shape you would like to find it!

## **Policies, Procedures, and Guidelines**

### **Academic Policies** (in alpha order)

#### **Academic Petitions**

When, due to special or extenuating circumstances, a student wishes to request an exception to stated policy, the student can fill out a petition form (academic or clinical). The petition will be considered by the appropriate program dean, who will consult with staff or faculty as needed, and respond in writing to the student. If the petition is denied, and the student wishes to pursue the situation further, the student can request that the petition be reviewed (in writing and/or by personal appearance) by the Academic Steering Committee. If the petition is again denied, the student can present it to the Vice President for Planning and Operations (VPPO) for consideration. The VPPO will gather and review all relevant information and then respond in writing to the student. The decision of the VPPO is final.

#### **Academic Probation**

If a student fails a required course at OCOM, the student will be automatically placed on academic probation. If the failed class was part of a series [e.g., Living Anatomy I-III, Herbs I-V], higher-level classes of that series cannot be taken until a passing grade has been submitted. Academic probation may also be sanctioned for students who receive two or more incompletes, two or more interim grades of FR, or one incomplete and one FR in any single quarter, or who do not meet OCOM's standards of professionalism.

Academic probation remains in effect for the following 12-month period. For example, if a student fails a Winter quarter course, the student is placed on probation for the following Spring, Summer, Fall and Winter quarters. As long as the student passes all coursework during this probation, avoids recording two or more incompletes, two or more interim grades of FR or a combination of one incomplete and one FR in any given term, and demonstrates OCOM's standards of professionalism, the student is automatically removed from probation after the 12-month period.

## Academic Records Review

Both law and institutional policy afford student access to academic records and opportunities to modify them. Students may have access to their records by appointment with the Registrar. All students have a right to appeal grades and other academic records. The first appeal should be made directly by the student in writing to the involved faculty member. If the student is not satisfied with the results of this direct appeal, a further appeal can be made by the student to the Dean of Master's Studies, who will consult with the Academic Steering Committee in arriving at a decision. Finally, regardless of the outcome of the official results of the appeal, the student has the right to enter a written objection or explanatory statement into the student file.

## Add/Drop/Withdraw/Section Change – Policy and Procedures

To add, drop or change a section of a class, students must complete an Add/Drop/Section Change Form and turn it into the Office of the Registrar. The student must meet with the Assistant Dean of Master's Studies if a requested change will have an effect on the student's program of study. In addition, students on financial aid whose reduced course load changes their enrollment status from a full-time, 36-month program completion status to any other enrollment status, must meet with the Director of Financial Aid.

Students should continue to attend class until their request has been formally approved. Classes may be added no later than the end of the first week in the term and may be dropped no later than the end of the sixth week. Students may withdraw from a class until the beginning of the tenth week of class. Specific Add/Drop dates and deadlines are distributed during course registration. An Add/Drop/Section Change fee of \$10 is charged for all changes after the first week of the quarter.

It may not be possible to approve some section change requests if the resultant instructor/student ratio is educationally unsound. Guidelines for submitting a section change request form (available from the forms holder located just outside the door to the Student Services Suite) are as follows:

- After you submit a section change request form, the Registrar looks at the enrollment sizes of the sections involved. If your request is to move from a section of smaller enrollment to one with a larger or a full enrollment, your request may not be approved. (You should be aware that there are caps on the number of students possible in each class, depending upon the type of instruction offered (i.e. hands-on, lecture, etc.)
- Never assume that, once you have submitted a request, it will be granted. You must remain in your registered section unless and until you receive confirmation of approval.
- Faculty members are NOT authorized to make decisions regarding section changes. Please do not put them in an awkward situation by asking them.
- If you submit a section change form that requests to move from a section with a large enrollment to one with a smaller enrollment, we will approve the request and put the yellow confirmation copy in your student mailbox.
- If you submit a section change form paired to another student's form indicating that you are trading sections, we will approve the requests and put the yellow confirmation copy in each student's mailbox.
- If you submit a section change form that requests to move from a smaller section to one with a larger or full enrollment, we will inform you that the request cannot be approved as submitted. You will then have a couple of options:
  - You can come at the beginning of the first class in the section that you want to be in to make an announcement requesting a trade (but you should not attend the entire class unless and until your change is approved).
  - You can request a roster of the students enrolled in the section you want to change to (see the Office of the Registrar) and contact these students to find someone willing to trade sections with you. Upon finding a trade, both you and the other student submit the form with your section change request paired together and we will approve the exchange and return the yellow confirmation copies to your student mailboxes.
  - Class sections with fewer than 15 students enrolled in hands-on classes or electives may be cancelled, or sections may be combined.



## Attendance Policy

In a professional medical program such as OCOM's, attendance is essential for acquiring knowledge and skills needed for safe and effective practice. As such, students are expected to attend all their classes and clinic shifts.

**Faculty have the discretion to assign students who miss more than 25 percent of class or clinic time a failing grade for the course ("F") or an incomplete ("I"). This applies even in cases of illness or family emergencies. Requests for individual exceptions will require a petition accompanied by appropriate documentation.** The nature and level of required documentation will be determined by the faculty member and/or by the appropriate Dean for each individual petition. Students who fail a course because of excessive absences will need to re-take the class the next time it is offered. In certain circumstances, this may require adding an additional year to the program of study.

Faculty may also require students who miss instructional time, either due to absenteeism, tardiness or early departure from class, to do additional work. This may involve additional projects, examinations, meeting with tutors, teaching assistants, or the faculty themselves. Students are responsible for any additional costs associated with these requirements.

Please note that **all** absences in pre-internship and internship Clinical Studies courses (with the exception of Case Management I-IV) must be made up as 100% completion of these course hours is a requirement for passing. This is in addition to any other work that may be required of the student by the faculty member for missing instructional time.

## Classroom Recording Policy

OCOM prohibits the use of personal recording devices (e.g. Ipod, video/camera phone, digital recorder, etc.) to record public lectures, classroom lectures, patient treatments and student participation without the express permission of the instructor. In no case shall recording occur without notice to all students in the class that the lecture and discussions may be recorded. Any recording of a patient encounter in class or in clinic can only be done on an OCOM camera operated by an OCOM employee and with specific written consent from the patient. Students who record class lectures or discussions without express permission of the instructor, according to guidelines set forth in individual class syllabi, may be subject to disciplinary action under the OCOM Student Code of Conduct.

### *Definitions*

- Classroom Lecture: Class room lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students.
- Public Lecture: Public lectures are typically open to the public and a speaker presents in his or her professional role as a scholar or expert, rather than as an instructor as part of a course.
- Student Participation: Students will be deemed "participating" in a classroom lecture if their image or voice is captured in the recording.

Permission to record a classroom lecture that a faculty member grants to a student is limited to the student's own personal use to achieve the educational goals of the course. The recording may not be replicated, accessed, utilized by, or made available to any other student or individual without the permission of the instructor. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws.

Students who request recording of class lectures or discussions due to a disability under the Americans with Disabilities Act must contact the Student Services Manager to obtain formal accommodations.

This policy remains subject to existing policies, procedures, and regulations of OCOM, such as the **Intellectual Property Policy**, Protected Classroom Materials Policy and Instructor's Copyright Rights all of which shall continue to apply. This policy is not intended to address recordings or videos taken by faculty or OCOM staff.

# Student Code of Professional Conduct, Proscribed Conduct, and Disciplinary Procedures

## *General policy*

All members of OCOM are expected to act in ways that foster the college's primary functions of teaching, research, patient care, and public service. OCOM encourages mature and independent student conduct. OCOM has the right and duty to protect its members from conduct which interferes with its primary educational responsibility to insure all its members the opportunity to attain their educational objectives and to maintain professional standards among all its members. All OCOM students, faculty, and staff are expected to observe national, state and local laws and ordinances, and to refrain from conduct proscribed below. Conduct which violates the provisions of the Code of Professional Conduct and/or the Proscribed Conduct Policy may result in sanctions and will be dealt with as described in the Disciplinary Procedures.

Note: We have included appendices at the end of the handbook to supplement your understanding of the following issues and assist you in meeting the expectations for professional conduct at OCOM.

## *Social Media Policy and Guidelines*

### **Introduction**

Social media is a powerful communications tool that has a significant impact on learning environments.

### **Definition**

Social media is defined as any media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques online. Examples of social media channels include but are not limited to: LinkedIn, Facebook, Twitter, YouTube, Vimeo, Instagram, and Pinterest.

### **Best Practices**

These guidelines apply to anyone posting on social media.

- Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created (even if "deleted" by the poster), and comments can be forwarded or copied.
- Strive for accuracy. Check your facts before posting them on social media. Review content for grammatical and spelling errors.
- Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster.
- Be active. Social media presences require diligent care and attention. An effective social media site requires regular updates and fresh or engaging content.
- Consider your audience and its potential reaction to your content. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, patients, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as an OCOM student online, **it should be made clear that the views expressed are not necessarily those of the institution.**

### **Policies for All Social Media Sites**

Do not post discriminatory, harassing, bullying or threatening statements or information. Do not post confidential information about the College, its students, employees, patients, or alumni.

**See the following policies for additional information: FERPA, HIPAA, Title IX.**

Students who share confidential information, or post discriminatory, harassing, bullying or threatening statements or information do so at the risk of disciplinary action.

Use social media in a manner that complies with all College regulations, policies, and procedures.

**Adhere to copyright and fair use law**

When posting, be aware of the copyright and intellectual property rights of others and of OCOM. Questions about fair use or copyrighted material should be guided by the OCOM copyright guidelines as found on the OCOM Library website.

**Do not use College logos or trademarks without permission**

Any use of OCOM logos, trademarks, or other images must have prior approval. Do not use official logos, trademarks, or any other College-owned or commissioned images or iconography to brand personal social media sites. Do not use OCOM's name to promote a product, cause, or political party or candidate.

Questions should be directed to the Vice President of Communications and Academic Services. Access to official college logos is provided by the Publications Coordinator under supervision of the Vice President of Communications and Academic Services.

**Non-Compliance**

Non-compliance with this policy may result in disciplinary action and sanctions, as defined in the Student Code of Professional Conduct, Proscribed Conduct and Disciplinary Procedures.

## ***Needling Policy***

The only appropriate place for needling is in class, in a supervised needling lab or supervised college sponsored event, or in clinic under supervision. It is a Class C felony for students to needle any person outside of a supervised classroom or clinical setting. As such, it is fully prohibited by OCOM policies and may result in dismissal from the college.

Needle insertion and manipulation are, of course, the fundamentals of acupuncture therapy. During the course of OCOM study here students are trained to develop the level of clinical skill that is the ideal of acupuncturists everywhere: efficient, pain free, needle insertion, performed with sensitivity, concentration, and clear intent.

In the practical courses that have been structured specifically to develop these needle handling skills (e.g. Acupuncture Techniques, Clinical Skills, Auricular Acupuncture, Electro-acupuncture/ Microsystems), students work with, and depend upon, fellow students to provide the experience necessary to reach this objective. Working in pairs, students are both the giver and recipient of acupuncture, exchanging critiques and offering feedback. **Each student's own experience of receiving needles at acupuncture points is at least as important as learning to place them in another. It is considered a vital component of acupuncture education here, and is a requirement for successful completion of practicum classes.**

For most people, needling and being needled is an intense experience. Whether its objective is therapeutic or educational, a significant level of trust must be established for the experience to be as positive as it can be. We all share this responsibility. For our part, OCOM is committed to providing students with a supportive classroom environment in which to practice this art; students are asked to provide the focused participation.

## ***Protected Classroom Materials***

Classroom materials such as lecture notes, hand-outs, charts, manuals, and power-point presentations are owned by the college and/or the instructor for the course. When students are interested in re-formatting these materials to share with classmates or others, they must receive permission from

the faculty member and/or the College to do so. Sale of such materials for profit is prohibited. Compensation for copying costs may be permissible with aforementioned permission.

## ***Instructor's Copyright Rights***

Students should be aware of the protections that exist over the work of their instructors including lectures, charts, class notes, manuals, etc. Following is a legal rendering of this issue.

### ***Copyright: The Legal Summary:***

Copyright protection subsists in original works of authorship. Thus, OCOM professors, as authors of their lectures own a copyright in the content. Copyright ownership grants certain specific EXCLUSIVE use rights, including, for example, the right to reproduce copies; another exclusive right is the right to prepare other works based on the copyrighted work (technically called a "derivative" work). The subsequent creation by another of a work which is substantially similar to the original or the derivative violates these exclusive rights and is thereby deemed an infringement. An infringement occurs regardless of whether the original has been registered with the Copyright Office. Infringement would include, for example, the sharing with others of: handwritten, photocopied, or computer reformatted faculty lecture notes; quizzes based on faculty lectures; and compilations of faculty lectures.

"Fair use" is the major exception to an infringement claim. Fair use is not an easily defined concept, depending on the specific facts of each situation. It may exist for purposes of criticism, comment, news reporting, teaching, scholarship or research. To determine whether a use is a fair one, the following are factors to be considered and weighed:

1. Purpose and character (commercial vs. nonprofit, transformative vs. republished);
2. Nature of copyrighted work (unpublished vs. published, factual vs. nonfactual);
3. Amount and substantiality of portion used; and
4. Effect of use upon potential market of copyrighted work.

Photocopying and selling class notes, not being a fair use, is an infringement, even if the material is sold at cost. For example, it does not fall within any one of the favored categories (the "teaching" milieu belongs to teachers). While the noncommercial aspect may favor the copying, the character is that of republication. Also, many of the lectures are not published and accordingly, the copying activity would have a substantial effect on the potential market for any publication by the professors. Finally, since the goal is to include the most important aspects of the lectures, the third factor would weigh against fairness.

## ***Code of Professional Conduct***

Among the characteristics that differentiate "professional" graduate degree programs from more traditional mainstream "academic" graduate degrees (e.g., a traditional "Master of Arts") is that professional training requires students to demonstrate not only mastery of a wide range of relevant knowledge, skills and abilities relevant to work in the field, but also mastery of an array of characteristic behaviors and attitudes that are considered normatively appropriate to their chosen profession.

These characteristic behaviors and attitudes are often referred to in general terms as aspects of "professionalism.) Although the norms of professionalism can vary from one field to another, many desired traits are common to all the professions (e.g., honesty and integrity).

Most professions explicitly define codes of conduct and principles that define exactly what is and is not normatively acceptable behavior. Some of these standards and expectations may also be reflected in the standards and expectations established by national educational accrediting or credentialing agencies, or by state regulatory bodies. Still others are promulgated by the educational institutions that train the professionals in question.

We believe that fostering professionalism in our graduates is a literally essential component of the educational process, and we feel it is important to publish a Code of Professional Conduct, so that expectations are clear on the part of all our communities of interest.

Students should be aware that high standards of professionalism are considered to fall within the academic domain at OCOM. As such, serious lapses in professionalism may result in academic disciplinary actions, e.g., academic probationary status that could impact a student's academic progress.

## ***OCOM's Definition of Professionalism***

Four primary domains contribute especially significantly to the definition of professionalism at OCOM. These domains are:

1. High Ethical Standards
2. Appropriate Demeanor and Styles of Interpersonal Interaction
3. Appropriate Levels of Engagement
4. Appropriate Deportment and Appearance

Each domain is described in more detail below. We ask that all members of our community exhibit professional behavior at all times. Ongoing collective attention to the task of maintaining high standards of professionalism will ensure that OCOM's leading role as a center of excellence in acupuncture and Chinese medical education will continue into the future.

## **1. ETHICAL STANDARDS**

While literally all professions attach great significance to ethics and integrity, the health care fields pay particularly close attention to these matters for various reasons. OCOM has identified the following distinct elements of ethical behavior, which we expect all members of our learning community to attend to at all times.

### ***1.A – Ethical Aspects of Patient Care***

#### **1.A.1 Patient confidentiality**

In any clinical setting, patient confidentiality concerns invariably arise. OCOM is committed to maintaining patient confidentiality, in keeping with the guidelines set out in the Health Information Portability and Accountability Act (HIPAA) of 1996, and any other federal, state and local regulations that apply. Any member of the OCOM community who has regular contact with patients or their medical records must bear these confidentiality-related concerns in mind at all times and act accordingly. Patient personal health information (PHI) is protected, and confidentiality should be maintained at all times. Patient PHI should never be shared by email or on any social media site.

#### **1.A.2 Patient safety**

Although the evidence suggests that traditional healing practices such as acupuncture are in general very safe, patient safety issues remain important considerations in our work. Any member of the OCOM community who has regular contact with patients, or who works with needles or other devices, or with Chinese herbs, must attend closely and at all times to safety-related concerns, including clean needle technique (CNT) and the appropriate disposal of medical waste. See the Clinical Studies and Clinic Procedures Handbook for more details.

#### **1.A.3 Accuracy and completeness in medical record keeping**

Accurate and complete medical record keeping represents a vital element of documenting the patient care process in a healthcare setting. As such, medical records are important legal documents. Ethical integrity in patient care requires that OCOM interns, supervisors, and all staff working in clinical settings always carefully attend to the accuracy and completeness of the medical records they are responsible for at all times. See the Clinical Studies and Clinic Procedures Handbook for more details.



#### **1.A.4 Legal “scope of practice” limitations**

Maintaining a constant awareness of scope of practice limitations is another important component of ethical patient care — particularly in “alternative” medical settings such as OCOM’s clinics. It is never ethical or appropriate to treat patients using modalities, recommendations, or practices that fall outside the defined legal scope of practice for the profession. Students, faculty and staff at OCOM should always keep in mind these limitations, and act accordingly.

#### **1.A.5 Compliance with other applicable laws, rules, and regulations**

In addition to core scope of practice concerns, laws and rules often establish various legally binding requirements that interns and practitioners must be aware of, and which must guide their actions as they do their work. Professional standards of ethical practice require a knowledge of these restrictions and definitions, and a willingness to abide by them at all times when caring for patients.

#### **1.A.6 Maintenance of appropriate patient-practitioner (intern) relationships**

As is true for all healthcare professions, the maintenance of appropriate boundaries with patients is essential for the integrity of the treatment process, and represents another important element of ethical patient care.

It is seldom if ever appropriate for practitioners to treat close friends or family members. Practitioners and interns should not have any non-platonic or sexual relationships with patients. Patient-practitioner boundaries must be clearly established and maintained at all times when working in the treatment room.

### *1.B – Educational Ethics*

#### **1.B.1 Plagiarism and academic cheating (see Appendix A for further information)**

As an educational institution, OCOM requires scrupulously high standards of honesty and integrity in all educational settings on the part of its students, graduates, faculty and staff. Violations of this standard in any educational domain are treated as extremely serious matters.

The ethical requirements in educational contexts at OCOM, including both the classroom and the clinic, are:

- Never plagiarize the work of others
- Never share your original work (e.g., homework assignments or term papers) with any of your classmates without your instructor’s express prior written permission
- Never circulate your original work to any of your classmates via email, without your instructor’s express prior written permission
- Never collaborate with classmates or other OCOM students (e.g., students in other years) on homework or other assignments, unless the assignment details specifically mention that this is acceptable; if you are unsure, you must check first with the instructor
- Never copy original work done by classmates, or former OCOM students, in any form
- Never share any aspects of examinations or test questions, either verbally or in writing, with any other OCOM student
- Never cut and paste material from the Internet or other electronic sources (e.g., CD’s) into an assignment of your own, with the goal of presenting the resulting pasted text as your own original work
- Never cheat on any examination or test

#### **1.B.2 Maintenance of appropriate faculty-student relationships**

The maintenance of appropriate boundaries between students and teachers is crucial to the integrity of the educational process. (Please note that the category of “faculty” is defined broadly at OCOM to include those who oversee and administer the college’s educational programs, in addition to classroom teachers, clinical supervisors and teaching assistants.)

OCOM's policy is as follows: No faculty member shall have a romantic/sexual relationship with any OCOM student while the student is enrolled at OCOM, regardless of whether the relationship is consensual. This policy applies to all enrolled OCOM students and is not limited to students who are currently enrolled in a faculty member's class or section, or under the supervision of a faculty member. It also applies to students who are on a leave of absence.

## *1.C – General Ethical Concerns*

### **1.C.1 Discriminatory behavior**

Discriminatory behavior of any kind is never appropriate for acupuncture and Oriental medical professionals, or for any member of the OCOM community. Discrimination includes not only overt actions, but also speech that functions to devalue or denigrate the status or legitimate beliefs of other individuals. Students should be aware that discriminatory behavior can manifest in a range of subtle ways, and great care should be taken to avoid it. See the OCOM Discriminatory Harassment, Sexual Misconduct and Retaliation Policy for further information.

## **2. GENERAL EXPECTATIONS FOR PROFESSIONAL BEHAVIOR**

OCOM's professionalism standards place significant emphasis on individual demeanor and styles of interaction on the part of members of the college community. This domain is described in more detail below, and includes the following elements.

### *2.A – General Interactions*

*(See Appendices B & C for further information)*

#### **2.A.1 Courtesy and respect**

We expect and encourage all members of the OCOM community to speak and act courteously and respectfully whenever interacting with other members of our community -- including clinic patients, students, faculty members, administrative and clinic staff, trustees, and members of the public. Discourteous or disrespectful actions or speech directed towards any member of the OCOM community is always considered to be a breach of professional conduct.

#### **2.A.2 Intrapersonal and interpersonal communication skills**

OCOM values and expects all OCOM community members to demonstrate the various kinds of intra- and inter-personal skills that comprise what has come to be known as "emotional intelligence."

These skills include:

1. The ability to demonstrate appropriate levels of self-awareness
2. The ability to apply this awareness in managing and regulating one's behavior, so that interactions remain courteous and respectful, even in difficult or stressful situations
3. The ability to pay attention to group and interpersonal dynamics in social settings
4. The ability to appropriately manage these dynamics, even in situations where disagreements or disputes among group members may arise

#### **2.A.3 Problem resolution skills**

One important communication skill is the ability to grapple with difficulties and problems when they arise, and approach their resolution skillfully, i.e., in appropriate, realistic, and constructive ways.

Members of the OCOM community should be aware that problem resolution in any educational institution often involves competing interests; and that not all problems can be resolved quickly, or to the satisfaction of everyone involved. New students at OCOM, in particular should be reminded of the fact that their collective voice represents only one of various interest groups at the college. Moreover, while OCOM is certainly a community of diverse views and interests, and while these diverse views

and interests are taken into account when problems or challenges arise, OCOM (like most colleges) is not “a democracy” in which each member of the community has a single, equally-weighted vote.

College trustees, for example, are ultimately responsible for oversight of the college’s general mission and goals, and also, crucially, its finances. As such, their views and opinions on these vital matters always receive the most weight. Another example is that the OCOM faculty is ultimately responsible for the college’s academic programs and clinical related policies. Any significant changes in either of these domains must ultimately be approved by the faculty as a whole, and their opinions in these matters are usually definitive.

Students must understand that problem resolution in an institution such as OCOM usually involves multiple interests, which sometimes compete in subtle and unexpected ways, and that sometimes student interests will represent only one voice among a range of competing voices. This kind of approach to problem resolution facilitates constructive communication and minimizes the potential for conflict arising at the college.

## *2.B – Interactions in Patient Care Settings*

### **2.B.1 Respectful compliance with clinical supervisor instructions**

OCOM Clinic supervisors are the individuals who are legally responsible for all treatment and direct patient care-related decisions made in OCOM’s clinics, and clinical supervisors’ decisions and opinions about these matters must be treated with great respect and deference by other members of the OCOM community. Professionalism dictates that other members of the OCOM community who are involved in the patient care process, including interns, observers, or clinic administrative staff, must be willing to comply with supervisor instructions relating to actual treatment decisions. Interns in particular must pay very careful attention to complying with supervisor instructions at all times while they are learning how to treat patients, as described in the OCOM Clinical Studies handbook.

### **2.B.2 Ability to respond appropriately to supervisor suggestions and feedback**

All students being trained in OCOM’s clinics, either on-site or off-site, and either as interns or clinical observers, must be able to demonstrate the ability to listen actively to feedback and suggestion from supervisors, and respond appropriately and constructively.

### **2.B.3 Respectful compliance with clinic administration instructions**

Nonclinical aspects of the patient care process are overseen by administrators in OCOM’s clinic, and their views and decisions in these matters must be treated with respect and deference. Other members of the OCOM community, including clinical faculty, interns, or observers, must be willing to comply with administrative instructions relating to the actual administration of the clinic.

### **2.B.4 Willingness to follow OCOM clinical policies and procedures**

Clinical administrators and supervisors are held responsible at OCOM for overseeing the implementation of clinical policies and procedures. Professionalism again dictates that willing compliance with published OCOM clinical policies and procedures, as developed and implemented by clinical administrators and supervisors, is required of all those involved in the patient care process at the college.

## *2.C – Interactions in Educational Settings*

### **2.C.1 Respectful compliance with faculty instructions**

Faculty members are responsible for the educational process in the classroom at OCOM. Their expectations will usually be outlined clearly in course syllabi, and faculty members’ decisions, policies and requests must always be treated with respect and deference by students.

It is never appropriate for a student in a classroom setting at OCOM to ignore or refuse to comply with a teacher’s reasonable request. Students should be aware that OCOM gives its faculty members



great leeway to establish individualized guidelines and policies within their own classrooms, should they choose to do so. These guidelines or policies may differ from published institutional policies. In such cases, the faculty members' decisions receive priority. These guidelines are set out in the course syllabus, and they may also be communicated verbally by faculty members to students. Examples include establishing individualized policies regarding attendance, or policies relating to eating in class.

At OCOM, we believe that our faculty members represent a great treasure for the college, and that they must be empowered to shape the process by which learning occurs in their classrooms. OCOM usually defers to faculty members' authority and decisions in these situations, and our professionalism code requires that students at OCOM be willing to do the same.

Students who find that they have issues or difficulties with how individual faculty members approach the process of instruction in the classroom should always rely on the appropriate channels to communicate their concerns — specifically, the formal faculty and course evaluation process.

### **2.C.2 Ability to accept criticism in a mature and appropriate way**

The virtue of humility is repeatedly and approvingly noted by many traditional Taoist and Confucian sources. And the ability to acknowledge one's "novice" status is a great asset for a beginning student entering a theoretically and technically complex profession like acupuncture and Chinese medicine. This is particularly true given that most beginning students do, in fact, enter their training at OCOM with minimal pre-existing knowledge or skills in the field.

Thus, an important aspect of learning the "professional ropes" at OCOM is being able to acknowledge that one is a beginner, and willingly accept feedback and constructive criticism from others, including faculty, supervisors, and staff.

### **2.C.3 Willingness to comply with OCOM educational policies and procedures**

As an institution of higher education, OCOM has many educational policies and procedures.

Our professionalism code requires that all OCOM students, faculty and staff learn these policies and procedures, and comply with them as they apply to their particular situations.

## ***Proscribed Conduct***

The following actions constitute conduct for which students will be subject to disciplinary sanctions:

1. Intentional or reckless obstruction or disruption of teaching, research, administration, clinics, disciplinary procedures or other college activities, including the college's public service functions or other authorized activities at the college;
2. Theft or malicious damage to college property, or the property of any other person when such property is located at the college;
3. Unauthorized entry into or use of the college's facilities, including buildings, desks, files, equipment, etc;
4. Illegal use, possession or distribution of drugs or alcohol on college premises, and attending class or clinic while under the influence of illicit drugs or alcohol. The consumption, possession, or distribution of alcoholic beverages or illicit drugs or the possession of weapons/firearms at OCOM is prohibited. Note: Illicit drugs in this context include marijuana. Please note OCOM's program concerning substance abuse for students, faculty and employees. *Alcohol may be provided at certain college functions; prior approval by the President or a designee is required.*
5. Academic cheating, including plagiarism in any form; copyright infringement; knowingly providing false or misleading material information to the college; or forgery, alteration or unauthorized use of college documents, records or identification;
6. Unauthorized possession of keys to college facilities including buildings, desks, files, equipment, etc;

7. Failure to comply with published clinic and academic policies and regulations;
8. Failure to comply with dress, appearance, and professional standards of behavior as may be set by the college;
9. Unlawful conduct involving moral turpitude or the illegal practice of any of the healing arts. Students should note that it is a felony in Oregon to practice acupuncture without a license, and that this prohibition is extended to any acupuncture needling outside of the formal, supervised educational format.
10. Physical, sexual or verbal abuse, intimidation, discriminatory harassment, or personal harassment. This includes discriminatory, harassing, bullying or threatening statements or information posted on social media.
11. Deliberate or careless endangerment of others;
12. Deliberate incitement of other students to commit serious rule violations or to commit grievous acts;
13. Tampering with the building alarm system or any other safety equipment;
14. Failure to comply with the lawful directions of college officials.

## *Disciplinary Procedures*

### **Notice**

Any notice to a student, required under disciplinary proceedings, shall be hand-delivered or mailed by certified mail.

### **Allegations of Misconduct – Investigation**

Any student, faculty or staff member of OCOM may present an allegation to the appropriate academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) that a student has been engaged in proscribed conduct and/or has violated the Code of Professional Conduct. The student shall be notified of the allegation(s) and charges, and the college will investigate the facts underlying the allegation. The investigation shall include contact with the student that allows the student to present written and/or oral explanation of the facts and circumstances underlying the alleged conduct. All physical evidence, written statements, and notes of oral statements taken in any investigation shall be placed into and kept in a case file relevant to the matter. If the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) does not find probable cause to believe that conduct constituting a violation of this code has occurred, the charge shall be dismissed, with a written finding of lack of probable cause. The finding of dismissal shall be placed in the case file, with copies delivered to the student and the complaining party.

### **Findings**

If the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) finds probable cause to believe that more likely than not misconduct occurred, they will further investigate the allegation. This investigation may include gathering additional written statements, contact with the student or gathering of additional evidence. At the conclusion of their investigation, the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) shall find, by clear and convincing evidence, one of two possible outcomes:

- that such conduct constituting a violation occurred;
- or that it did not occur, and thus they shall document appropriate written findings and conclusions.

In either event, these written findings shall be retained in the student's academic records file.

The academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) may informally decide the outcome of relatively minor violations as outlined below. More serious violations require a formal hearing as described under Hearings.

If the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) finds that a violation occurred and it may require the imposition of a sanction, they shall, after written findings have been made, investigate all circumstances relevant to a sanction, including disciplinary record of the student.

The academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) shall then record and file all the results of this subsequent investigation in the student's academic records file. The Dean (Dean of Master's Studies or Dean of Doctoral Studies) will arrange a one-on-one meeting with the student to discuss these findings, as follows:

- Present the allegation
- Hear the explanation, admission, and/or denial of the alleged act of misconduct by the accused student
- Discuss the seriousness of the alleged act of misconduct, the implications, and the process for resolution of the allegation
- Inform the student of the probable remediation plan previously determined by the Dean, for the alleged misconduct

Following this meeting, the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) may impose any of the following sanctions:

- Counseling
- Guidance
- Oral or Written reprimand

### **Hearings**

If the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) believes that a more serious sanction may be warranted (e.g. academic probation, involuntary leave of absence, suspension), the process will proceed as follows:

- The Dean will convene a Hearing Board, composed of three or more members of the Academic Steering Committee
- The Dean will duly submit to this body all relevant documents and records.
- The Hearing Board will conduct a formal hearing for these more serious violations and determine appropriate sanctions
- The student will be notified in writing of the hearing time and date and is expected to be in attendance. The student may elect to have an advocate of their choosing to serve as a silent support during the hearing. This advocate may not be a potential witness.
- The academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) will not participate in this specific hearing process, nor be involved in the determination of any Hearing Board sanction
- The Hearing Board will deliberate and deliver to the student their hearing decision within 10 calendar days

### **Appeals**

The academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) will deliver to the student in writing the results of the one on one meeting or Hearing Board decision. If a violation was found and a sanction imposed by the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) or the Hearing Board, the student will be informed that they have a period of 10 calendar days in which to appeal the findings and sanction directly to the Vice President of Planning and Operations (VPPO). The appeal must be in writing and must also be presented in person to the VPPO at a meeting to be arranged within 10 calendar days of receipt of the written appeal. Students have the right to be accompanied by an advocate of their choosing to serve as a silent support during

the the presentation of this appeal. The decision of the VPPO regarding the appeal is final.

Appeals may lead to modification of discipline only if based upon one or more of the following criteria:

- Failure of the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies), and/or the Hearing Board to follow the procedures set forth in this handbook
- Lack of substantial evidence to support a finding of a violation of the conduct code
- The imposition of a sanction that is out of proportion to the proven misconduct

A written decision will be hand-delivered to the student or mailed by certified mail within 10 working days following the presentation of any appeal.

If the appeal authority (VPPO) finds that there is substantial merit to the appeal, the academic program Dean (Dean of Master's Studies or Dean of Doctoral Studies) will be directed to reinvestigate the situation. Upon finding a lack of evidence to support a finding of a violation of the conduct code, the appeal authority (VPPO) will dismiss the charge and revoke the original sanction. They may also adjust the original sanction, which may include the imposition of a lesser or greater sanction. In all cases, the outcome of the appeal will be retained in the student's academic records file.

### **Permissible Disciplinary Sanctions**

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Professional Conduct or engaging in any Proscribed Conduct. Sanctions may be imposed separately or in conjunction with any other sanction(s). Additional or alternative sanctions may be imposed as deemed appropriate to the offense with the approval of the academic program Dean or designee.

- **Reprimand/Warning** – A reprimand/warning will be a written sanction warning that future conduct, which violates the proscriptions of the Code of Conduct or Code of Professional Conduct, may result in consideration of increasingly severe sanctions. The official copy of this reprimand shall be kept by the registrar in the student's official file throughout a student's tenure, and until one year after the student has graduated from, or otherwise permanently left OCOM.
- **Restitution** – Restitution may be sanctioned in cases involving damaged, stolen or misappropriated property (including money). This could include situations such as failure to return a reserved space in proper condition. This is not a fee/fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.
- **Counseling** – The sanction letter will identify the specific ends to be achieved as a result of counseling, and the time period within which these ends are to be realized.
- **Community Service** – A student may be required to complete a specific supervised college or community service. Community Outreach hours will not be issued for any sanctioned community service.
- **Confiscation of Prohibited Property** – Items whose presence is in violation of OCOM policy will be confiscated and will become property of the college. Prohibited items may be returned to the owner at the discretion of the academic program dean (Dean of Master's Studies or Dean of Doctoral Studies) or Hearing Board.
- **Loss of Privileges** – A student will be denied specified privileges for a designated period of time.
- **Behavioral Contract** – This pertains to required activities including, but not limited to, seeking academic counseling, professional development advising, mental health counseling, substance abuse assessment and/or counseling, writing a letter of apology, etc.
- **Educational Program** – Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student was found responsible. Audience may be restricted and reason for participation will not be advertised.

- **Eligibility Restriction** – This sanction deems a student “not in good standing” with the college for a specific period of time. During this time, the student has specific limitations or exceptions in place that restricts the ability to represent the college. This conduct sanction may include, but is not limited to, the following: Ineligibility to hold any office in any student organization recognized by the college, or hold an elected or appointed office at the college; or Ineligibility to represent OCOM to anyone outside the college community in any way including: presenting community outreach opportunities, attending non-required conferences, representing the college in official capacity at a function or gathering, etc.
- **Exclusion from Campus** – A written notice issued as a means of intervention to direct disruptive persons away from parts of or the entire campus, and to provide protection, safety, and security for the welfare of the students, faculty, staff, and guests of OCOM.
- **Disciplinary or Academic Probation** – This sanction permits the student to remain at OCOM only upon condition that the student avoids further conduct that violates the Code of Professional Conduct and/or the Proscribed Conduct. In appropriate cases, additional conditions of probation may be imposed when the circumstances of the student’s misconduct do not warrant suspension. A probationary period will be delineated. If a student is found to violate the Code of Professional Conduct and/or the Proscribed Conduct while on probation, the student may face suspension or expulsion.
- **Clinical Probation** – Clinical probationary status allows a student an opportunity to correct behaviors that have been identified as being problematic. If, after a specified period of time, the student has demonstrated improvement, the academic program Dean or the Associate Dean of Clinical Education may elect to remove the student from clinic probation. If, after the initial probationary period, the student has not demonstrated improvement, the academic program Dean or the Associate Dean of Clinical Education may elect to either extend the student’s probation for an additional specified period of time or to suspend the student from clinic. In the circumstances of probation, OCOM’s absence policy still applies.
- **Clinical Suspension** – Clinical suspension is an involuntary removal from all clinical rotations, patient care, or contact. During the clinical suspension, the student will be referred through the conduct hearing process, which could include additional sanctions, including but not limited to, suspension. In the circumstances of clinical suspension, OCOM’s absence policy still applies.
- **Interim Suspension** – This sanction imposes actions that can include separation from the institution or restriction on participation in the community for no more than 10 business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Professional Conduct and/or the Proscribed Conduct, or is exhibiting a serious threat to harm others. A student who receives an interim suspension notification may request a meeting with the academic program Dean or designee to discuss the reason(s) and terms for the interim suspension. This meeting does not supersede the conduct hearing process. During an interim suspension, a student may be denied access to the OCOM campus/facilities/events and the OCOM clinics. This restriction may also include classes, college activities, and/or privileges for which the student might otherwise have been eligible. At the discretion of the academic program Dean, and in collaboration with and approval from the appropriate faculty, alternative coursework options may be allowed to minimize some impact on the student’s academic progress.
- **Suspension** – Suspension is an involuntary leave of absence from OCOM and terminates the student’s rights and privilege at the college. Suspensions take effect immediately and may include the current term of enrollment. During the suspension period, the student is banned from college property, OCOM clinics, functions, events and activities. This sanction may be enforced with a trespass action as necessary. Eligibility to return from a suspension or re-apply to OCOM may be contingent upon satisfaction of specific conditions noted at the time of suspension. If



the suspension is for one (1) calendar year or more, reapplication for admission is required. Re-admittance is considered by OCOM, based upon consideration of the nature of the underlying incident and the circumstances of the student's actions since suspension, relevant to the ability for re-admittance to contribute to the OCOM community without detrimental behavior. The student, in addition, will need to comply with all admissions procedures and requirements established by OCOM, including applying for admission. If sanctions are imposed as a condition of readmittance, the student must also comply with any stipulations of that sanction before re-applying to OCOM. Re-admission to OCOM is not guaranteed. If a student is readmitted to the college, the student is placed on disciplinary probation for the remainder of their OCOM career. Upon suspension, fees will be refunded in accordance with the refund schedule.

- **Dismissal** – Dismissal terminates the individual's rights and privileges as a student of OCOM permanently. The individual may not apply for re-admittance to OCOM. The student is banned from college property, functions, events and activities. This sanction will be noted as a Conduct Dismissal on the student's official academic transcript.

When students are exonerated from charges related to alleged violations of the student conduct code, all case materials are expunged from student records within 10 working days of case closure.

Students who believe that due process has not been followed in a matter of policy or discipline may contact:

Oregon Office of Degree Authorization  
Higher Education Coordinating Commission  
775 Court St. NE  
Salem, Oregon 97301

or

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone 952-212-2434; fax 952-657-7068

*NOTE: Discriminatory harassment, sexual misconduct, and retaliation issues will be investigated and adjudicated according to OCOM's Discriminatory Harassment, Sexual Misconduct and Retaliation Policy.*

## ***Campus Participation and Behavior Guidelines***

### 1. Appropriate input into OCOM programmatic feedback systems

OCOM believes that thoughtful, regular attention to feedback and evaluation represents an essential aspect of professionalism for all members of the college community, not least students. Specifically, we believe that participating appropriately in these systems represents appropriate behavior. This is true because the quality of education, and therefore the quality of the patient care that is ultimately provided by OCOM students and graduates, is optimized through this kind of engaged participation.

This emphasis represents a more demanding approach to the process of evaluation and assessment than is true for most post-secondary educational settings, and it may appear surprisingly "strict" to incoming students. Nevertheless, we believe that engaged participation by students, faculty, staff and other stakeholders in the college's feedback systems is crucial to achieving the college's mission, and in particular to achieving our goal of providing quality patient care. Conversely, failure to participate in these evaluation systems hinders the process of quality improvement.

### 2. Avoidance of smoking and substance abuse

As an institution committed to the transformation of healthcare, OCOM believes that "setting a good example" is characteristic of professionals with high ethical integrity. Consequently, OCOM strongly discourages all members of the college community from smoking and using drugs of abuse. ***Use of***

***marijuana in any form is prohibited on campus and alcohol consumption is also prohibited on campus unless specifically approved by OCOM administration for a special event.***

### 3. An attitude of conscientious engagement

Students who enroll at OCOM have made the conscious, voluntary choice to pursue a professional career, and therefore, indirectly, the norms of professionalism associated with the field in general and OCOM in particular. Among the most important expectations we have of all students in this regard is that they demonstrate their professionalism by showing a high level of conscientious and enthusiastic engagement with their studies.

This means not only “showing up” for class regularly and completing assignments in a timely fashion, but also the demonstration of appropriate levels of participation in class and clinic settings, when working with faculty and peers.

### 4. Ability to be punctual, adhere to attendance policies, and show appropriate time management skills

Punctuality and time management skills are essential aspects of professionalism. We expect all OCOM students to demonstrate these qualities throughout their training. Faculty pay close attention to attendance and timeliness in classroom and clinical situations.

### 5. Appropriate articulation of complaints

At OCOM we provide numerous avenues for students and other members of the community to provide feedback on our educational systems, policies, and procedures. An important aspect of professionalism is demonstrating the ability to “work appropriately within the system” to deal with challenging situations. With this in mind, our expectation is that any complaints will always be articulated in respectful and courteous ways, and that they will be directed through appropriate channels, using established policies and procedures.

### 6. Appropriate Deportment and Appearance

Professionalism in the healthcare world implies careful attention to appearance, and also to how one behaves and “carries oneself” (deportment). This is also true in educational settings that train health care professionals, particularly in settings where patients will be regularly encountered. This section outlines OCOM’s expectations in this regard.

## **ON CAMPUS**

### A. Professional Deportment

We expect all members of the OCOM learning community to behave with professional demeanor and deportment at all times. This includes paying careful attention to one’s general “attitude” -- including developing an awareness of the effect one’s attitude has on peers, colleagues, patients and teachers. Gestures and styles of physical expression also need to be monitored, as do styles of interaction and communication. OCOM also expects all members of the college community to carefully regulate the content of speech to ensure that it remains appropriate to a professional health care context at all times.

### B. Appearance

Professional attire is generally required of all administrative staff and faculty while working at OCOM. The college does not maintain a dress code for students outside of clinic. However, casual professional dress is usually preferable for students when on campus, simply because clinic patients are often encountered in the vicinity (and well groomed students create a good impression!). Even if professional dress is not worn on campus, our professionalism guidelines do require that students pay attention to personal grooming and appearance at all times.

**PATIENT CARE SETTINGS** (including Observation Theater, Observation) – Please see the Clinic Dress Code in the *Clinical Studies Handbook*.

### **OFF CAMPUS**

When representing OCOM at any off-campus location or event (e.g., a student participating in a community outreach experience, or a faculty member giving a guest lecture), participants should always remain aware that they are acting as representatives of the college, and in this role they are to a greater or lesser extent reflecting OCOM's level of professionalism to the wider world. In such situations, professional attire is usually appropriate.

## **Student Grievance Policy**

### **Academic Grievances**

This policy does not apply to Code of Conduct violations, nor is it an appeal or process to supersede the Code of Conduct. In cases of sexual harassment, sexual assault or sexual discrimination, please refer to those policies for appropriate procedures. OCOM has both informal and formal mechanisms in place to resolve student concerns about faculty and staff.

#### ***Informal Process***

The informal process includes three steps:

1. Students with an academic grievance about a specific faculty or staff member have the responsibility to discuss thoroughly their complaint with that faculty or staff member.
2. In the case that the student and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the appropriate supervisor and the student may meet if all parties agree.
3. If a student believes that their grievance was not resolved satisfactorily by steps 1 and 2, the student is encouraged to submit the grievance in writing to the Dean of Master's Studies. The Dean will meet with the student in question, gather any additional information needed, and if possible, attempt to resolve the situation informally.

#### ***Formal Process***

If at the conclusion of an informal process the student still believes that the grievance has not been satisfactorily resolved, the student can request that the grievance be brought to a Hearing Board appointed by the Dean of Master's Studies. The Board will consist of no fewer than three members which shall include faculty and staff and the appropriate department chair/associate dean.

To initiate a formal grievance, the student should within 30 days of conclusion of the informal process submit the following documentation to the Dean of Master's Studies:

- The grievant's name, address, email address and phone number
- A full description of the situation
- A description of the efforts which have been made to resolve the issue informally, if any
- A statement of the requested remedy

Once convened upon the basis of a formal request, the Hearing Board will take the following steps:

- Conduct an immediate inquiry to determine if there is reasonable cause to call a full investigation of all parties involved;
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- May meet with the student who filed a grievance to finalize their statement
- Commence an investigation plan which may include calling witnesses, reviewing evidence and



interviewing the responding faculty or staff member and the student who filed the grievance. Complete the investigation within a reasonable timeframe

- Provide a summary report at the completion of the investigatory process
- If the academic grievance demonstrates need for any disciplinary action for faculty or staff, prepare a statement of findings for the immediate supervisor of the faculty or staff named in the grievance on the basis of the initial inquiry;

All proceedings of a Hearing Board shall be kept confidential and not noted in the student's permanent record.

### ***Participation of Advocate in the Grievance Process***

All parties are entitled to an advocate of their choosing to serve as a silent support during any hearing board proceedings. People who will be called as witnesses may not serve as advocates.

### ***Appeal***

Within 10 calendar days of receiving the determination from the Hearing Board, the grievant or the party against whom the grievance is directed may appeal the determination. To appeal, the student must file a written request for review with the Vice President of Planning and Operations (VPPO). The written request for appeal must be based on the grounds of improper procedure, or new evidence that was unavailable at the time of the grievance investigation. The VPPO may reopen, revise or uphold the decision, depending upon the presentation of new evidence or determination of improper procedure.

If the student is not satisfied that the college has adhered to policy or been fair in its handling of the grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine:

ACAOM  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone 952-212-2434; fax 952-657-7068

## **Non-Academic Grievances**

This policy does not apply to Code of Conduct violations, nor is it an appeal or process to supersede the Code of Conduct. In cases of sexual harassment, sexual assault or sexual discrimination, please refer to those policies for appropriate procedures. OCOM has both informal and formal mechanisms in place to resolve student concerns about faculty and staff.

### ***Informal Process***

The informal process includes three steps:

1. Students who have a non-academic grievance about a specific faculty or staff member have the responsibility to discuss thoroughly their complaint with that faculty or staff member.
2. In the case that the student and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the appropriate supervisor and the student may meet if all parties agree.
3. If a student believes that their grievance was not resolved satisfactorily by steps 1 and 2, the student is encouraged to submit the grievance in writing to the Dean of Students or Human Resources as appropriate. The individual receiving the complaint will meet with the student in question, gather any additional information needed, and if possible, attempt to resolve the situation informally.

### ***Formal Process***

If at the conclusion of an informal process the student still believes that the grievance has not been satisfactorily resolved, the student can request that the grievance be brought to a Hearing Board appointed by the Dean of Students. The Board will consist of no fewer than three members which shall include faculty and staff.

To initiate a formal grievance, the student should within 30 days of conclusion of the informal process submit

the following documentation to the Dean of Students:

- The grievant's name, address, email address and phone number
- A full description of the situation
- A description of the efforts which have been made to resolve the issue informally, if any
- A statement of the requested remedy

Once convened upon the basis of a formal request, the Hearing Board will take the following steps:

- Conduct an immediate inquiry to determine if there is reasonable cause to call a full investigation of all parties involved;
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- May meet with the student who filed a grievance to finalize their statement
- Commence an investigation plan which may include calling witnesses, reviewing evidence and interviewing the responding faculty or staff member and the student who filed the grievance. Complete the investigation within a reasonable timeframe
- Provide a summary report at the completion of the investigatory process
- If the academic grievance demonstrates need for any disciplinary action for faculty or staff, prepare a statement of findings for the immediate supervisor of the faculty or staff named in the grievance on the basis of the initial inquiry;

All proceedings of a Hearing Board shall be kept confidential and not noted in the student's permanent record.

#### ***Participation of Advocate in the Grievance Process***

All parties are entitled to an advocate of their choosing to serve as a silent support during any hearing board proceedings. People who will serve as witnesses may not serve as advocates.

#### ***Appeal***

Within 10 calendar days of receiving the determination from the Hearing Board, the grievant or the party against whom the grievance is directed may appeal the determination. To appeal, the student must file a written request for review with the Vice President of Planning and Operations (VPPO). The written request for appeal must be based on the grounds of improper procedure, or new evidence that was unavailable at the time of the grievance investigation. The VPPO may reopen, revise or uphold the decision, depending upon the presentation of new evidence or determination of improper procedure.

If the student is not satisfied that the college has adhered to policy or been fair in its handling of the grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine:

ACAOM  
8941 Aztec Drive  
Eden Prairie, MN 55347  
Phone 952-212-2434; fax 952-657-7068

#### **Discriminatory Harassment, Sexual Misconduct and Retaliation Grievances**

Students with a grievance that involves discriminatory harassment, sexual misconduct, or retaliation about a specific student, staff or faculty member are directed to bring the grievance to the Title IX Coordinator. Refer to the full Discriminatory Harassment, Sexual Misconduct and Retaliation policy details elsewhere in this Student Handbook..

## **Make-up One-Day Course Policy and Procedures**

Students who are absent for any one-day course (e.g., Biochemistry) are required to make up the course by watching a video recording or listening to an audio recording of the presentation. Students are required to take detailed notes that will be submitted to the college as verification that the student has reviewed the entire course presentation. Students will also need to submit a one page typed commentary on the video or audio presentation; this can include summary, critique, relevance, quality of presentation, etc.

In addition, students must complete any assignment, quiz or test required by the instructor of the one day course as outlined on the syllabus. Quizzes and tests for these courses are generally open-book but are to be completed independently (i.e., not in collaboration with other students).

## **Make-up Pre-Internship Clinic Shift Policy and Procedures:**

**\*\* Note:** For the complete make up shift policy, please see the OCOM Clinical Studies Handbook. This listing below is a condensed version.

Anytime a student misses a Pre-Internship Clinical Studies (PICS) shift or the shift is cancelled, students must make up the hours by scheduling a make up shift through the Registrars Office. If clinic shifts are cancelled due to school closures from holidays, inclement weather, or a supervisor absence, students may schedule a make up shift to be worked during the quarter. If a student misses a clinic shift due to illness or emergency and has documentation of a physician's visit, students may petition for an excused absence through the Associate dean of Clinical Education. If approved, they may then schedule a make-up shift to be worked during the quarter. All other missed shifts must be made up during Break Week which is generally the first Monday-through-Wednesday after the quarter ends. The Registrar's Office will send an email communication to all students for Break Week schedule sign ups in advance.

PICS courses are: Clinical Observation Theater IA and IB (96 hrs), Clinical Observation Rounds IIA and IIB (72 hrs), Herbal Medicinary Practicum (48 hrs), Asian Bodywork Clinic (72 hrs), and Clinic Trainee I, II, and III (144 hrs). Students are required to have completed 432 Pre-Internship Clinical hours before they can begin internship.

## **Make-up / Re-take Exam Policy and Procedures**

Students are expected to take quizzes, tests, and exams at the time that they are given. Being prepared for an exam is the responsibility of the student; being unprepared is not an acceptable reason for missing an exam. It is the student's responsibility to contact their instructors the day of an exam or quiz in the event of illness or emergency. In these cases, students should also contact their instructors to request an arrangement for exam make-ups. Making-up and/or re-taking of written exams, midterms, finals and comprehensive exams are arranged with the Associate Registrar (Room 206) and with the approval of the faculty. Such exams are administered and monitored at specified times and places on campus. Students should make an appointment at least three days in advance of their desired test date.

Make-up of practical exams that require faculty, live models, etc. will be arranged by the faculty member for the course. The faculty member will inform the students of the time and place of such make-up exams.

There is a \$50 fee for each make-up exam, comprehensive exam, challenge exam or re-take exam.

Make-up of quizzes should be arranged between the faculty member and the student. If arranged, with faculty approval, through the Associate Registrar, the \$50 make up fee will be charged to the student's account. Faculty may indicate on their syllabus "no make-up" for quizzes.

Students may not take a test in a class section other than the one they are enrolled in without prior permission of the faculty.

## **Involuntary Leave of Absence for Medical Reasons Policy**

The college strives to ensure that all students can fully participate as members of the college community. When a student's behavior associated with a medical condition interferes with college operations, however, the college may require that the student take a leave of absence to ensure the health and safety of the student or others, or to ensure the proper operation of the college. This policy sets forth the circumstances under which the college will require a medical leave of absence. The policy creates two types of leave: Involuntary Medical Leave and Interim Emergency Leave. Interim Emergency Leave is temporary, but may be extended into Involuntary Medical Leave. This policy is independent and separate from the Code of Professional Conduct and Proscribed Conduct, and nothing in this policy precludes the college from taking appropriate disciplinary action under these Codes for violations of college expectations.

### *PROTOCOL*

#### **Involuntary Medical Leave**

1. Consideration for Involuntary Medical Leave: The college may start the process for possible Involuntary Medical Leave if the Dean of Students or a designee determines that a student's behavior:
  - a. suggests that the student might create a risk to the safety of the student or others; or
  - b. suggests a risk that the educational and other activities of the college may be substantially disrupted.
2. Process to Determine Whether Involuntary Medical Leave is Required:
  - a. If a college faculty or staff member believes that a student's behavior might create a risk to the health and safety of the student or others, or the behavior substantially disrupts the educational and other activities of the college, the faculty or staff member must, through his or her regular supervisory channels or directly, report the behavior to the Dean of Students or designee.
  - b. When an involuntary leave is under consideration, the Dean of Students or a designee will confer as feasible and when appropriate with any of the following individuals or their designees regarding the need for a leave of absence: the Director of Campus Safety, the appropriate academic program dean (Dean of Master's Studies, Dean of Doctoral Studies) or such other individuals as may be appropriate in a particular matter. The Dean of Students or his or her designee may require a mental or physical assessment from an appropriately trained health professional if he or she believes it will facilitate a more informed decision. The college will consider the student's choice of an appropriately trained health professional but retains the right to require an independent assessment.

As soon as practicable and so long as the college does not believe doing so will increase any health or safety risk to the student or others, the college will notify the student that the college is considering requiring an assessment from an appropriately trained health professional. If the student is required to undergo an assessment, the Dean of Students or designee will notify the student that he or she must undergo an assessment and might be placed on Involuntary Medical Leave.

The student may provide the Dean of Students or designee with any information that the student believes is relevant to the possibility of required Involuntary Medical Leave. The student must agree to authorize the health professional performing the assessment to release the assessment to the Dean of Students or designee. The college will comply with laws and college policies concerning the confidentiality of this health information.
  - c. The health professional performing the individualized assessment of the student must evaluate the following factors using reasonable medical judgment, based on the most current medical knowledge and the best available objective evidence:

- i. the nature, duration, and severity of any risk posed by the student to the health and safety of the student or others;
- ii. the probability that potential injury will actually occur;
- iii. the nature, duration, and severity of potentially reoccurring behaviors that substantially disrupt the educational and other activities of the college;
- iv. the probability that substantially disruptive behaviors will occur; and
- v. whether any reasonable modifications of policies, practices, or procedures or other reasonable accommodation, such as required counseling or other treatment, will sufficiently mitigate any risk or disruptive behavior.

The health professional performing the assessment and the Dean of Students or designee, may consult with one another concerning potential reasonable modifications or accommodations.

- d. The health professional performing the individualized medical assessment will provide a written report to the Dean of Students or designee addressing the factors in Section 2(c), and addressing any other information that the health professional believes is relevant to whether the student creates a risk to the health and safety of the student or others, or a risk of substantially disruptive behavior.
- e. Within seven calendar days after receipt of the written report if an assessment is required, or notice to the student of the possibility of involuntary leave if no assessment is required, the Dean of Students or designee will make a decision concerning whether the student must take Involuntary Medical Leave, or if other mitigations of risk are required. The Dean of Students may consult with the Director of Campus Safety, the appropriate academic program dean (Dean of Master's Studies, Dean of Doctoral Studies), or such other individuals as may be appropriate in a particular matter before making the decision. The Dean of Students must consider the assessment report, if one was required, must consider any relevant information provided by the student, and must evaluate the factors outlined in Section 2(c) in making the decision.
- f. The Dean of Students or designee will notify the student in writing of the decision and, if Involuntary Medical Leave is required, any conditions for readmission. Conditions will be reasonable and based on an individualized assessment of the actual risk posed by the student. The college may also require other neutral, nondiscriminatory readmission requirements that are the same as they would be for any other student on a leave of absence. If the college requires Involuntary Medical Leave, the Dean of Students or designee will notify the Registrar, the appropriate academic program dean (Dean of Master's Studies, Dean of Doctoral Studies), and the Director of Financial Aid.

### 3. Effect of Involuntary Medical Leave and Conditions of Reenrollment

To re-enroll, the student must apply in writing to the Dean of Students at least four weeks in advance of the quarter in which he or she wishes to return. The student must demonstrate compliance with any conditions for reenrollment that were specified in the student's letter under section 2(f) or otherwise required of nondisabled students, and provide the Dean of Students with evidence that the student has met the outlined conditions.

In addition, the reenrollment request must include (a) a description of the student's attempts to resolve the issues that led to the Involuntary Medical Leave; (b) evidence of the student's readiness to return, such as letters from individuals from whom the student received care or from employers; and (c) permission for Dean of Students to consult with health care providers from whom the student received treatment, and the providers' contact information.

If the student has been placed on Involuntary Medical Leave more than once, the request for reenrollment and supporting information should also specifically address the student's past history, including any evidence that the student has taken steps to reduce the risk of reoccurrence of

the behavior that led to the leave of absence and evidence, including medical evidence, that the student is presently able to meet the college's requirements.

After the reenrollment request has been provided to the college, the student must meet with the Dean of Students before reenrollment so the Dean of Students may assess the student's compliance with any reenrollment conditions and evaluate any issues arising out of the student's submission.

The Dean of Students or designee will assess a student's request for reenrollment in consultation with the appropriate academic program dean (Dean of Master's Studies, Dean of Doctoral Studies).

The Dean of Students or designee will notify the student in writing of the decision regarding reenrollment. If reenrollment is permitted, the Dean of Students or designee will advise the Registrar, the appropriate academic program dean (Dean of Master's Studies, Dean of Doctoral Studies), and the Director of Financial Aid.

#### 4. Appeal From a Decision to Require Involuntary Medical Leave

A student may appeal the college's decision to require Involuntary Medical Leave or to deny reenrollment if the student believes the factual information on which the college relied was not accurate or does not support the decision. An appeal must be in writing, addressed to the Vice President for Communications and Academic Services and be submitted within 10 calendar days of the decision. The Vice President may take any steps that he or she deems appropriate to decide the appeal and will issue a decision to the student in writing within 10 calendar days of receiving the appeal. The college may implement or enforce its decision even where an appeal is pending.

### **Interim Emergency Leave**

#### 1. Consideration for Interim Emergency Leave

If a college faculty or staff member reports a student's behavior to the Dean of Students or designee, and the Dean of Students or designee determines that the student's behavior poses an immediate risk of substantial disruption to the educational and other activities of the college or an immediate risk to the health and safety of others or to the student, the Dean of Students or designee may require an immediate Interim Emergency Leave pending completion of the Involuntary Medical Leave process.

The Dean of Students or designee will make an effort to meet with the student before requiring Interim Emergency Leave pending evaluation for Involuntary Medical Leave. The Dean of Students or designee will provide the student written notice of Interim Emergency Leave, although such notice may, when necessary, be provided after verbal notice of required Interim Emergency Leave.

The Dean of Students or designee may restrict the student's access to any or all of the college's program, services, and facilities, pending a final decision concerning Involuntary Medical Leave, including academic programs, and other nonacademic activities. Any such restrictions will be in the written notice.

#### 2. Appeal of Interim Emergency Leave

If the process to determine whether to require Involuntary Medical Leave is not completed within three business days following imposition of Interim Emergency Leave, a student may appeal the college's decision to require Interim Emergency Leave by writing to the Vice President for Communications and Academic Services. The Vice President may take any steps that he or she deems appropriate to decide the appeal and will issue a decision to the student in writing within three business days following the Vice President's receipt of the appeal.

### *CONFIDENTIALITY*

The college will comply with laws and college policies concerning the confidentiality of information related to this policy.



## Leave of Absence and Withdrawal Policy

Any student in good standing (that is, without unresolved academic, financial, or disciplinary issues or commitments) may apply for a formal leave of absence for up to four quarters, during which time the student is entitled to readmission without reapplying. A student on leave of absence for longer than four quarters who wishes to reenter the master's program may be asked to reapply to OCOM under the admissions policies that are in effect. The student may also be asked to complete a required review of courses already completed at OCOM.

A student on academic probation or with incomplete coursework may request a leave of absence. If granted, such a leave may specify requirements for returning to the program.

A student requesting a leave of absence due to medical/health/mental health concerns may be asked to provide documentation from a physician to return to the program. This documentation must indicate that the student is fit to return to the demands of the program.

Forms to begin the leave of absence procedure or to withdraw are available from the Dean of Students' office in the Student Services Suite and must be approved by the Dean of Master's Studies. Any tuition refunds or remaining financial obligations to the college will be determined on the basis of the date of application for leave of absence.

Students may initiate the leave of absence or formal withdrawal from OCOM by meeting with the Dean of Students. In addition, any student who fails to register for any quarter will be considered by the college to have withdrawn. Students who have withdrawn from the program must apply for readmission.

## Satisfactory Academic Progress Policy

All students attending OCOM are required to demonstrate Satisfactory Academic Progress (SAP) toward their educational program. Failure to maintain SAP will result in the disqualification from federal student aid programs at OCOM. The Satisfactory Academic Progress policy of the Office of Financial Aid at OCOM is explained below.

### SAP Policy Elements:

#### *Qualitative component*

- Three-calendar-year (36-month) enrollment plan: Students must complete 100 percent of the required credits attempted to remain in the 36-month enrollment plan. Students who do not complete all credits will be shifted to the 48-month/four-calendar-year enrollment plan and remain in good standing for Satisfactory Academic Progress.
- Four-calendar-year (48-month) enrollment plan: Students must complete 75 percent of credits attempted to remain in good standing for Satisfactory Academic Progress.
- Half-time students must complete 75 percent of credits attempted to remain in good standing for Satisfactory Academic Progress.

#### *Quantitative component*

- "Pace" of progression (cumulative earned credits divided by cumulative attempted credits): OCOM students must maintain a cumulative pace of 75 percent. That is, 75 percent of all attempted credits must be passed to maintain SAP.
- "Maximum time frame" (maximum length of time to complete program) is eight years
  - Students must complete all required courses with a grade of "P" or "H" (see grading system). A grade of "I", if not resolved in the required timeline, is converted by the Registrar to a permanent "I". Any required course with a permanent "I", "F" or "W" must be re-taken for credit according to the modified academic plan created by the academic advisor.
  - All transfer credits accepted for transfer are counted as both attempted and earned for the quantitative SAP component.
  - Students in the 36-month program are required to complete all first-year classes before second-year classes can be taken, and all second-year classes before commencing clinical internship. Students in

all other enrollment plans take specific classes in a prerequisite order as determined by the Dean of Master's Studies. Individual student plan requirements may be adjusted on a case-by-case basis.

- If a student fails a class during the period of their clinical internship or fails to resolve an incomplete within the prescribed time frame, the student's clinical internship may be suspended until that class has been successfully completed.

Students who fail to meet SAP standards will be notified by the Office of Financial Aid and will be placed in a Financial Aid Suspension. Students may submit an appeal for reinstatement of financial aid eligibility to the Director of Financial Aid. The SAP appeal must address why the student failed and what has changed in the student's situation that will allow the student to meet SAP at the next evaluation. A student who successfully appeals will then be placed in Financial Aid Probation until their SAP issue has been resolved or they have successfully met the requirements of their academic plan.

## **Temporary Health Issue – Course Modification Request Policy**

Temporary modifications to course work may be requested in cases when the health condition is expected to last fewer than six months. Students requesting temporary modifications to participation in course work at OCOM due to health reasons should follow the procedure outlined below:

1. Pick up and complete a Temporary Health Issue – Course Modification Request Form and an Authorization to Disclose Protected Health Information Form. These forms are stapled together and can be found in the rack of forms located just outside the door to the Student Services Suite on the second floor.
2. Submit the following to the Assistant Dean of Master's Studies:
  - A. Temporary Health Issue – Course Modification Request Form
  - B. Authorization to Disclose Protected Health Information Form
  - C. Documentation of your medical condition/reason for requesting a modification
    - i. Documentation must include:
      - a. Student's name
      - b. A diagnostic statement identifying the condition
      - c. A description of the specific, current functional limitations due to the condition
      - d. Expected duration, progression or stability of the condition
      - e. The qualified professional's licensure to diagnose the condition
      - f. The qualified professional's signature and contact information
3. Make an appointment with the Assistant Dean of Master's Studies to discuss the request for temporary course modification(s).
4. After meeting with the student and reviewing documentation provided, the Assistant Dean of Master's Studies will consult with the Dean of Master's Studies to determine if a temporary course modification is required. At that point, modifications will be determined on a case-by-case basis by the Dean of Master's Studies, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. In every instance, a range of options and solutions will be considered to ensure that the student is meeting the essential requirements and expectations of the program.
5. The Assistant Dean of Master's Studies will communicate any approved course modifications directly to 1) the student and 2) the appropriate faculty.
6. Information will remain confidential except as permitted by the student expressly for providing support services to that student.
7. Please note that any arrangements made directly between students and faculty are not allowed unless first approved by the Dean of Master's Studies in order to ensure that they do not constitute a fundamental alteration of OCOM's program standards and essential requirements.
8. As these requests for course modification are, by definition, temporary (fewer than six months' duration),

the student will be required to provide updated documentation of their health status at intervals requested by the Assistant Dean of Master's Studies.

9. If the duration of the condition is longer than six months, the student may be referred to the Student Affairs Manager for Disability Access Services.

Please note that submitting a Temporary Health Issue – Course Modification Request, even with sufficient documentation, is not a guarantee that the request will be approved.

## **Financial Policies** (in alpha order)

### **Cost of Attendance Adjustments Policy**

The cost of attendance is the cornerstone of determining each student's financial aid package. The amount that a student may receive in financial aid funding is limited by their cost of attendance. The intent of this policy is to provide guidance to those students who wish to document unusual, non-discretionary expenses that are directly related to their education. If approved, an adjustment to cost of attendance will generally result in the eligibility to borrow additional Graduate PLUS Loan.

In compliance with federal regulations, the Office of Financial Aid determines a cost of attendance that includes tuition and fees, books and supplies, housing, transportation, miscellaneous personal expenses and loan fees. A student's total financial aid package, including loans, work-study, scholarships, and external resources cannot exceed the cost of attendance. Each student is provided with a copy of their cost of attendance with their financial aid award letter.

Financial aid administrators have the authority to use professional judgment to make reasonable adjustments to allowable expenses for special circumstances on an individual basis. Cost of attendance adjustments are intended for special and unusual expenses that differentiates a student from other students enrolled in the same program. Even when a cost of attendance adjustment is approved it may be limited at the discretion of the Director of Financial Aid and/or senior college administration.

Cost of attendance components that may be added or adjusted upon review of a written request and supporting documentation include: the one-time purchase of a computer (\$1,800 program limit), expenses related to a disability, major car repair (\$1,500 annual limit) and child care expenses for children 12 and younger incurred while engaged in educationally related activities. Medical and dental expenses for procedures and treatments prescribed by a medical/dental professional and deemed medically necessary and not already covered by insurance will be considered on a case-by-case basis (\$5,000 annual limit). Discretionary medical and dental procedures as well as non-prescribed medicines, supplements, and treatments will not be considered. Complementary therapies can be considered if they meet the above criteria. Other expenses may be considered on a case-by-case basis.

### **Direct Loan Promissory Note (MPN)**

OCOM chooses to use the multi-year feature of the Direct Loan MPN. Students generally sign the MPN their first year of borrowing at OCOM and the MPN is valid for 10 years. Students may cancel authorization for subsequent loans to be made under an MPN by notifying OCOM or the loan servicer in writing.

### **Outstanding Balances (Payment in full)**

Students with outstanding balances from a prior term may not register for classes for a subsequent term. For students to continue their education each quarter at OCOM, all student debts -- including, but not limited to tuition and book fees, library fines and clinic bills (including clinic bills for dependents of OCOM students) -- must be paid in full.

### **Review of Unusual Circumstances**

Students have the right to request a review of any unusual circumstances which could impact their eligibility to receive federal financial aid.

## **Satisfactory Academic Progress Policy**

All students attending OCOM are required to demonstrate Satisfactory Academic Progress (SAP) toward their educational program. Failure to maintain SAP will result in the disqualification from federal student aid programs at OCOM. See full Satisfactory Academic Progress Policy under Academic Policies, page 46.

### **General Policies** (in alpha order)

## **Campus Communication Policy**

There are multiple venues for communication on the OCOM campus, including Populi, Google docs, bulletin boards, items placed in student mailboxes, and email communication. To ensure efficient communication, students are required to maintain an assigned ocom.edu email address and calendar, and check it daily. Students are responsible for information disseminated to them via email and in their student mailboxes by administrators and faculty members.

Upon receipt of their ocom.edu email address, students are required to sign and follow the OCOM Technology Use Policy and Agreement Statement, outlining expectations and acceptable use of campus technology systems.

## **Campus Posting Policy and Procedures**

We welcome the posting of job opportunities, rentals, health related conferences and events, and other relevant community announcements. However, please note that it is inappropriate to use OCOM resources, including student mailboxes and campus cork boards and lockers, to advocate or promote any political causes. Below is the procedure for posting information on campus.

### **Posting Job or Housing Opportunities and Items for Sale**

- If you wish to advertise a job or housing opportunity or items for sale, affix them to the labeled bulletin boards in the Student Lounge on the 2nd Floor.
- When you post your items for sale or for rent, please date the item with the day you post it. Once your item is sold or the property is rented, please remove the posting.
- If you are posting events or items of student interest, please ensure they are removed after the completion of the event.

### **Procedure for Digital Flyers and Posters**

- Submit flyers or posters for the Electronic Reader Boards or Populi to the Student Services Manager, Mike Law at mlaw@ocom.edu. Include event description, time, date, location, and contact information for each flyer or poster.
- The Electronic Reader Boards are reviewed once a week. Flyers and posters will be removed from the Electronic Reader Boards at this weekly review, once the relevant date has passed.

### **Procedure for advertising activities and events on campus**

- We welcome activities and events initiated by students and student interest! Posting community event flyers is welcome on the 2nd and 3rd floor lockers, using the magnets provided.
- Flyers can also be posted in bathroom stalls or the back of the doors in the bathroom if the plastic flyer holders are already filled. If taping to the walls of the stalls or on the back of restroom doors, please roll the tape and stick it to the back of the flyer, rather than applying tape to the front corners. This helps to keep surfaces clean.
- Additionally, flyers can be posted on the bulletin boards above the drinking fountains on the 1st, 2nd, and 3rd floors. Please only post one-time events on these boards and not ongoing activities such as general club meeting times. Ongoing activity flyers should only be posted on the 2nd and 3rd floor lockers.

Non-OCOM affiliated events and activities should only be posted on the 2nd and 3rd floor lockers or on the "Student Interest" board located in the 2nd floor Student Lounge.

## Children on Campus

OCOM does not provide child care services and children are not permitted in classes unless they are a “model patient” for a particular class. Children visiting OCOM must be supervised by an adult while on campus and in our clinics. Children may not be left unattended in lounge areas, reception areas or outdoors.

## Disability Access Services Policy and Procedures

OCOM will not, because of disability, deny qualified persons access to, participation in, or the benefits of any program or activity operated by OCOM. Academically and technically qualified persons shall receive reasonable accommodations to ensure access to educational opportunities, programs and activities of the college.

The Student Services Manager is responsible for coordination of services for qualified students with disabilities. For OCOM to provide reasonable accommodations for students with disabilities, follow this procedure:

1. Pick up and complete a Disability Accommodation Request Form and an Authorization to Disclose Protected Health Information Form. These forms are stapled together and can be found in the rack of forms located just outside the door to the Student Services Suite on the second floor.
2. Submit the following to the Student Services Manager:
  - A. Disability Accommodation Request Form
  - B. Authorization to Disclose Protected Health Information Form
  - C. Documentation of your medical condition/reason for requesting an accommodation
    - i. Documentation must include:
      - a. Student’s name
      - b. A diagnostic statement identifying the condition
      - c. A description of the specific functional limitations due to the condition
      - d. Expected duration, progression or stability of the condition
      - e. The qualified professional’s licensure to diagnose the condition
      - f. The qualified professional’s signature and contact information
3. Documentation may include results of professional evaluations (e.g. psychological or learning disability assessments) and previous use of accommodations.
4. Make an appointment with the Student Services Manager to discuss the request for disability accommodations. Accommodations will be determined by an interactive process, taking into account the functional limitations of the student and the essential requirements of each course. The Dean of Master’s Studies and/or faculty members may be consulted as part of the interactive process. In every instance, a range of options and solutions will be considered to ensure that the student is meeting the essential requirements and expectations of the program.
5. The Student Services Manager will communicate approved accommodations directly to 1) the student and 2) the appropriate faculty.
6. Student will communicate with Student Services Manager prior to the beginning of each term to review/update the accommodations plan.

As you proceed through the program, be aware that:

- Any arrangements made directly between students and faculty are not allowed unless first approved by the Student Service Manager in order to ensure that they do not constitute a fundamental alteration of the student’s program standards and essential requirements.
- Information will remain confidential except as permitted by the student expressly for providing support services to that student.



- Requests must be made in a timely manner. Untimely requests may result in delay, substitution, or denial of accommodation.
- Accommodations cannot be granted retroactively.
- Students requesting accommodations are required to meet with the Student Services Manager and/or other appropriate college staff prior to each term to review accommodation requests as applicable to upcoming courses.
- Students with specific learning disabilities may obtain tutoring assistance, at their expense and at current rates, for individual classes. Tutor subsidies are available for tutoring that is recommended or required by an instructor. The subsidies are sponsored by the Office of Student Affairs.
- Complaints concerning the provision of accommodations to disabled students will be handled through the Student Grievance process, as specified in the academic catalog and in the Student Handbook. Students may also contact the Office of Civil Rights via their complaint form: <http://www.ed.gov/ocr/complaintintro.html>

## **Discriminatory Harassment, Sexual Misconduct, and Retaliation Policy**

*Updated July 2017*

### **I. INTRODUCTION**

Oregon College of Oriental Medicine (OCOM) is committed to maintaining environments that enable a free and diverse community in which students, faculty (including teaching assistants), and staff can learn, work, and express themselves. Membership in the OCOM community imposes obligations on students, faculty, and staff to respect the dignity and autonomy of others and to treat one another civilly and without regard to factors irrelevant to participation in the life of the College.

This policy details and explicitly prohibits specific forms of harassment and encourages the reporting of these prohibited behaviors. OCOM will work to prevent them and their recurrence, and to correct any discriminatory effects on a complainant or others.

The prohibitions within this policy may appear to place a kind of restriction on academic freedom and individual freedom of expression. Since such freedom requires an atmosphere of trust and mutual confidence, dishonesty, intimidation, harassment, exploitation, and the use or threat of force are incompatible with the preservation of this freedom.

Except as otherwise specified herein, this policy applies to faculty, staff, students, and agents of the College while in their representative role. It also applies to patients, visitors, contractors and subcontractors, as well as to any other person who participates in or benefits from OCOM programs and activities, whether on or off campus, including academic, educational, extracurricular, and workplace programs and activities, and to any person using OCOM premises. This policy covers behavior that occurs outside of OCOM-sanctioned events or OCOM properties when it impacts an individual's ability to access or benefit from OCOM programs and activities.

OCOM acknowledges and intends to comply with its legal responsibilities in all its programs and activities. This policy is required by, and is as a whole intended to be consistent with, Title IX of the Education Amendments of 1972, 34 CFR Part 106, and any other applicable law or regulation that prohibits discrimination on the basis of any legally protected category in the educational programs or activities of colleges and universities, in employment, or in any other relationship which is governed by law. OCOM also acknowledges and intends to comply with its legal responsibilities under federal or Oregon law, including the reporting responsibilities of the Clery Act, 34 CFR 668.46. If any provisions of this policy are contrary to or interfere with any applicable law, that law will supersede the inconsistent policy provisions. Behavior violating this policy may also separately violate federal, state, or other law; it may also violate other policies of the College.



Because of the close connection between this policy and Title IX, significant parts of the policy's enforcement are overseen by OCOM's Title IX Coordinator. Contact information may be found on the Title IX Resource Page and other places on the College's website. See the Title IX Resource Page ([www.ocom.edu/titleix](http://www.ocom.edu/titleix)) for sources of help with questions about this policy.

## **II. NOTICE OF NON-DISCRIMINATION**

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law. OCOM does not consider any of the above attributes in administration of its employment policies, educational policies, admissions policies, scholarship and loan program, and other school-administered programs. In its policies and actions, OCOM will comply with its obligations under state and federal law including Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), Oregon Revised Statutes, and any other applicable law.

## **III. USE OF A REASONABLE PERSON STANDARD**

The College will use a "reasonable person" standard when applying the definitions herein and in investigating reports and complaints of violations of this policy, both in determining facts and in assessing culpability.

A "reasonable person" is a hypothetical person who is level-headed and rational, aware of community norms, and not under the influence of a judgment-impairing substance.

This standard can be used in different ways throughout the investigation and adjudicative process. For example, since the standard is referred to in the definition of prohibited discriminatory harassment, parties investigating a report or formal complaint of discriminatory harassment will use the reasonable person standard by assessing the situation from the perspective of a reasonable person as defined above to decide if the behavior constitutes a violation of this policy. As another example, parties may use the reasonable person standard when assessing whether a reasonable person in the same context as the respondent would believe that they had consent in that context.

## **IV. GENERAL DEFINITIONS USED IN THIS POLICY**

For purposes of this policy, certain terms are defined in a specific way. The following definitions apply where the defined terms are used in this policy, regardless of whether the terms have a different meaning in other contexts.

**Agents of the College:** Individuals serving as official representatives for the College in any unpaid or paid capacity.

**Complainant:** An individual who makes a report or a formal complaint regarding violation(s) of College policy.

**Faculty:** A member of the teaching or research staff who holds an academic appointment, including teaching assistants (TAs), those on visiting appointments, and those on sabbatical or leave. It also includes visiting scholars and emeriti faculty who are teaching or who have an office on campus.

**Respondent:** An individual alleged to have violated College policy, who has been named as such in a report or a formal complaint.

**Staff:** Individuals employed by OCOM who are not members of the faculty.

**Student:** An individual who is currently enrolled, registered, on leave of absence, or has made arrangements with the Business Office to pay tuition and fees.

## V. DISCRIMINATORY HARASSMENT

**Discriminatory harassment** is unwelcome verbal, written, visual, or physical conduct based on or motivated by an individual's or group's actual or perceived affiliation with a protected class or category. See Section II of this policy for a list of protected classes or categories.

Discriminatory harassment violates this policy if it is sufficiently severe, pervasive, or persistent that it either (1) denies, interferes with, or limits a person's ability to participate in or benefit from the College's programs or activities; or (2) creates a learning or working environment that a reasonable person would consider intimidating, hostile, or offensive. Whether conduct constitutes prohibited discriminatory harassment depends upon the context of the conduct, and is a matter that is to be evaluated from the perspective of a reasonable person. The present section includes coverage of discriminatory harassment that is based on sexual orientation or gender identity, whether or not the harassing behavior is itself sexual in nature. Section VI addresses, in detail, discriminatory harassment that is sexual in nature.

Discriminatory harassment can be carried out by various means, from the use of offensive or intimidating references to a protected class (such as with slurs, epithets, or asserting offensive stereotypes) to outright threats, and by way of various mechanisms or media, whether verbal, non-verbal, written, visual, electronic or other.

## VI. CONSENT AND SEXUAL MISCONDUCT

**Sexual misconduct** is defined as any non-consensual sexual contact or act that violates the rights of another. Sexual misconduct typically involves acts that are severe, persistent and pervasive, but also may be a one-time occurrence. Examples of sexual misconduct include non-consensual sexual contact, non-consensual sexual intercourse, sexual assault, domestic violence, dating violence, intimate partner or relationship violence, sexual exploitation, bullying, stalking, cyberbullying, and sexual harassment.

Several categories of sexual misconduct are addressed below, including sexual assault, sexual exploitation, and sexual harassment. This section begins with a discussion of the crucial concept of consent, and ends with a discussion of relationships among faculty, staff, and students.

### A. Consent

**Consent** is defined here as conscious, relevantly informed, and fully voluntary agreement to, or permission for, an act. The following points should be emphasized:

- To consent is to actively agree to, or actively give permission for, something. Though this may require explicit verbal discussion, especially in unfamiliar situations, consent can be communicated nonverbally, especially in the space of mutual recognition created by a stable, ongoing relationship. To consent is not to be in a passive state.
- Silence or inaction do not, in and of themselves, communicate consent. The absence of an explicit denial of consent does not constitute consent.
- Consent to one form of sexual activity does not by itself constitute consent to any further sexual activity.
- A person's consent to an ongoing activity can be removed by that person at any time.
- Previous or ongoing sexual relationships or encounters do not in themselves constitute consent to any current sexual acts.
- Consent cannot be forced or coerced; agreement or permission due to threat, implied threat, or intimidation does not constitute consent.
- A person who is incapacitated – whose judgment is seriously impaired by alcohol, other drugs, or other factors, such as lack of sleep – cannot give consent.

- Oregon state law considers persons under the age of 18 to be “incapable of consenting to a sexual act” (ORS §163.315.) and states that if lack of consent is solely a result of the age of the victim, it is a defense to certain crimes that the actor was less than three years older than the victim at the time of the alleged offense (ORS § 163.345).

### *B. Sexual Assault*

**Sexual assault** is defined in this policy as non-consensual sexual contact or non-consensual sexual intercourse.

**Sexual contact** is any intentional touching of another person in a sexual manner, however light or momentary, whether that touching is direct or indirect. Sexual contact includes, but is not limited to:

- touching, in a sexual context or manner, another person’s breast, buttock, groin, or genitals;
- touching, in a sexual context or manner, another person using one’s own breast, buttock, groin, or genitals;
- physically causing another person to touch themselves or another with or on the breasts, buttocks, groin or genitals; or
- any intentional bodily contact made in a sexual manner, even though not involving contact with, of, or by the breasts, buttocks, groin, genitals, mouth or other orifice.

**Sexual intercourse** is vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight or momentary the penetration.

Sexual assault (i.e., non-consensual sexual contact or intercourse) is prohibited by this policy.

Hence, those engaging in sexual activity must ensure that the consent of anyone else involved in that activity is present. Again, see section A, above, for a discussion of consent.

For more information about the pertinent Oregon statutes on sex offenses, see ORS §163.305-479.

### *C. Sexual Exploitation*

**Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or for the benefit or advantage of anyone else. Sexual exploitation includes but is not limited to:

- Non-consensual video or audio-recording of sexual activity, or allowing a third party to observe consensual sex without all parties’ knowledge of and consent to that observation;
- Prostituting another member of the College community;
- Sharing, without consent, sexually explicit images of another member of the College community (including sharing images obtained consensually but shared without consent of the person(s) in the image);
- Obtaining, owning, or sharing sexually explicit images of a minor;
- Engaging in watching or otherwise recording a person for one’s own sexual gratification when that person is in a place where they would have a reasonable expectation of privacy;
- Knowingly endangering the health of another person by exposing them to a sexually transmitted infection (STI) or HIV/AIDS without notifying that person in advance;
- Non-consensual exposure of one’s genitals or inducing another to engage in such exposure, or other acts of nudity, when these acts interfere with or limit a person’s ability to participate in or benefit from the College’s programs and activities.

Sexual exploitation is prohibited by this policy.

## ***D. Sexual Harassment***

**Sexual harassment** is any unwelcome conduct of a sexual nature. It can take many forms, and includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Although sexual assault and sexual exploitation have been addressed specifically, acts in those categories can also be unwelcome conduct of a sexual nature and therefore may constitute sexual harassment and discriminatory harassment.)

Sexual harassment is unlawful and violates this policy if it is sufficiently severe, persistent or pervasive that it either (1) denies, interferes with, or limits a person's ability to participate in or benefit from the College's programs or activities; or (2) creates a learning or working environment that a reasonable person would consider intimidating, hostile, or offensive. Harassment in which submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, employment or participation in any program (*quid pro quo* harassment) is unlawful and is a violation of this policy. A single incident of any form of harassment or other misconduct may create a hostile environment.

## ***E. Prohibited And Inappropriate Consensual Relationships***

Romantic or sexual relationships that might be appropriate in other contexts may be inappropriate within the College community.

### ***Faculty-Student Relationships***

Faculty members have many professional roles with students: instructor, mentor, supervisor, evaluator, advisor, tutor; these represent the heart of the educational process in a college environment. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

When a faculty member or teaching assistant has a romantic and/or sexual relationship with a student, a conflict of interest arises. Because OCOM is a small campus, and the nature of classes and clinic is often intimate and personal, there may be a greater likelihood of feelings of intimacy and attraction than in some settings. Therefore, the need for clear boundaries is even greater than at a larger College.

An excerpt from the College of Michigan's policy explains the risks very clearly:

*"Romantic/sexual relationships between faculty members and students can pose risks to the faculty member, the student, or to one or more third parties. When a student voluntarily consents to such a relationship, it is suspect because of the unequal power dynamic. Such relationships can also lead the student to file a claim of sexual harassment if he or she feels exploited. In addition, other faculty members, staff members, or students may worry about undue advantage or unfavorable treatment as a result of the relationship. These concerns can damage the educational environment whether the favoritism is real or perceived."*

Therefore, OCOM's policy on faculty-student relationships is as follows:

No faculty member or teaching assistant shall have a romantic/sexual relationship with any OCOM student while the student is enrolled at OCOM, regardless of whether the relationship is consensual. This policy applies to all enrolled OCOM students and is not limited to students who are currently enrolled in a faculty member's class or section, or under the supervision of a faculty member. It also applies to students who are on a leave of absence.

If the administration is informed of such a relationship, the report will be investigated. If this investigation confirms the report, the faculty member or teaching assistant may be subject to disciplinary action, up to and including termination of employment.

### ***Staff-Student Relationships***

Intimate relationships between staff employees and students are generally inappropriate and are

strongly discouraged; however, this policy does not expressly prohibit them.

Any staff employee who forms or maintains an intimate relationship with an enrolled student must inform their manager, in writing, of the relationship. The employee and manager will meet with Human Resources to develop a plan of action which will outline measures to safeguard the best interests of all parties — the student, the employee, and the college.

### ***Employee-Employee Relationships***

Intimate relationships between consenting employees are prohibited when a direct or indirect reporting association exists between them. This means that OCOM employees are prohibited from participating in an intimate relationship with any other college employee in their management chain.

*Consideration of Prior Consensual Relationship in Complaint Procedures:* Members of the community are reminded that the existence of a prior consensual relationship is not, in and of itself, a defense to a complaint of inappropriate conduct or violations of OCOM policy. Romantic or sexual relationships may be consensual at the outset, but consent may be withdrawn at any time. Any complaint will be evaluated based on its entire context including the nature of the relationship at the time of the conduct in question.

## **VII. OTHER PROHIBITED CONDUCT**

Other harassing conduct violates this policy if it is sufficiently severe, pervasive, or persistent that it either (1) denies, interferes with, or limits a person's ability to participate in or benefit from the College's programs or activities; or (2) creates a learning, working, or living environment that a reasonable person would consider intimidating, hostile, or offensive. Such harassment may include:

- violence or threat of violence, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of a member of the OCOM community, regardless of the relationship status of the parties;
- bullying, defined as repeated or aggressive behavior likely to intimidate, discomfort, or hurt another member of the OCOM community, physically or mentally;
- stalking, defined as repetitive, alarming, or menacing pursuit, harassment, or interference with the peace of mind or perceived safety of members of the community, or the perceived safety of their immediate family members or pets.

Furthermore, the use of College facilities, resources, and/or technology to engage in any behavior that violates this policy is prohibited.

In addition to the explicit prohibitions in this policy, *attempts* to commit an explicitly prohibited act that take a substantial step towards the commission of the act, in themselves constitute misconduct in violation of this policy.

## **VIII. RETALIATION**

Retaliation is prohibited by federal and state law and by this policy. No one at the College may reprimand, retaliate, take any adverse action, or discriminate against an individual for having opposed unlawful conduct, initiated a report or complaint, provided information as a witness, or participated in the resolution of a report or complaint regarding potential violations of this policy.

Acts may be retaliatory if they reasonably act as, or could act as, a deterrent to further protected activity, for example, by

- disadvantaging or restricting a person in that person's status as a student, employee, patient, or visitor or in the ability to gain benefits or opportunities available at the College;
- precluding a person from pursuing discrimination claims;
- ostracizing a person who has complained or participated as a witness or otherwise;
- pressuring someone to drop or not support a complaint or to provide false or misleading

information; or

- adversely altering the educational or work environment of someone who has complained or participated in the complaint process.

## **IX. REPORTING**

Reporting to the Portland Police is NOT required of any victim of sexual assault, or domestic or interpersonal violence — with the exception of child or elder abuse. However, reporting to the Portland Police is always an option.

**Any reports of sexual misconduct towards or of a minor MUST BE REPORTED directly to Campus Security and/or the Portland Police Bureau immediately. There are no exceptions to this policy. The Portland Police Bureau's non-emergency phone number is: 503-823-0000.**

### ***On-Campus Reporting Options:***

Reporting experienced, observed, or disclosed harassment or apparent violations of this policy, is strongly encouraged. Any student who believes that they are being or may be subjected to sexual harassment, discrimination, or misconduct in violation of this policy should immediately report it to any one of the following:

- Title IX Coordinator
- Dean of Students
- Dean of Master's Studies
- Associate Dean of Clinical Education
- Assistant Dean of Master's Studies
- Dean of Doctoral Studies
- Associate Dean of Doctoral Studies

Reports can also be filed online at <http://www.ocom.edu/titleix>. Any report submitted online should include a summary of the incident (**anonymous reports are accepted**) and referrals provided to the complainant within 24 hours of interaction to the Title IX Coordinator (or designee thereof) or program dean. Information should not be shared with ANY department, faculty, or administrator unless requested by the student or determined by the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will determine if there is a campus safety issue and act accordingly, as well as determine next steps of action.

Reporting is not the same as filing a formal complaint (though, for some purposes, a formal complaint may function both as a report and a formal complaint). This and the following three sections give additional information on reporting an incident, how to proceed with informal or formal complaints, and considerations of amnesty and confidentiality.

All internal reports will receive prompt attention. In response to the nature of the report, the Title IX Coordinator (or designee thereof) will determine the type of investigation to follow. Investigations will not in themselves result in disciplinary action; disciplinary action may arise only through the resolution of formal complaints. Investigations may yield the initiation of a formal complaint by the Title IX Coordinator (or designee). During the investigation of a report, non-disciplinary steps may be taken to protect individuals from harassment, such as separating an alleged harasser from someone alleged to have been harassed. Investigations of reports may yield a response by the College that is non-disciplinary in nature, but designed to remedy or to prevent prohibited harassment.

In addition to assessing individual reports, the Title IX Coordinator (or designee) will review reports in the aggregate to discover and address patterns of behavior that create or threaten to create a hostile environment.

### ***Off-Campus Resources***

- Portland Police Bureau: 911 or 503-823-3333



- Portland Women’s Crisis Line: 888-235-5333
- Sexual Assault resource Center: 503-640-5311
- Multnomah County Crisis Line: 503-988-4888
- Oregon Health and Science University (OHSU) Emergency Room: 503-494-7551
- Multnomah County Victim Assistance: 503-988-3222

## **X. AMNESTY**

Amnesty is intended to support the practice of students reporting incidents of prohibited discriminatory harassment, sexual misconduct, and other violations of this policy, and to protect student safety. Individuals experiencing or witnessing violations of this policy while themselves violating another College policy (for example, policy concerning drug use) are encouraged to report the violations of this policy that they experienced or witnessed. Normally, the College will not impose disciplinary sanctions for the other policy violation(s), provided those violations did not put the health and safety of any other person at risk. (In appropriate circumstances, the College may even grant amnesty for other violations that did put the health and safety of another person at risk.) The Title IX Coordinator (or designee) is responsible for determining whether amnesty applies in any given circumstance.

## **XI. CONFIDENTIALITY**

OCOM recognizes its obligations to adopt, implement, and enforce policies and protocols to address discrimination, sexual misconduct, and discriminatory harassment, but also understands that its responsibilities are at times inconsistent with the desires of complainants, witnesses, or others to maintain confidentiality and individual privacy. Anonymous reports are accepted.

Members of the community should understand that there can be circumstances in which acts that constitute policy violations are handled externally (in addition to or separate from internal handling) and, as a result, the College may not always have control over confidentiality. For example, acts that constitute policy violations may also lead to criminal proceedings or civil lawsuits, in which affected or knowledgeable individuals may be required to provide information or testimony.

The following are guidelines that summarize how confidentiality will be addressed. In all cases OCOM will comply with applicable law if that law imposes obligations that are different from this policy.

### ***A. General inquiries***

Any individual may make a confidential, nonspecific inquiry about policies or procedures to a College official. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or designee thereof.

### ***B. Medical or mental health professionals***

Under most circumstances, communications between a person seeking care and a medical or mental health professional are confidential. The medical licensed professionals at OCOM respect and protect confidential communications from patients, students, faculty, and staff to the extent they are legally able to do so. There may be some situations, however, when these professionals are not permitted to hold information in confidence; for example, the professional may not be permitted to keep confidential information about an immediate and serious threat to any person or property. In addition, if information is provided to a licensed professional outside of the patient/practitioner relationship, that professional may not be permitted to keep it confidential.

### ***C. Confidentiality and victims of policy violations***

The College is sensitive to the interests of alleged victims who do not wish their names or other identifiable information to be disclosed to anyone else. In such circumstances, the College will attempt to respect these wishes, but may be limited in its ability to respond to a report or complaint while

doing so. Further, OCOM must consider its responsibility to provide a safe and non-discriminatory environment for all students, faculty, staff, patients, and visitors, attending to such factors as the seriousness of the alleged conduct, whether there have been other complaints against the same individual, and the extent of any threat to the College community; because of these considerations, it may not always be able to respect the wish for complete confidentiality.

#### ***D. Confidentiality and reporters and witnesses***

OCOM will endeavor to protect the confidentiality of individuals who provide information about policy violations but must also comply with its obligations and responsibilities under this policy and applicable law. Members of the community should understand that the College has obligations to investigate reports of policy violations and to take reasonable steps to prevent prohibited discrimination, discriminatory harassment, sexual misconduct, or retaliation, and that the desire for confidentiality can conflict with these obligations.

#### ***E. Confidentiality and respondents***

OCOM will similarly attempt to protect the confidentiality of respondents, again to the extent that it can while complying with its obligations, during and after investigation and formal complaint resolution. Applicable law can limit the protection of the confidentiality of respondents in particular.

## **XII. PROCEDURES FOR THE RESOLUTION OF COMPLAINTS**

### ***Overview of Reports Concerning Discrimination and/or Harassment***

The College does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by College policy or state, local, or federal law. Anyone who believes they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in this policy to report these concerns.

This process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate an investigation that is thorough, reliable, impartial, prompt, and fair. This investigation determines whether the College nondiscrimination policy has been violated. If so, the College will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

The College aims to bring all allegations to a resolution within a 60-business-day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

### ***Interim Remedies/Actions***

The Title IX Coordinator (or designee thereof) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The College will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Offering adjustments to academic deadlines, course schedules, etc.
- Altering work arrangements for employees
- Implementing contact limitations between the parties
- Education to the community

The College may interim suspend a student, employee or organization pending the completion of an investigation and resolution, particularly when, in the judgment of the Title IX Coordinator, the

safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee, or student organization will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator will work with the appropriate administrator(s) to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to College campus/facilities/events. This restriction can include classes and/or all other College activities or privileges for which the student might otherwise be eligible. Alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the College's ability to provide the accommodations or protective measures.

#### ***Formal and Informal Resolution Procedure for Reports of Misconduct***

This procedure applies to any member of the College community (student, faculty, staff, administration) who engages in discrimination or harassment. Any person can report alleged harassment or discrimination, including faculty, students, staff, administration, guests, visitors, etc. All allegations of misconduct not involving harassment or discrimination will be addressed through the procedures elaborated in the respective student, faculty and employee handbooks.

#### ***Informal Resolution***

Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, or administrators. Informal resolution means that no formal investigation occurs and disciplinary action is not required to remedy the situation. The person impacted should keep a written log that can aid in later investigation and resolution. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict, or misconduct. The Title IX Coordinator will facilitate such conversations, upon request, and monitor them for safety. Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith. The College does not require an impacted party to contact the person involved or that person's supervisor if doing so is impracticable, or if the impacted party believes that the conduct cannot be effectively addressed through informal means.

If informal efforts are unsuccessful, the formal resolution process may be initiated. An individual may opt to pursue the formal process at any time. However, the Title IX Coordinator may institute a formal process at any time if they determine that the conduct that is described in the complaint is severe, part of a pattern of persistent misconduct, and/or presents a safety concern to the broader College community.

#### ***Formal Resolution Process for Reports of Misconduct by Employees***

The College formally will resolve complaints that allege severe misconduct or a pattern of persistent misconduct. Formal resolution involves the submission of a written complaint, a formal investigation into the facts alleged in the complaint, and the possibility of the imposition of disciplinary action on the respondent.

The **Title IX Coordinator** (or designee thereof) is designated to formally investigate reports or notice of discrimination and/or harassment by employees, to address inquiries and coordinate the College's compliance efforts regarding employee-related reports.

Any member of the community can provide notice of discrimination and/or harassment in person, by phone, via email, or in writing to:

- **Amber Appleton**, Title IX Coordinator, 75 NW Couch, Portland, OR 97209, [titleix@ocom.edu](mailto:titleix@ocom.edu), 503-253-3443 x106; or
- **Devin Miles**, Deputy Title IX Coordinator, [devin.miles@ocom.edu](mailto:devin.miles@ocom.edu), 503-253-3443 x144.

Discriminatory harassment, sexual misconduct, and retaliation complaints can also be made online at: <http://www.ocom.edu/titleix>.

The following are recommended elements of a report:

- Clear and concise description of the alleged incident(s) (e.g., when and where it occurred);
- Any supporting documentation and evidence;
- Clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor;
  - This includes names, dates, and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort;
  - If contacting the person involved and/or the supervisor is impracticable, the reporting party should state the reasons why;
- The desired remedy sought;
- Name and all contact information for the reporting party;
- Signed (or submitted online) by the reporting party.

If the reporting party wishes to pursue a formal resolution or if the College, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators (typically using a team of two investigators), to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of the completion of the preliminary inquiry by the Title IX Coordinator. Investigations may take longer when, for example, initial reports fail to provide direct first-hand information or in complex situations.

The College's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g., to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

The investigator will take the following steps (not necessarily in order):

- Determine the identity and contact information of the reporting party;
- Identify the exact policies allegedly violated;
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the responding party, and what policy violations should be alleged as part of the charge;
  - If there is insufficient evidence to support reasonable cause, the report will be closed with no further action;
- Meet with the reporting party to finalize their statement, and
- Prepare the notice of charges on the basis of the initial inquiry;
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended

timeline of 10-14 business days;

- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and prepare a draft report of finding
- Share draft report of finding with all parties, allowing for a period of comment before the report is finalized;
- Share the final report of findings with the responding and reporting parties

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where a violation is found, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. All parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking, and/or intimate partner violence, the written notification includes the finding, any resulting responsive actions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications and explains appeals options.

#### ***Formal Resolution Process for Reports of Misconduct by Students***

The Title IX Coordinator is designated to formally investigate reports of discrimination and/or harassment by students, to address inquiries and to coordinate the College's compliance efforts regarding reports of misconduct by students, regardless of the College role of the reporting party, who may be another student, faculty, staff, patient, guest, or visitor.

Notice of a formal report can be made in person, by phone, via email or in writing to: **Amber Appleton**, Title IX Coordinator, 75 NW Couch, Portland, OR 97209, [titleix@ocom.edu](mailto:titleix@ocom.edu), 503-253-3443 x106; or **Devin Miles**, Deputy Title IX Coordinator, [devin.miles@ocom.edu](mailto:devin.miles@ocom.edu), 503-253-3443 x144. Discriminatory harassment, sexual misconduct and retaliation complaints can also be made online at: <http://www.ocom.edu/titleix>. Upon receipt of a report, the Title IX Coordinator will confer with the appropriate administrator on interim action, accommodations for the reporting party (at no cost to the reporting party where possible), or other necessary remedial short-term actions.

If the reporting party wishes to pursue a formal resolution or if the College, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators (typically using a team of two investigators), to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Title IX Coordinator. Investigations may take longer depending on their nature or complexity.

The College's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g., to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.



The investigators will take the following steps (not necessarily in order):

- Determine the identity and contact information of the reporting party;
- Identify the exact policies allegedly violated;
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the responding party, and what policy violations should be alleged as part of the report;
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- Meet with the reporting party to finalize their statement;
- Prepare the notice of charges on the basis of the initial inquiry;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline of 10 business days;
- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and prepare a draft report of finding
- Share draft report of finding with all parties, allowing for a period of comment before the report is finalized;
- Share the final report of findings with the responding and reporting parties.

The responding party may accept the findings, accept the findings in part and reject them in part, or may reject all findings.

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

Where the responding party is found responsible and accepts the finding of the investigation, the appropriate administrator will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator, when applicable. The College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

In the event that the responding party is found responsible and rejects the findings in part or entirely, the appropriate administrator will convene a hearing panel (composed of the administrator and two Title IX investigators) to determine whether the responding party is in violation of the contested aspects of the report. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The investigator(s) may give evidence. The hearing will determine whether it is more likely than not that the responding party violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The hearing panel has final decision-making authority with regard to formal reports, subject to



appeal. Where the responding party is found in violation as the result of a hearing, the appropriate administrator will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator, when applicable. The College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

Appeal proceedings as described below apply to all parties to the report. The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

### ***Participation of Advocate in the Resolution Process***

All parties are entitled to an advocate of their choosing to guide and accompany them throughout the campus resolution process. The advocate may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advocates.

The parties are entitled to be accompanied by their advocate in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advocates should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advocate who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>), or
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association

Responding parties may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>)

All advocates are subject to the same campus rules, whether they are attorneys or not. Advocates may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advocates may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advocates should ask for breaks or step out of meetings to allow for private conversation. Advocates will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advocates to clarify any questions they may have, and allows the College an opportunity to clarify the role the advocate is expected to take.

Advocates are expected to refrain from interference with the College investigation and resolution. Any advocate who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor [or advocate] continues to disrupt or otherwise fails to respect the limits of the advisor role, the advocate will be asked to leave the meeting. When an advocate is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advocate may be reinstated, may be replaced by a different advocate, or whether the party will forfeit the right to an advocate for the remainder of the process.

The College expects that the parties will wish the College to share documentation related to the

allegations with their advocate. The College provides a consent form that authorizes such sharing. The parties must complete this form before the College is able to share records with an advocate. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advocates are expected to maintain the privacy of the records shared with them by the College. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advocate who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advocate to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advocate's inability to attend. The College will, however make provisions to allow an advocate who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advocates during the process, and is not locked into using the same advocate throughout.

The parties must advise the investigators of the identity of their advocate at least two business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advocates at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.

### ***Requesting an Appeal***

In the event that the responding party accepts the findings of the investigation, those findings cannot be appealed. Post-investigation, sanctions imposed by the appropriate administrator can be appealed by any party whether or not the responding party accepts the findings of the investigation. Post-hearing, any party may appeal the findings and/or sanctions **ONLY** under the grounds described below.

**All sanctions imposed by the original administrator will be in effect during the appeal.** A request may be made to the appropriate administrator to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the College is that the sanctions will go into effect immediately. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the hearing panel may be appealed by petitioning the Vice President of Communications and Academic Services (VPCAS). Any party who files an appeal request must do so in writing to the VPCAS, within three business days of receiving the written decision, for a review of the decision or the sanctions imposed. The written decision will be provided 1) in person and/or mailed to the local mailing address of the respective party as indicated in College records and emailed to the parties' College-issued email accounts. If there is no local address on file, mail will be sent to the parties' permanent address. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The appropriate administrator will share the appeal request with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the VPCAS will send a letter of outcome for the appeal to all parties. The VPCAS can take one of three possible actions. The VPCAS may dismiss an appeal request as untimely or ineligible, may grant an appeal and remand the finding and/or sanction for further investigation or reconsideration,

or may modify a sanction.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original process.

The ONLY grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the process (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

If remanded to re-open the investigation, the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level. If the appeal remands to the original hearing body for review, the reconsideration of the hearing body is not appealable.

In rare cases where a procedural error cannot be resolved by the original hearing body (as in cases of bias), the VPCAS may order a new hearing with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals outlined above.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for the VPCAS to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions;
- Sanctions imposed are implemented immediately unless the VPCAS stays their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The VPCAS will typically render a written decision on the appeal to all parties within five business days from hearing of the appeal. The VPCAS's decision to deny an appeal request is final.

### ***External Remedies***

The above procedures supplement, and do not replace, other remedies for acts which constitute violations of this policy. Students and employees have the option at all times to file a criminal complaint with law enforcement or to seek a civil remedy, in addition to or in place of using the College's procedures.

Individuals also always have the right to file a formal complaint with the United States Department of Education (for violations of Title VI of the *Civil Rights Act of 1964*, Title IX of the *Education Amendments of 1972*, Section 504 of the *Rehabilitation Act of 1973*, and Title II of the *Americans with Disabilities Act of 1990*, and the *Age Discrimination Act of 1975*):

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012  
TDD: 800-877-8339  
Email: OCR@ed.gov  
Website: <http://www.ed.gov/ocr>

or

Seattle Office for Civil Rights  
U.S. Department of Education  
915 Second Avenue  
Room 3310  
Seattle, WA 98174-1099  
Telephone: 206-607-1600  
FAX: 206-607-1601  
TDD: 800-877-8339  
Email: OCR.Seattle@ed.gov

Individuals with complaints of a violation of this policy in the context of employment (Title VII of the *Civil Rights Act of 1964*, the *Americans with Disabilities Act of 1990*, *Age Discrimination in Employment Act*, or the *Equal Pay Act*) may also file a complaint with the Equal Employment Opportunity Commission (EEOC):

Equal Employment Opportunity Commission  
Seattle Field Office  
Federal Office Building  
909 First Avenue  
Suite 400  
Seattle, WA 98104-1061  
Telephone: 800-669-4000  
TTY: 800-669-6820

## Fragrance-free Campus

The ingredients in many fragrances and scented oils (including single essential oils and essential oil blends) are known to irritate the respiratory tract, nervous system, and eyes; and trigger allergies and other severe health reactions such as migraines. In the case of asthma and epilepsy, reactions triggered by exposure to scented products can be life-threatening.

OCOM supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of students, faculty, staff, and patients, the campus community is expected to maintain a fragrance-free environment. Please refrain from using scented personal care, laundry, cleaning products. This includes the use of essential oils or essential oil blends for any purpose. This is including but not limited to hand creams, body sprays, and perfume blends used for therapeutic or other purposes. Thank you for your consideration of others in providing an environment in which every person on campus can feel safe and comfortable.

We understand that some OCOM courses involve the use of scented products such as massage oils and Moxa. Classroom air filters, opening windows and treatment room ventilation systems are designed to reduce the impact of these scents on community members with sensitivities. If needing to absent yourself from the office, classroom or clinic due to scented products required for a class, please speak directly with your instructor or supervisor about your concerns.

Anyone required by medical necessity to use medicinal lotions or skin creams that contain odors perceptible to others may request a reasonable accommodation from Human Resources or the Student Services Manager in Disability Access Services.

## **Pet-free Campus**

OCOM is a pet-free campus. Please keep your pets at home where they can be comfortable. Only working, service dogs are permitted on campus. (See Service Animal policy.)

## **Service Animal Policy**

In accordance with the Americans with Disabilities Act (ADA), service animals are permitted in campus facilities for persons with a physical disability (including but not limited to psychiatric, cognitive, mental, communication, physical and sensory disabilities). The disability must limit one or more daily life activities and the person must be regarded by a health care practitioner as having such a disability that requires the use of a service animal. The ADA recognizes only dogs (no weight, size or breed limitations), and occasionally miniature horses, as service animals. The service animal must be individually trained to do work or perform tasks for the benefit of an individual with a disability. The service the animal is providing must be directly related to the person's disability (i.e., retrieve medicine, offer stability, alert to seizures, etc.). Dogs that meet this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Under Oregon law, OCOM community members are not allowed to ask an individual about the nature/extent of the disability; require documentation proving that the animal is an assistance animal, or; require that the individual pay any fee for the assistance animal. However, to ascertain if the animal presented on campus is a service animal, the college may ask:

*Is the animal required due to a disability?*

*What work/task is the animal trained to do/perform?*

Students requiring the assistance of a service animal on campus may contact the Student Services Manager to ensure adequate assistance and be knowledgeable should questions from staff/faculty arise. OCOM does not allow other animals, including emotional support or comfort animals, on campus.

### **Responsibilities for the owner/handler of a Service Animal:**

1. The student handler must be in full control of the service animal at all times.
2. The student handler must keep the service animal on a harness, leash or other tether unless this would interfere with the animal's ability to safely and effectively perform its duties. In such cases, the service animal must still be under the handler's control through voice control, signals or other effective means.
3. The student handler must assure the service animal does not display any behaviors or noises that are unduly disruptive to others in classrooms or on campus.
4. The service animal may not fundamentally alter the nature of the College's operations or pose an undue financial or administrative burden to the College.
5. The student handler must immediately remove and properly dispose of any animal waste.
6. All service animals must be in compliance with county licensing laws and have up-to-date vaccinations and have a record from a veterinarian of a clean bill of health. The owner is responsible to provide documentation of licensing and vaccination information.
7. The student handler, not the College, is responsible for the actions of their animal, including bodily injury or property damage or cleaning costs that exceed regular campus maintenance. Any damage caused by a service animal that necessitates replacement or repair of damaged furniture (beyond the regular wear and tear), carpet, extra cleaning due to poor animal hygiene will be charged to the owner/student handler.

### **Conflicting Disabilities**

If a third-party requests that a service or emotional support animal be removed due to a medical condition, such as a respiratory disease, asthma, or severe allergy, that is affected by the service animal or emotional



support animal, the College will engage in an individualized assessment of the situation and consider the needs of all parties in meeting its obligation to provide reasonable accommodations. The third-party making such a request may be required to provide medical documentation that will allow determination to be made as to whether the conflicting condition is a disability or only an impairment and if there is a need to provide accommodation to the third party.

### ***Denial or Exclusion of Service Animal(s)***

OCOM may deny or exclude a service animal if:

- The animal is not housebroken
- The animal is not under the owner's control (e.g. on a leash)
- The animal is a direct threat (e.g., biting, nipping, attacking)
- The animal creates undue financial *and* administrative burden
- The animal is ill or in poor health
- The animal's presence creates fundamental alteration to services, programs, or activities (e.g., continuous barking, whining, growling during class, clinic shifts, etc.)

The exclusion of a service animal will be based on individual assessment as determined by recent credible, objective evidence relating to specific animal. The college will then work with the student to identify other means of adequate accommodations. This policy is limited to service animals as identified above. An animal that provides emotional support, comfort, or companionship (therapy or comfort animals) is not included as a protected assistance animal under Oregon laws, and is expressly excluded as an assistance animal under the ADA and therefore not allowed on campus (See Pet Free Campus Policy).

## **Tobacco-Free Campus**

In 2007, OCOM became Oregon's first educational institution to declare its entire campus tobacco-free. By adopting this tobacco-free policy, the college has chosen to not permit the use of any tobacco products — including cigarettes, cigars, chewing tobacco and e-cigarettes — on campus or clinic properties.

## **Weapons on College Property**

Weapons, including but not limited to guns and knives larger than three inches long, are prohibited everywhere on OCOM campus and in OCOM clinics. The possession of personal safety equipment such as pepper spray, mace, or Taser devices is restricted to concealed possession within a personal item such as a purse or a backpack.

## **Compliance with Federal Laws**

OCOM adheres to federal laws relevant to institutions of higher education. Annual notifications of these federal acts occur electronically each fall. Students are also informed how to obtain printed copies of materials and of the administrative office where they can receive further information or help.

## **Notice of Nondiscrimination**

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; pregnancy, marital or familial status; sexual orientation; gender identity or gender expression; veteran status; or any other basis prohibited by local, state, or federal law. OCOM does not consider any of the above attributes in administration of its employment policies, educational policies, admissions policies, scholarship and loan program, and other school-administered programs. In its policies and actions, OCOM will comply with its obligations under state and federal law including Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Uniformed Services Employment and Reemployment Rights Act (USERRA),



Oregon Revised Statutes, and any other applicable law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: **Amber Appleton; Title IX Coordinator**, 75 NW Couch Street, Portland OR 97209, 503-253-3443 x106 or [titleix@ocom.edu](mailto:titleix@ocom.edu)

## **Family Educational Rights and 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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible 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 parent or 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
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-872-5327 (voice). Individuals who use TTY may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the following address:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-8520

Opt-out forms are available at the Office of the Registrar for students wishing to be omitted from directory information.

## **OCOM Drug and Alcohol Policy**

### ***Drug-free Schools and Campuses; Drug-free Workplace Policy***

In compliance with the Drug-Free Workplace Act of 1988, OCOM will not tolerate the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Students found to be in violation of this policy are subject to immediate disciplinary action that may include dismissal or suspension from the college.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

OCOM prohibits the manufacture, unlawful possession, use or distribution of illicit drugs (including marijuana/cannabis) or alcohol by students on college property or at any off-campus school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

OCOM is likewise committed to an ongoing drug-free awareness program for all students and provides the details of this program commitment in writing each year. Individuals seeking advice regarding drug abuse counseling, rehabilitation, and further information about treatment options are encouraged to contact the Dean of Students for such assistance.

As an institution committed to the principles of Chinese medicine and to community health promotion and maintenance, we take drug and alcohol abuse seriously. We want to insure that all members of the college community are well informed as to the risks of drug and alcohol abuse, the sanctions involved in illegal use of drugs and alcohol, and also to the treatments available to those who may have a problem. Most importantly, however, is the invitation to any student, staff, or faculty member to come forward confidentially and seek help if they think they may have an alcohol or other drug problem.

Students are prohibited from attending class or clinic while under the influence of illicit drugs including marijuana/cannabis and marijuana/cannabis based products (including edibles and topical oils) or alcohol. Furthermore, students may not use marijuana/cannabis based products on patients nor make recommendations for the use of such products while treating patients during Observation or Internship at OCOM. Violation of this policy by a student will result in sanctions up to, and including suspension from OCOM. Students found to be under the influence of illicit drugs (including marijuana/cannabis) or alcohol will be immediately required to leave the campus.

Although Oregon Measure 91 allows people over the age of 21 to possess small amounts of marijuana/cannabis for personal use, it is in conflict with federal law. Because OCOM is required to comply with federal laws relevant to institutions of higher education, marijuana/cannabis continues to be considered an illicit drug for purposes of this policy.

### ***Legal Prescription and Over-the-Counter Drugs***

It is the student's responsibility to determine the potential effects of legal prescription or over-the-counter drugs on their ability to safely perform in the classroom and the clinic. Legal prescription pharmaceuticals may be brought onto OCOM property or premises only by the person for whom they were prescribed and may be used only in the manner, combination, and quantity prescribed or directed. In appropriate circumstances, OCOM reserves the right to require a student to provide verification from their physician or another medical doctor, about the possible effects that a prescription pharmaceutical or over-the-counter drug the student is taking may have on the student's performance.

### ***Campus Alcohol Possession or Use***

The possession or use of alcohol in the college and workplace is prohibited except for its use at college sanctioned events where the serving of alcohol has been approved by the President, or his/her designee. Impairment in the institution due to the use of alcohol is prohibited. This policy applies to all students and employees, including employed students.

### ***Federal Student Financial Aid Penalties***

OCOM is obligated to provide notice of Federal student financial aid penalties for drug law violations.

Each student shall be provided, upon enrollment, a separate, clear, and conspicuous written notice that advises the student that if during a period of enrollment for which the student was receiving Title IV, HEA program funds, a student is convicted under any federal or state law involving the possession or sale of illegal drugs, he or she will lose eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

OCOM must provide a notice in a timely manner to each student who has lost eligibility for Title IV, HEA assistance as a result of the penalties under HEA Sec. 484(r)(1). The notice must be a separate, clear, and conspicuous written notification of the loss of eligibility and must advise the student of the ways in which the student can regain eligibility under HEA Sec. 484(r)(2); (20 U.S.C. 1091(r)(2)).

For a more detailed description of the penalty system for drug offenses, see "Federal Student Financial Aid Penalties for Drug Law Violation" section below.

### ***Annual Notification***

Annually, each fall, the college will inform its students, staff and faculty via email of:

1. The legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol
2. The effects of drug and alcohol abuse
3. Substance abuse treatment centers located in the Portland area

### ***Policy Review***

OCOM's Drug and Alcohol Abuse Program will be reviewed biennially to determine its effectiveness. Changes will be made as appropriate.

### ***Drug and Alcohol Abuse Prevention and Treatment***

In certain cases, students may be referred to counseling sources and/or substance abuse help/ treatment centers. College officials may consider participation in and successful completion of such a program as appropriate sanctions for violations of drug/alcohol policies.

Please note: The abuse of alcohol and illegal drugs poses considerable health risks. They include impeded motor skills; memory loss; impaired speech, brain, heart and liver damage; inappropriate, harmful or violent behavior; fetal damage and death.

### ***Sanctions for Violations***

In addition to any penalties under federal and state law, employees or students found to be in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state and federal laws, regulations and policies (including applicable employee agreements, and applicable college policies). Any student found in violation of this policy may also be subject to sanctions as set forth in the Student Code of Professional Conduct, Proscribed Conduct and Disciplinary Procedures.

### ***Drug and Alcohol Counseling and Educational Resources***

#### ***Student Resources***

Any student who has personal concerns about the use or abuse of alcohol is urged to contact: the Dean of Students – All information will be confidential if the student voluntarily comes in for help. Individual students seeking support, alcohol or drug-abuse counseling or rehabilitation, or information about treatment options

are encouraged to contact the Dean of Students. In certain cases, individuals may be referred to counseling resources and/or substance abuse assistance centers.

### **Treatment Programs**

Old Town Clinic – <http://www.centralcityconcern.org/oldtown.htm>. Located at 727 W. Burnside, Portland, OR 97209, 503-228-4533. Old Town Clinic, a part of Central City Concern, is a Federally Qualified Health Center (FQHC) which offers a comprehensive range of services including both primary medical and naturopathic care, acupuncture, and the ability to connect patients with mental health and chemical dependency services. Patients, who lack money, transportation and social skills, can get their medical needs met here.

Quest Center for Integrative Health – <http://www.quest-center.org>. Located at 2901 E. Burnside Street, Portland, OR 97214, 503-238-5203. Following their philosophy of integrative care, Quest offers a wide range of services, classes and groups focused on wellness and preventative health. These provide tools for dealing with a wide variety of health conditions including chemical dependency issues. They provide outpatient chemical dependency services.

### **Adjunct Care**

Alcoholics Anonymous – 503-223-8569. A range of care with a tailored treatment program and follow-up options can be crucial to success. Treatment should include both medical and mental health services as needed. On-going and follow up care should include intensive client, community and/or family based recovery support

As a part of a comprehensive care program, AA offers excellent support free of charge. The caller will be given the times and locations of daily meetings throughout the city and surrounding area.

Alcohol and Drug Helpline – 1-800-923-HELP (1-800-923-4357) is a 24-hour hotline with drug and alcohol abuse treatment information.

### **Legal Sanctions for Possession and/or Distribution**

#### *Oregon Statutes*

In Oregon, penalties for possession and distribution of illicit drugs are determined by the Controlled Substance Schedule upon which the drugs appear. Examples from the drug schedules appear below. Note: Most drugs appear on the same federal and state schedule. Alcohol is treated separately. Although Oregon Measure 91 allows people over the age of 21 to possess small amounts of marijuana for personal use, it is in conflict with federal law. **Because OCOM is required to comply with federal laws relevant to institutions of higher education, marijuana continues to be considered an illicit drug for purposes of OCOM's policies.**

**Marijuana - Federal Law** (Marijuana is on Schedule I but is treated separately under the law.)

- Delivery for consideration: Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Delivery not for consideration:
  - Less than 1 oz: Class A misdemeanor (up to one year and up to \$2500)
  - Less than 5 gm: Violation and fine of at least \$500 but not more than \$1000.
- Unlawful possession of (less than one ounce): Violation (fine of \$500 to \$1000 plus twice the value of any resulting gain of property or money)
- Unlawful possession of (more than one ounce): Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).

**Schedule I Drugs except for Marijuana** (Heroin, LSD, peyote, mescaline, psilocybin)

- Manufacture or distribution: Class A felony (up to 20 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Unlawful possession: Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).

**Schedule II drugs** (opium, cocaine, methamphetamine)

- Manufacture or distribution: Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).

- Unlawful possession: Class C felony (up to five years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).

**Schedule III drugs** (amphetamine, depressants, PCP)

- Manufacture or distribution: Class C felony (up to five years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Unlawful possession: Class A misdemeanor (up to one year and up to \$2,500 plus twice the value of any resulting gain of property or money).

**Schedule IV drugs** (various prescription drugs)

- Manufacture or distribution: Class B misdemeanor (up to six months and up to \$1,000 plus twice the value of any resulting gain of property or money).
- Unlawful possession: Class C misdemeanor (up to 30 days and up to \$500 plus twice the value of any resulting gain of property or money).

**Schedule V drugs** (other less dangerous prescription drugs and small amounts of certain drugs)

- Manufacture or distribution: Class C misdemeanor (30 days and up to \$500 plus twice the value of any resulting gain of property or money).
- Unlawful possession: Violation (\$250 plus twice the value of any resulting gain of property or money).

It is unlawful for a person to manufacture or deliver a Schedule I, II, or III controlled substance within 1,000 feet of the real property comprising a public or private elementary, vocational or secondary school attended by minors (Class A felony, penalty of up to 20 years in prison and \$100,000 fine).

In addition to the penalties set out above, the court may order the defendant to pay the cost of prosecution, and the defendant's vehicle used in the crime may be forfeited to the state. Finally, the defendant may forfeit any property used in the crime to the county in which the crime occurred.

**Alcohol**

- Minor in possession: Under Oregon law, any attempt to purchase alcohol by a person under 21 years of age is a violation and may carry a fine of up to \$250.
- Providing liquor to minor (under 21 years of age): Class A misdemeanor (up to one year in prison and a fine, plus restitution and community service)
- Mandatory minimums: First conviction: \$350: Second conviction: \$1,000: Third or subsequent conviction: \$1,000 and 30 days.

For the purposes of the Oregon driving while under the influence of intoxicants (DUII) statutes, for a person under 21 years of age, any amount of alcohol in the blood constitutes being under the influence of intoxicating liquor, which is a Class A misdemeanor with a penalty of up to one year in prison and a \$2,500 fine and suspension or revocation of driving privileges.

The law opens the door on the possibility of a social host being liable for damages incurred or caused by intoxicated guests. A critical element in this statute is service of an alcoholic beverage to a person while he or she is visibly intoxicated.

*Federal Statutes*

The federal system establishes sanctions for possession and distribution of controlled substances, based on the schedule of the drug and the amount involved. However, in addition, the statutory sanctions for possession and distribution are subject to the "Sentencing Guidelines for U.S. Courts." Imposition of the guidelines may lead to higher offense levels and, thus, stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, defendant's role in the offense, multiple counts, obstruction and acceptance of responsibility. Finally, the guidelines establish sentences for each offense based on the defendant's criminal history. Federal penal sanctions range from: Manufacture, distribution or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives (30 years to life, regardless of the defendant's criminal history) to Possession of any Schedule III-V drug if defendant has lowest level or criminal history (0-4 months). Further, if serious injury or death results from the crime, minimums of up to 10 years (serious



injury) and 20 years (death), plus fines of up to \$4,000,000 may be added. These penalties may be doubled for defendants with past felony drug convictions. Finally, penal sanctions in the federal system are “real time”, with reductions in sentences only for good behavior.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

Under Federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs if death or serious injury results from use of the substance.

## **Health Risks Associated with Use or Abuse**

**Tobacco and Nicotine** – Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

**Alcohol** – Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

**Cannabis** (Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol) – Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

**Inhalants** (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons) – Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

**Cocaine** (Crack) – Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.



**Stimulants** (Amphetamines, Methamphetamines, Crank, Ice) – Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

**Depressants** (Barbituates, Methaqualone, Tranquilizers) – Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

**Hallucinogens** (PCP, LSD, Mescaline, Peyote, Psilocybin) – Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

**Narcotics** (Heroin, Methadone, Codeine, Morphine, Meperidine, Opium) – Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

**Designer Drugs** (Analog of Fenatyl, Analog of Meperidine, MDMA, Ecstasy Analog of PCP) – Many “designer drugs” are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson’s disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analog of PCP cause illusions, hallucinations, and impaired perception.

**Anabolic Steroids** – Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as “roid rage”, and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

## *References*

U.S. Dept. of Education (1989). *What Works: Schools Without Drugs*. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72. National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

## Resources for Drug and Alcohol Concerns

Alcoholics Anonymous	503-223-8569
Al-Anon (for families and friends of alcoholics)	503-292-1333
Cocaine Anonymous	503-256-1666
Narcotics Anonymous	503-345-9839

### Websites:

[www.asam.org](http://www.asam.org)  
[www.stopaddiction.com](http://www.stopaddiction.com)  
<http://alcoholism.about.com/library/faq/flfaq.htm>  
[www.aa.org](http://www.aa.org)  
[www.al-anon.alateen.org](http://www.al-anon.alateen.org)  
[www.na.org](http://www.na.org)  
[www.naatp.org](http://www.naatp.org)  
[www.niaaa.nih.gov](http://www.niaaa.nih.gov)  
[www.nida.nih.gov](http://www.nida.nih.gov)  
[www.fetalalcoholsyndrome.net](http://www.fetalalcoholsyndrome.net)

## Federal Student Financial Aid Penalties for Drug Law Violation

Students who are currently enrolled and are completing the FAFSA will be asked: "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?"

Students who answer "Yes" will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid.

Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave question 23 blank cannot receive federal financial aid until they respond by making a correction to their FAFSA

A student who has been convicted of possession or sale of illegal drugs loses Title IV eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

For convictions involving possession, the periods of ineligibility are as follows:

- One conviction: one year after the date of conviction.
- Two convictions: two years after the date of the second conviction.
- Three or more convictions: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:

- One conviction: two years after the date of conviction.
- Two or more convictions: indefinite from the date of the second conviction.

A federal or state drug conviction can disqualify a student for federal financial aid.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

### Regaining Eligibility

One regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

A student whose Title IV eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one- or two-year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student's responsibility to certify to the school that he/ she has successfully completed the rehabilitation program.

To qualify the student for eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program; or
- be administered or recognized by a Federal, State, or local government agency or court; or
- have received or be qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or
- be administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

## Handbook Appendices

*We provide the following resources to supplement your understanding of the issues discussed in this handbook and assist you in meeting the expectations for professional conduct at OCOM.*

### APPENDIX A

#### Plagiarism and Academic Integrity Resources

##### Definitions

1. "Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the 'use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.' Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure, up to and including expulsion. . . . Some individuals caught plagiarizing in academic or journalistic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier, simply by copying and pasting text from one web page to another. . . . Plagiarism is not copyright infringement. While both terms may apply to a particular act, they are different transgressions. Copyright infringement is a violation of the rights of a copyright holder, when material protected by copyright is used without consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation that is achieved through false claims of authorship."

Source: <http://en.wikipedia.org/wiki/plagiarism> (Retrieved on 5/9/2009)

2. "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."

Source: Defining and Avoiding Plagiarism: The WPA Statement on Best Practices. Council of Writing Program Administrators 2003. Statement available in full at: <http://wpacouncil.org/node/9>.

##### OCOM's Definition of "Academic Honesty"

At OCOM, we subscribe to Charles Lipson's view that there are three fundamental "Principles of Academic Honesty":

1. When you say you did the work yourself, you actually did it.
2. When you rely on others' work, you cite it. When you use their words, you quote them openly and accurately, and you cite them, too.
3. When you present research materials, you present them fairly and truthfully. That's true whether the

research involves data, documents, or the writings of other scholars.

See: Charles Lipson (2004): *Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success*. University of Chicago Press.

## **APPENDIX B**

### **Emotional Intelligence (EI) Resources**

#### ***Definitions***

“Emotional Intelligence (EI), often measured as an Emotional Intelligence Quotient (EQ), is a term that describes the ability, capacity, skill or (in the case of the trait EI model) a self-perceived ability, to identify, assess, and manage the emotions of one’s self, of others, and of groups.”

Source: [http://en.wikipedia.org/wiki/Emotional\\_intelligence](http://en.wikipedia.org/wiki/Emotional_intelligence) (Retrieved 5/8/2009)

#### ***References***

- D. Goleman. *Emotional Intelligence: Why it can matter more than IQ*. New York: Bantam Books, 1995.
- D. Goleman. *Working with Emotional Intelligence*. New York: Bantam Books, 1998.
- R. Bar-On, & J. D. A. Parker. *The handbook of emotional intelligence*. New York: Jossey-Bass. 2000.
- D. Goleman, R. Boyatzis and A. McKee: *Primal Leadership: Realizing the Power of Emotional Intelligence*. Boston, MA: Harvard Business Press, 2002.

## **APPENDIX C**

### **Nonviolent Communication Resources**

#### ***Definitions***

Nonviolent Communication (NVC) is a process developed by Marshall Rosenberg and others, which people use to communicate with greater compassion and clarity. It focuses on two things: honest self-expression — exposing what matters to oneself in a way that’s likely to inspire compassion in others, and empathy — listening with deep compassion. Formal NVC self-expression includes four elements: observations (distinguished from interpretations/evaluations), feelings (emotions separate from thoughts), needs (deep motives) and requests (clear, present, doable and without demand).

Those who use nonviolent communication (also called “compassionate communication”) describe all actions as motivated by an attempt to meet human needs. However, in meeting those needs, they seek to avoid the use of coercion (e.g., inducing fear, guilt, shame, praise, blame, duty, obligation, punishment, or reward). The goal of NVC is to get one’s own needs met while also meeting others’ needs. A key principle of nonviolent communication that supports this is the capacity to express oneself without use of good/bad, right/wrong judgment, hence the emphasis on expressing feelings and needs, instead of criticisms or judgments.

Source: [http://en.wikipedia.org/wiki/Nonviolent\\_communication](http://en.wikipedia.org/wiki/Nonviolent_communication) (Retrieved 5/8/2009)

#### ***Reference***

Marshall B. Rosenberg (2003). *Nonviolent Communication: A Language of Life: Create Your Life, Your Relationships, and Your World in Harmony with Your Values*. 2nd ed. Puddledancer Press.