





## President's Welcome

Thank you for choosing **Oregon College of Oriental Medicine** to pursue your graduate studies in Chinese medicine. As you know, OCOM is one of the oldest and most respected acupuncture and Chinese medicine colleges in the United States. The college prides itself on providing future practitioners with a superior academic and clinical education. Since our beginnings in 1983, we have focused on building a culture of excellence through continuous quality improvements in our academic, clinical, and research programs.

Today, the college continues in this spirit with great enthusiasm and an optimistic vision for the future. Our state-of-the-art campus in Portland's Old Town Chinatown neighborhood provides a wonderful facility to pursue academic studies, research, and practice. Our location in the heart of one of the nation's most livable cities allows the college to create deep and meaningful partnerships in the community as we explore sustainable solutions to health care challenges in Oregon and nationally. Most importantly, OCOM's ever-expanding commitment to academic excellence ensures that you will have an optimal educational and clinical experience.

If your vision includes becoming a practitioner of acupuncture and Chinese medicine, OCOM would be honored to serve as an integral partner in helping you create your desired future.



The world is very much in need of healers. May your program be all you want it to be and prepare you to take your place among the many acupuncture practitioners who have preceded you in transforming health care one patient at a time.

I wish you the very best.

Deborah Howe, PhD, FAICP  
President, Oregon College of Oriental Medicine

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**Oregon College of Oriental Medicine**  
75 NW Couch Street, Portland, OR 97209  
**503-253-3443**  
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# Mission and Values

*Oregon College of Oriental Medicine transforms health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing.*

*In support of this mission, the college values:*

## Excellence

OCOM staff, faculty and students strive to set standards for and perform at the highest professional levels — academically, clinically, in the research program and for long-term economic and ecological sustainability.

## Leadership

OCOM leads Chinese medicine education in the United States by developing outstanding programs of education, clinic, research, outreach and collaboration. OCOM leads by working to enhance social justice through its commitment to inclusive and diverse access to education and health care.

## Healing

OCOM staff, faculty and students, consistent with the principles of Chinese medicine, understand health to be harmony and balance in Body, Mind, and Spirit, and attempt to live these principles by embodying compassion, humility, passion, and synergy in their daily lives and work.

## Innovation

OCOM staff, faculty and students use inquiry and discovery to support their individual creativity and inventiveness in the continuous improvement of the college and its clinical, academic and research programs.

## Community

OCOM staff, faculty and students work together in a learning community that maintains traditions built upon supportive relationships, effective communication, integrity, trust, heart, humor and a commitment to lifelong learning.

## Service

OCOM provides the highest levels of compassionate, effective, efficient and practical service to its students and the public.

This catalog is published for the purpose of providing students, applicants and the public with information about the educational programs, policies, and procedures of the college. Oregon College of Oriental Medicine (OCOM) reserves the right to make changes in the regulations, rules, and policies set forth in this catalog; the catalog is not to be regarded as a contract. When such changes are made, OCOM will make every effort to communicate those changes with reasonable notice to interested parties. Please note that students are responsible for understanding and complying with all policies and procedures contained in this catalog, and in other publications that the college may distribute from time to time.

OCOM is a nonprofit corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St NE, Salem, Oregon 97301.

## Accreditation

Oregon College of Oriental Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners and for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068.

The **Master of Acupuncture and Oriental Medicine (MAcOM)** of Oregon College of Oriental Medicine is accredited under Master's Degree standards, by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952-212-2434; fax 952-657-7068.

The **Doctor of Acupuncture and Oriental Medicine (DAOM)** of Oregon College of Oriental Medicine is accredited under post-graduate Doctoral Degree standards, by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952-212-2434; fax 952-657-7068.

# Academic Calendars

## Master's Program 2017-2018

### Fall 2017

*September 6 – December 9, 2017*

September 6-8	New Student Orientation
September 6	Clinical Internship Begins
September 13	Classes Begin
November 22-26	<i>Thanksgiving Holiday</i>
December 4-8	Final Exam Week
December 9	Last Day of Clinic
December 10-January 1	College/Clinic Winter Break

### Winter 2018

*January 2 – March 24, 2018*

January 2	Classes/Clinic Begin
January 15	<i>Martin Luther King, Jr. Holiday</i>
March 19-23	Final Exam Week
March 24	Last Day of Clinic
March 25-April 1	College/Clinic Spring Break

### Spring 2018

*April 2 – June 23, 2018*

April 2	Classes/Clinic Begin
May 28	<i>Memorial Day Holiday</i>
June 11-15	Final Exams in some courses (See syllabi)
June 18-22	Remainder of Final Exams
June 22	Clinic Entrance Exam
June 23	Last Day of Clinic
June 24-July 1	College/Clinic Summer Break

### Summer 2018

*July 2 – August 25, 2018*

July 2	Intern Classes/Clinic Begin (Eight-week session)
July 4	<i>Independence Day Holiday</i>
July 16	Non-Intern Classes Begin (Six-week session)
August 20-24	Final Exam Week
August 25	Last Day of Clinic
TBD	Graduation
September 3	<i>Labor Day Holiday</i>

## Doctoral Program Class of 2019

**Year One:** September 14, 2017-August 31, 2018

**Year Two:** September 14, 2018-August 30, 2019

### Year One

#### 2017

September 14-18	Module 1
<i>Tuition payment due September 14, 2017</i>	
October 13-16	Module 2
November 9-13	Module 3
December 8-11	Module 4

#### 2018

January 11-15	Module 5
February 9-12	Module 6
<i>Tuition Payment Due February 9, 2018</i>	
March 9-12	Module 7
April 6-9	Module 8
May 11-14	Module 9
June 8-11	Module 10

### Year Two

#### 2018

September 14-17	Module 11
<i>Tuition Payment Due September 14, 2018</i>	
October 12-15	Module 12
November 9-12	Module 13
December 7-10	Module 14

#### 2019

January 11-14	Module 15
February 8-11	Module 16
<i>Tuition Payment Due February 8, 2019</i>	
March 8-11	Module 17
April 5-8	Module 18
May 10-13	Module 19
June 7-10	Module 20

Note: OCOM reserves the right to modify the academic calendars as necessary. If such changes are made, the college will make every effort to communicate those changes with reasonable notice to all interested parties.



## OCOM Campus

75 NW Couch Street, Portland, OR 97209

The OCOM campus in Portland’s historic Old Town Chinatown neighborhood opened in 2012. Consolidating the college’s academic resources and a state-of-the-art teaching clinic in a single downtown location, the campus building features an accessible, ground-floor herbal medicinary, as well as versatile meeting spaces for both student and public classes — an ideal environment for learning, research, and the ongoing exchange of knowledge and ideas.

## OCOM Library

Third Floor, 75 NW Couch Street, Portland, OR 97209

The college’s library houses a unique collection of books, audiovisual materials, and journals, striving for in-depth English and Chinese language coverage of acupuncture and Chinese herbology. Related subjects such as qigong and taiji quan, massage and diet therapies, Chinese philosophy, biomedical topics, and Western herbology are also well represented. The entire collection is searchable via an online catalog. In addition, the library maintains computers for student use.

To provide access to depth and variety in related subject areas, students have borrowing privileges at three other major health sciences libraries: Oregon Health & Science University (OHSU), National University of Natural Medicine (NUNM), and University of Western States (UWS).

## Bookstore and Business Office

Texts used in OCOM courses, recent publications relevant to Chinese medicine, acupuncture supplies, and college-branded merchandise are available for purchase and by special order. Texts and supplies can also be purchased



## Facilities

from the college’s online bookstore.

### OCOM Clinic

Fourth Floor, 75 NW Couch Street, Portland, OR 97209

Our on-campus clinic offers acupuncture and massage treatments as well as herbal consultation services. Our most affordable services are provided by master’s and doctoral students who are advancing their study and practice of Chinese medicine.

For patients seeking practitioners with a greater degree of experience, we also offer treatments by faculty, all of whom have years of practice experience.



### OCOM Hollywood Clinic

2029 NE César E Chávez Blvd, Portland, OR 97212

Our Northeast Portland clinic is a full-service acupuncture and Chinese medicine facility, conveniently located in the Hollywood neighborhood to offer low-cost health care to area residents.



### OCOM Herbal Medicinary

First Floor, 75 NW Couch Street, Portland, OR 97209

In conjunction with OCOM’s clinics, our herbal medicinary serves both patients and practitioners by providing high-quality herbal and nutritional supplements. Custom herbal formulas are individually tailored to address our patients’ health challenges. We also carry a wide variety of patent formulas, in both pill and tincture forms.

### Community Clinics

Master’s program students have an opportunity to work clinical rotations off-campus at a variety of community-based clinics. Options include Outside In, Mercy and Wisdom Healing Center, and the Hollywood Senior Center. Each clinic provides a unique experience, from working with homeless youth to care for aging patients. Community Health Externship clinics include Project Quest, Central City Concern’s Hooper Center, and Old Town Clinic, where treatments are primarily performed in a group setting where health conditions may include hepatitis, substance abuse, chronic mental illness, and HIV/AIDS.

# Research

The OCOM Research Department works to enhance evidence-informed health care through innovative design, evaluation, and dissemination of research on acupuncture, herbal medicine and other East Asian therapies. Our commitment to innovation includes conducting research, and educating our students in research methods that reflect the real-world practice of acupuncture and Chinese medicine and emphasizes individualized patient care.

The master's curriculum includes a sequence of three required research courses, which educates students in basic competencies of a research-literate practitioner. In their final year, master's students design their own independent research studies, or participate in a faculty-mentored group research project. Examples of mentored research projects include: retrospective chart reviews of data collected by Acupuncturists Without Borders and affiliated clinics in Mexico and Nepal; analyses of patient outcomes data from the OCOM intern clinics; and literature reviews on the efficacy of acupuncture for expanding coverage under the Oregon Health Plan. At the end of each year, OCOM hosts an annual Student Research Conference, where graduating students may present their final research projects to their peers and the community.

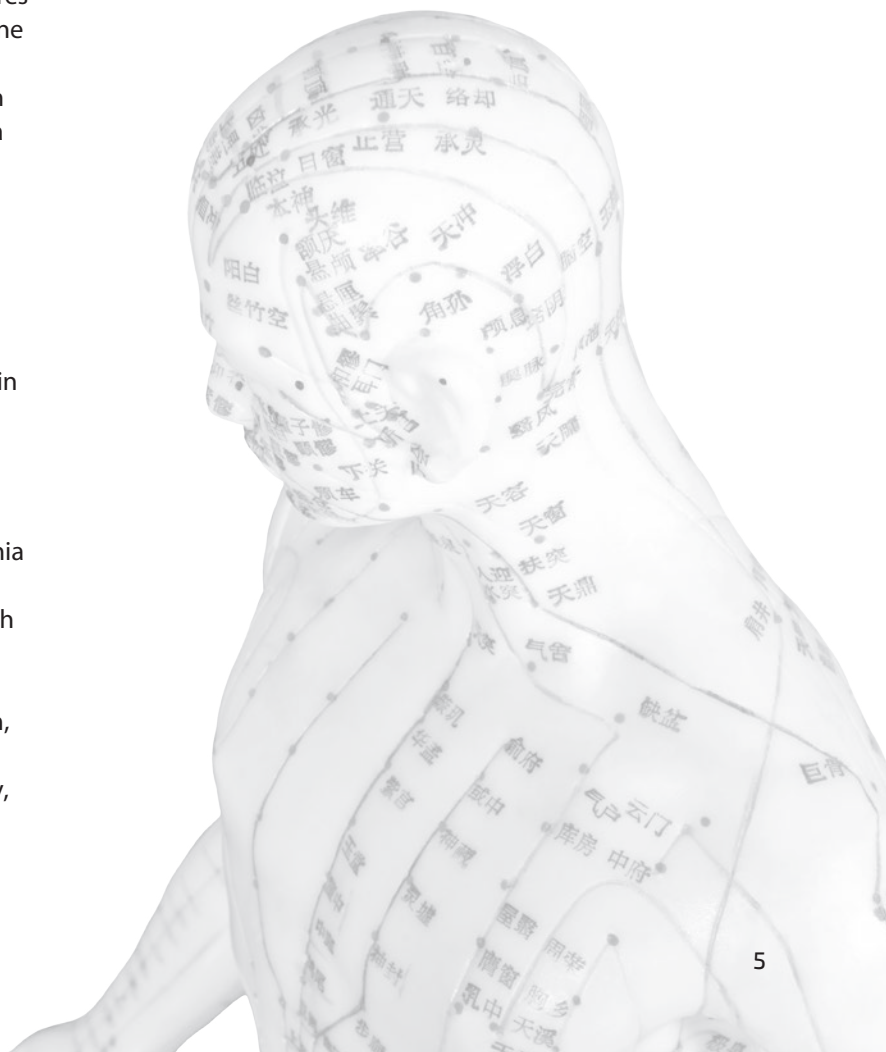
The doctoral curriculum includes research coursework with a Research Grand Rounds seminar series. The series features nationally known complementary and alternative medicine (CAM) researchers who discuss state-of-the-art studies and discoveries relevant to Chinese medicine. Students in the clinical doctorate program are required to complete a Capstone Project — either a completed research study, a research study proposal, or a scholarly paper.

The department's researchers, faculty members and work-study students collaborate with colleagues at complementary/alternative and conventional medical and research institutions — locally and nationally — on research, education, and clinical care. Since its founding in 1999, the department's research partners have included the Knight Cancer Institute, Oregon Health & Science University (OHSU), Kaiser Permanente Center for Health Research, Legacy Health System, Central City Concern (CCC), and the Universities of Arizona, Texas, and California at Los Angeles, among others. Funded by grants from NIH/NCCAM and from private foundations, these research partnerships have focused on acupuncture treatment for conditions such as breast cancer, fatigue associated with multiple sclerosis, endometriosis-related pelvic pain, vulvodynia, temporomandibular joint disorder, recovery from breast cancer surgery, side effects of chemotherapy, and electrodermal properties of acupuncture points.

In 2005, the Research Department received a four-year grant from the National Institutes of Health/National Center for Complementary and Alternative Medicine (NIH/NCCAM) to enhance research literacy and research-informed clinical practice and to provide experiential research opportunities.

Our research education initiatives are supported by AcuTrials® and the clinic outcomes database. AcuTrials® is a comprehensive, searchable database of randomized clinical trials and systematic reviews of acupuncture. It was developed at OCOM and is continually updated by the Research Department. The clinic outcomes database is a repository of data from all patients treated since 2009 in the OCOM intern clinics.

Research at OCOM is facilitated by the College Research Committee (CRC) and the Institutional Review Board (IRB). The CRC fosters research as an interface between education and patient care, coordinates and prioritizes emerging research interests at the college, and evaluates the scientific merit and institutional impact of research projects developed by OCOM students, staff, faculty, and alumni. The IRB reviews all research projects involving human subjects to ensure subject safety and confidentiality.



## Continuing Education

Based on a philosophy of lifetime support for its community of graduated students, OCOM provides ongoing continuing education for acupuncturists.

Licensed practitioners with NCCAOM diplomate status are required to attend and document 60 hours of continuing education units every four years from the time of their initial certification with the national organization. This is the standard also recognized by the state of Oregon for maintenance of state licensure to practice acupuncture and Chinese medicine. NCCAOM certification and the Oregon Medical Board (OMB) further requires practitioners to acquire specific continuing education units in such areas as ethics and pain management. OCOM's Continuing Education program strives to host events that satisfy these requirements while also providing solid subject matter in areas vital to clinical effectiveness and deeper understanding of Chinese medicine theory. Practitioners who participate in continuing education on a regular basis strengthen their treatment strategies, broaden their ability to solve difficult cases and have opportunities to network with other acupuncturists and allied health care providers.

OCOM's Continuing Education program offers practitioners an economical means of attending high-quality seminars. Discounted seminar fees are available to alumni, faculty, and staff. OCOM students are invited to attend seminars at a significantly discounted noncredit rate.

## Alumni Support

OCOM is committed to working closely with our 1,400-plus alumni as they develop their practices and become leaders in our field. The college's Alumni Relations Coordinator manages a number of programs. The Alumni Mentor program pairs successful alumni with current students and recent alumni. Continuing Education events are held throughout the year on our Portland campus, are sponsored in partnership with the OCOM Alumni Association, and are deeply discounted or free for members. Online, we provide the resources for graduates to connect with one another, learn about jobs in the field, and ask questions of their fellow practitioners.

Alumni receive numerous additional benefits, including networking opportunities, complimentary audit privileges, and lifetime access to the OCOM Library.

For a full list of OCOM alumni benefits and alumni news, visit [alumni.ocom.edu](http://alumni.ocom.edu).

## Student Services

*Student Services guides and supports all students through their transformational journey in achieving their educational and professional goals. A continuum of services is offered for prospective students, current students, and OCOM graduates.*

### Records and Transcripts

Records and transcripts are housed in the Office of the Registrar. Students, former students, and graduates may obtain unofficial copies of OCOM transcripts for themselves or request that official transcripts be sent directly to other institutions or agencies by completing a Transcript Request Form or submitting a written or email request to the Registrar. A fee of \$5 is charged for each transcript; allow two weeks for processing.

The Registrar will only release transcripts to students, former students, alumni, and external institutions or agencies when all debts to the institution have been resolved. Both law and institutional policy afford students access to academic records and opportunities to modify them. Details regarding access and challenges to student records can be found in the OCOM Student Handbook.

The Registrar provides necessary documentation to licensing boards and to the national certification commission, as well as notary service for related documents. Military veterans and international students receive specialized services through the Registrar.

### Health Care

Low-cost health care is available to students in OCOM's clinics.

The Affordable Care Act, which went into effect in 2014, allows individuals to apply for health insurance through either a state or federal health exchange system. More information on coverage is available at [www.oregonhealthcare.gov](http://www.oregonhealthcare.gov).

### Counseling, Academic Advising and Support Services

A variety of academic and personal support is available to students through the Office of Student Affairs. The Dean of Students offers supportive lifestyle counseling/coaching on a wide range of issues and makes referrals for professional counseling or other outside resources when appropriate. A limited number of professional counseling sessions are subsidized through a contract with Pacific Psychology and Comprehensive Health Clinic. Additionally, the Office of Student Affairs includes an on-campus Director of Counseling, who is available to provide a variety of additional support services.

The Dean of Students also provides academic support and advising to master's students and, with the Assistant Dean

of Master's Studies, assists with changes in enrollment plans. Free drop-in tutoring sessions are offered on campus several times each week, and subsidies are available for private tutoring that is required or recommended by a faculty member.

Each student is encouraged to meet with the Dean of Students or the Assistant Dean of Master's Studies to discuss academic progress, to review upcoming courses, and to share their experiences at the college.

Similarly, doctoral students are encouraged to meet with the Dean of Doctoral Studies or the Associate Dean of Doctoral Studies. Students are also encouraged to seek additional academic advising from faculty throughout the academic year, as needed.

Disability services for both doctoral and master's students are coordinated by the Student Services Manager within the Office of Student Affairs.

## Financial Aid and Work-Study

The Office of Financial Aid provides all necessary information regarding obtaining and managing Federal Financial Aid, including work-study options. Students are encouraged to consult on loan management options during school and after graduation.

## Career Planning and Development

The online Professional Development Center (PDC) offers career tools and resources to support practice management. OCOM graduates may establish their own acupuncture and Chinese medicine practices or join existing acupuncture and natural health clinics; some find employment in such varied settings as hospitals, addiction treatment programs, cruise ships, or reproductive medicine centers. Students are encouraged to use the PDC and meet with faculty to find and integrate the resources needed to create, build, and sustain a successful acupuncture career. Access the PDC via the college's dedicated alumni website: [alumni.ocom.edu](http://alumni.ocom.edu).

## Student Identification

Student security badges/identification cards are provided to all students and can be utilized to obtain student discounts for goods and services.

## Housing

While OCOM does not provide housing for students, housing opportunities are posted for student convenience, including hotels for doctoral students during modules.

## Campus Safety

In accordance with the Crime Awareness and Campus Safety Security Act of 1990, OCOM provides the college community with an annual report detailing certain types of criminal activity that have occurred on or around campus.

## Communications

Websites, newsletters, in-class announcements, bulletin boards, email, and informational forums are all utilized to communicate about the college, clinics, and the larger community.

## Internet Access

The college maintains a campus wireless network available to all members of the OCOM community. Additionally, computers connected to the Internet are available for use in the library and clinic conference rooms. Students, staff, faculty, and other users of the college's information systems are required to accept and follow the OCOM Technology Use Policy and Agreement Statement.

## Populi/Student Information System

Populi, a cloud-based student information system, provides current and prospective students with secure Web access to:

- Online application
- Course registration and transcripts
- Online course material (for master's program students) and document sharing
- Financial aid
- Tuition and fees
- Campus news and event announcements

## College Events

College events enrich the student experience and offer opportunities to build and sustain OCOM's community.

**New Student Orientation** – Incoming master's students gather over three days meeting classmates, faculty and staff, and learning what to expect as OCOM students. Doctoral student orientation occurs during the first module and includes a "welcome lunch" for new students.

**Mentor Program** – Incoming master's students are matched with continuing student volunteers to facilitate a smooth transition into OCOM life. A part of the enrollment process, these mentor relationships are established based on background and interests.

**Welcome Party** – A fun, fall event greets first-year master's students and welcomes returning students to the beginning of a new year.

**Annual "No Talent" Show** – Staff, faculty, and students ham it up on stage to celebrate the Chinese New Year.

**End-of-the-Year Party** – In June, it's time to celebrate a successful school year. Students, faculty, staff, and families gather to eat, talk, dance, and unwind.

**Student-Alumni Social** – A gathering that follows the annual June alumni continuing education event, current OCOM students can informally meet with alumni to



discuss postgraduate life, take advantage of networking opportunities, and prepare for their entrance into the field.

**Student Research Conference** – This student-initiated conference allows graduating students to present their research projects from the OMR III course. Students gain experience presenting at a research conference and become familiar with research culture.

**Graduation** – The annual commencement ceremony is followed by a reception attended by graduates, OCOM students and alumni, family members, faculty, and staff.

## Student Activities and Clubs

The **OCOM Student Association (OSA)** is the college's student government organization, acting as a liaison between the student body and the college administration. All currently enrolled students are members. OSA representatives are comprised of one Student Body President, one Student Body Vice President, Student Class Representatives, and At-large Student Representatives (one Student Life Liaison, one Clinic Liaison, one IT/Library Liaison, and additional students from any year as necessary). Representatives are elected each school year. The OSA operates according to its own constitution and is empowered to develop and coordinate events and services to improve student life. Additionally, each year, a subcommittee of the OSA selects a student trustee to OCOM's Board of Trustees and a student liaison to the Academic Steering Committee.

Doctoral students can choose to participate in the OSA or work informally within a separate group to focus on doctoral student issues and interests.

Examples of OSA-sponsored efforts include creating clubs, hosting speakers, providing food during final exams, funding and supporting student activities, investing in improvements to campus infrastructure, and organizing informational and social events for students. The efforts of this student association are funded by the Student Activity Fee, a \$15 fee paid each quarter of enrollment. The OSA Constitution is included in the OCOM Student Handbook.

*Examples of activities and clubs:*

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

**"Things I Wish I Had Known" Luncheon** – This event provides an opportunity for students to ask those "who have been there" about what to expect in the next phase of their OCOM experience.

**OCOM Nutrition Club** – The group focuses on learning about nutrition from a Chinese perspective and how to incorporate it into real life practice.

**Chinese Language Club** – A club where students can come together and share their Chinese language skills and experiences.

**Pride and Allies Club** – This student-run club explores health concerns related to LGBTQIA (lesbian, gay, bisexual, transgender, questioning, intersex, asexual) people, as well as educating on LGBTQIA concerns and appropriateness. The group welcomes LGBTQIA students, staff, and faculty as well as all straight allies.

**Garden and Herb Club** – For those 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.

**Channel Palpation Club** – This group's goal is to teach others about channel palpation and provide a place for students to practice and discuss the technique.

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

## Non-Credit Chinese Language Courses

The Confucius Institute at Portland State University (CIPSU) and OCOM are providing a Chinese language and culture training for up to 15 members of the OCOM community per academic quarter — Fall, Winter, and Spring. This course is intended to prepare students to understand basic meanings of texts in Chinese language and develop basic skills in reading, writing, speaking, and listening. The 12-week course helps to develop students' techniques in using Chinese through communication as well as enhancing their understanding of Chinese culture. Students will learn the language through a bilingual/immersion approach and a focus on Chinese medical terminology.

# General Policies

The college's institutional and academic policies are fully detailed in the master's and doctoral programs' respective student handbooks.

## Student Grievance Policy

### *Academic Grievances:*

Students with an academic grievance about a specific staff or faculty member are asked first to attempt to resolve the situation with that staff or faculty member. If a student believes the grievance was not resolved satisfactorily, the student is encouraged to submit the grievance in writing to the appropriate college dean — Dean of Master's Studies or Dean of Doctoral Studies. The Dean will meet with the student in question, gather any additional information needed, and if possible, attempt to resolve the situation. If the student still believes that the grievance has not been satisfactorily resolved, the student can request that the grievance be brought to the Grievance/Petition Subcommittee of the Academic Steering Committee. This subcommittee may, as part of the process, invite the student to its meeting to explain the grievance, and may also invite the staff or faculty member involved. The student may also request such a meeting.

After its meeting and hearing from the involved parties, the Grievance/Petition Subcommittee of the Academic Steering Committee will make a final determination as to how the grievance will be resolved.

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  
952-212-2434; fax 952-657-7068

### *Non-Academic Grievances:*

Students with a non-academic grievance — that is not a discriminatory or sexual harassment complaint about a specific staff or faculty member — are asked to first attempt to resolve the situation with that staff or faculty member. If a student believes that the grievance was not resolved satisfactorily, the student is encouraged to submit the grievance in writing to the Dean of Students, Dean of Master's Studies, Dean of Doctoral Studies, or Human Resources. The administrator will meet with the student in question, gather any additional information needed, and if possible, attempt to resolve the situation. If the student still believes that the grievance has not been satisfactorily resolved, the student can request that the grievance be brought before the Non-Academic Grievance Committee. The Non-Academic Grievance Committee may, as part of the process, invite the student to its meeting to explain the grievance, and may also invite the staff or faculty member involved. The student may also request such a meeting.

After its meeting and hearing from the involved parties,

the Non-Academic Grievance Committee will make a final determination as to how the grievance will be resolved.

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  
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 college's designated Title IX Coordinator. Refer to the Student Handbook for full Discriminatory Harassment, Sexual Misconduct and Retaliation Policy details.

## 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 Grievance/Petition Subcommittee or the full Academic Steering Committee. If the petition is again denied, the student can present it to the President for consideration. The President will gather and review all relevant information and then respond in writing to the student. The decision of the President is final.

## Disciplinary Action

All members of the OCOM community are expected to contribute to maintaining a safe and mutually respectful atmosphere that supports the college's purpose of teaching, learning, research, and public service. Enrollment implies an obligation for the student to uphold lawful and ethical standards of conduct in the community, at OCOM, and within the Chinese medical profession. Students who violate these standards, the Code of Professional Conduct, or engage in Proscribed Conduct as detailed in the Student Handbook may, depending on the nature of the infraction, be subject to a variety of sanctions, including referral to the Committee on Conduct and Professionalism (CCP), academic probation, suspension, or dismissal from the program. Refer to Student Handbook for more detail.

## **Drug-Free Workplace Act**

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 and employees found to be in violation of this policy are subject to immediate disciplinary action that may include dismissal or suspension from the college.

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

## **Tobacco-Free Campus**

In 2007, OCOM became Oregon's first educational institution to declare its entire campus tobacco-free. By adopting this 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.

## **Family Education Rights & Privacy Act (FERPA)**

OCOM complies fully with the Family Education Rights & Privacy Act (FERPA). For details on FERPA, refer to the Student Handbook.

## **Fragrance-Free Facility**

OCOM strives to maintain a healthy and comfortable environment for everyone that is conducive to health care, education, and productivity, and is free from unnecessary distractions and annoyances. Recognizing that some people have sensitivity or allergic reactions to various fragrant products, OCOM has been designated a fragrance-free facility.

To ensure that the college is a fragrance-free facility, personal products with fragrances (colognes, lotions, deodorants, hair products, etc.) are prohibited. Clothes detergents and fabric softeners should also be fragrance-free. Other fragrant products, whether natural or artificially scented (e.g., candles, potpourri, room deodorizers) are also not permitted on OCOM's campus.

With the exception of products used for instructional or therapeutic purposes, anyone required by medical necessity to use medicinal lotions or skin creams that contain perceptible odors may request a reasonable accommodation from Human Resources, the Dean of Doctoral Studies or the Dean of Students.

If you have a concern about scents or odors, you may also contact Human Resources, the Dean of Doctoral Studies or the Dean of Students.

## **Americans with Disabilities Act (ADA) Services**

OCOM will provide reasonable accommodations for students with known disabilities in accordance with the definitions provided by the Americans with Disabilities Act (ADA), and in accordance with Section 504 of the Vocational Rehabilitation Act. Individuals with disabilities must formally request accommodation under the ADA for the college to provide reasonable accommodations. Requests are made through the Student Services Manager, who verifies the disability and collaborates with the student in identifying reasonable accommodations and ways to implement them. Refer to the Student Handbook for more information.

## **Communications Policies**

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 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, which outlines expectations and acceptable use of campus technology systems.

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

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. Refer to the Student Handbook for full policy details.

## **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, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal 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, 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. Call 503-253-3443 or visit [www.ocom.edu/titleix](http://www.ocom.edu/titleix) for more information.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

# Master of Acupuncture and Oriental Medicine

The **Master of Acupuncture and Oriental Medicine (MAcOM)** degree program is designed to train highly skilled practitioners and to provide foundation work for ongoing study and development in the field. In so doing, the master's program presents coursework and training in all aspects of Chinese medicine, including the theory and practice of acupuncture, herbal medicine, nutrition, traditional Asian massage therapeutics, exercise, and qi cultivation; course sequences in biomedicine, including anatomy, physiology, pathology, pharmacology, and clinical diagnosis; relevant coursework in public and community health, research, practice management and practitioner/patient dynamics; and varied clinical experiences observing and providing supervised patient care.

## The master's program emphasizes three broad programmatic goals:

1. Provide students with a thorough understanding of the theories and systems of Chinese medicine and knowledge of the historical roots and modern applications of those systems;
2. Train students in the clinical skills required to apply that knowledge to the treatment of illness and the maintenance of health through the safe and effective treatment of patients;
3. Develop student understanding of their roles and responsibilities as participants in the contemporary health care delivery network.

In support of these goals, the college has developed the following list of anticipated educational competencies. OCOM graduates will:

- Demonstrate a thorough knowledge of Chinese medical theory and practice in the areas of acupuncture, Chinese herbal medicine, qi cultivation, and Asian bodywork;
- Apply their knowledge of Chinese medicine to the safe and effective treatment of patients in a clinical setting.
- Graduates will be able to:
  - interview and obtain the necessary information from their patients, utilizing traditional diagnostic methods;
  - organize and analyze information to formulate a diagnosis;
  - create a treatment plan;
  - provide effective treatment by choosing appropriate modalities and techniques;
  - modify treatments according to changes in the patient's presentation;
- Be able to apply biomedical knowledge of the human body in health and disease to better evaluate and understand their patients' conditions;
- Be able to communicate with other health care providers and appreciate potential needs for additional approaches to patient care and treatment. They will recognize situations requiring referral or emergency interventions and will respond appropriately;
- Be able to communicate effectively with patients, demonstrating the ability to listen, empathize, and guide a patient. They will be able to incorporate patient education and lifestyle counseling into their patient care;
- Be able to work with a wide range of patient populations and health conditions and will be aware of the many

issues that influence health, including (but not limited to) addictions, socio-economics, culture/ethnicity, and family/community;

- Recognize their limitations and seek assistance and information to solve or approach complex situations presented by patients. They will be able to utilize such resources as texts, research data, continuing education seminars, journals, professional consultations, and other medical information sources to investigate challenging clinical cases;
- Develop their awareness of qi — in themselves and in their patients. They will understand the importance of continuing to develop this awareness in their personal and professional lives;
- Practice within established ethical, legal, and professional guidelines;
- Be aware of various options for establishing a practice and will know how to establish and manage a private practice, work in clinics with other health care providers, and create or pursue opportunities in community health.

## The Role of Personal Cultivation

A thorough understanding of acupuncture and Chinese medicine requires a commitment beyond academic achievement alone. Within the history of the medicine, the training of the health care practitioner included studies designed to support their own personal development toward becoming a more present, perceptive and sensitive individual.

Part of the potential of Chinese medicine — that which makes it truly unique — derives from this personal and internally focused effort. It is this practice that can ultimately lead to the transformation of the practitioner, as well as the patient, and from which develops the ethical framework of the profession as a whole.

OCOM is committed to providing students with a practical foundation in the classical internal development arts for the purposes of energizing clinical skills, supporting personal health and creativity, and providing the groundwork for understanding the fundamental concepts of this medical system. Students will learn that health is a dynamic balance among the physiological, psychological, emotional, and spiritual aspects of an individual, and that we as individuals exist as inseparable components of an energetic matrix that encompasses all beings and phenomena.

## The Nature of Program Participation in Skills-Based Learning

Studies at OCOM include traditional classroom study similar to what entering students have experienced in their undergraduate programs. In addition, significant credits/hours are dedicated to skill-building in “hands-on” practicums and clinical situations. Students work in pairs in these hands-on classes, practicing skills of palpation, point location, acupuncture, bodywork, and qi cultivation. When practicing techniques of massage, needling, cupping, moxibustion, electro-stimulation, etc., students are required to give and receive as essential components of the learning process. Practical classes depend on students working in pairs throughout the program, with appropriate oversight by faculty and teaching assistants. Each class is a living laboratory for learning, practicing, and experiencing skills and techniques. Each student is expected to experience palpation and techniques as practiced by other students, communicate to other students about how a technique feels, and engage in peer evaluation and feedback as essential components of student learning in these courses. Practical testing is also frequently done in pairs.

## The Academic Year, Credit Hours, and Class Scheduling

The academic year is organized according to the quarter system, with three 12-week quarters in Fall, Winter, and Spring, and a six-week Summer session (except in the student’s final year, when it is eight weeks). In the master’s program, full-time students may complete the program in 36 consecutive months, or in 48 months with the first Summer quarter off.

These three- and four-year enrollment plans are both full time. Twelve or more credits during a 12-week quarter constitutes *full time*. For the abbreviated Summer quarters — two of six weeks; one of eight weeks — eight or more credits is considered *full time*.

Students who elect part-time enrollment options and go through the program at a slower pace (5-8 years) carry a smaller credit load per quarter. During a 12-week quarter, 12 or more credits is *full time*, 9-11 credits is *three-quarter time*; 6-8 credits is *half time*; 1-5 credits is *quarter time* or less.

For the abbreviated summer quarters, 8 or more credits is *full time*, 6-7 credits is *three-quarter time*; 4-5 credits is *half time*; 1-3 credits is *quarter time* or less.

To help accommodate student study preferences, most classes are offered in sections with options in the morning, afternoon, and some evenings, five days a week. While students have the opportunity to request a particular track of classes, they should be aware that their preferred schedule cannot be guaranteed, as class sizes must

be balanced for educational effectiveness. During the internship year, students can expect to be scheduled for classes and clinical shifts during both daytime and evening hours. Moreover, since clinical internship shifts run Monday through Saturday, students should expect to do a Saturday shift during at least one quarter of their internship experience. In addition to these times, all students should anticipate scheduling an occasional weekend for special workshops, elective seminars, and certain required classes. **Ultimately, all students are expected to make appropriate arrangements to accommodate their class and clinic schedules.**

Course credit for didactic classes, practicum-based classes and clinical courses are calculated differently:

**Didactic courses:** 12 classroom hours + 24 hours of outside study = 1 credit

**Labs/practicums:** 24 contact hours + 12 hours of outside study = 1 credit

**Clinical hours:** 24 clinic hours + 12 hours of outside study = 1 credit

**Externship hours:** 36 clinic hours = 1 credit

**Independent/Guided Study:** 36 hours independent/guided work = 1 credit

The four-academic-year (three-calendar-year) professional degree program consists of a total of 3,531 hours, for which 224.69 credits are awarded. Of these, 1,269 hours are devoted to clinical education.

## Curriculum Overview

Curriculum development at OCOM is a dynamic and ongoing process, paralleling the rapid evolution within the Chinese medicine profession itself and the changing environments of private and public health. Our program is subject to change based on these influences and new perspectives. However, required classes are seldom added retroactively.

**The following description provides an overview of student progression through the program:**

### *Didactic Studies*

Early in the program, students study the basic theories underlying Chinese medicine. Concepts of energetic physiology, notions of health and the origins of illness (Traditional Chinese Medical Theory), and the location of acupuncture points and channels/meridians (Point Location) are presented. Students will study and practice traditional diagnostic methods such as tongue and pulse diagnosis (TCM Diagnosis Lab). They simultaneously begin an aspect of study unique to Chinese medicine: personal development training in the classical internal arts (Qigong/Taiji Quan). Selected readings in classical Chinese texts will reinforce and deepen these topics. Students are introduced to basic elements of Chinese medical terminology throughout the curriculum

by study of the classical meanings of the Chinese acupoint names, theoretical concepts, and names of Chinese herbs.

Students develop awareness of personal and professional boundaries in the Respectful Touch course. This awareness prepares them to engage in physical medicine as they study Living Anatomy, therapeutic massage (tuina/shiatsu) and non-needling techniques such as cupping, gua sha, and moxibustion.

Students begin their study of traditional Chinese herbal medicine (Chinese Nutrition; Introduction to Chinese Herbal Medicine; Chinese Herbal Medicine: The Pharmacopoeia) with intensive work in the individual botanical, animal, and mineral-based substances used in the traditional Chinese herbal medicinary.

The foundation of research literacy begins with the course Oriental Medicine Research I. Students begin to develop insight into the practice of Chinese medicine through formal observation of practitioners working in clinical settings (Clinical Observation).

After mastering foundational material, students apply their knowledge of basic theories to an understanding of the disease process and the therapeutic strategies used to transform that process and stimulate health (TCM Pathology and Therapeutics; Point Actions and Indications; Western Pathology; Western Pharmacology). The study of herbal medicine parallels the emphasis on therapeutic applications, focusing on the art of combining the individual medicinal substances into coherent, clinically specific formulas (Chinese Herbal Medicine: Formulas; Herbal Prepared Medicine; Herbal Prescription Strategies; Chinese Herbal Medicinary Practicum).

Students train in the essential techniques and clinical skills of the acupuncturist, including needle insertion and manipulation, moxibustion and related techniques such as gua sha and cupping (Accessory Techniques, Acupuncture Techniques; Electro-acupuncture/Microsystems); the development of practical diagnostic skills, and the study of the ear as a micro-system (Auricular Acupuncture). These individual techniques and skills come together as students begin the transition from classroom learning to coordinated, practical application (Acupuncture Techniques III ; Patient-Practitioner Relationship).

Students also explore the issues surrounding physiological and clinical research in Chinese medicine, as well as the application of the medicine to community and public health concerns (Oriental Medicine Research II; Community Health and Chemical Dependency). Clinical marketing and professional skills are developed as students approach the beginning of their clinical internship (Practice Management I: Marketing; Ethics and Jurisprudence).

Advanced study of TCM Pathology and Therapeutics supports and reinforces the clinical experience with focus on several specialization areas within Chinese medicine,

such as OB/GYN, pediatrics, and dermatology. Acupuncture treatment techniques are expanded in coursework incorporating specialized modern and classical approaches (Advanced Acupuncture I-II).

Additional biomedical approaches to physical and psychological assessment and treatment are explored (Western Clinical Diagnosis; Structural Diagnosis; Behavior Health; Diet and Nutrition).

Finally, students focus on the transition from student to professional health care provider through a year-long sequence in case management (Case Management I-IV), business management (Practice Management II: Business Skills), and further insights into issues of public health care access (Issues in Public Health).

## **Clinical Studies**

The didactic and practicum work of the program culminate in the treatment of patients in OCOM's clinics. The mission of our clinics is to provide high quality, affordable health care to the public and to support the development of Chinese medicine as a vital healing methodology, complementary to Western medicine. Chinese medical services are provided in the clinic by interns who practice under the direct supervision of acupuncturists licensed in the state of Oregon.

Clinical study at OCOM is comprised of Pre-Internship coursework completed during the first two or three years of the program (depending on whether the student is in the three- or four-year program), and Internship and Externship coursework which is completed during a student's final year. Interns additionally have opportunities for offsite experiences at several public health facilities with which OCOM is affiliated. Students work with the elderly, troubled youth, individuals with addictions or behavioral health issues, persons living with HIV, and others with multiple community health concerns.

During the course of Pre-Internship and Internship clinical studies at OCOM, students concurrently enroll in a series of classes to reinforce and expand on skills and ideas learned in clinic settings. Introduction to Clinic, Accessory Techniques, TCM Diagnosis Lab, and Case Management are specifically designed and organized to support and complement the clinical experiences.

### **Pre-Internship – 444 hours**

#### *Introduction to Clinic:*

This course exposes students to the fundamental skills necessary to practice safely, professionally, and effectively in a clinical medicine setting. (One quarter)

#### *Clinical Observation:*

Clinical Observation, which begins in the first year, offers students opportunities to observe the treatment of patients by experienced practitioners in clinical theater settings and in OCOM's clinics (clinical rounds). (Four quarters)

### *Clinic Trainee:*

In Clinic Trainee, students begin the transition from primarily observing to assisting in all facets of patient care under the direct supervision of a clinical supervisor, who is physically present to observe all patient interactions. This final phase of pre-internship prepares students for the intern phase of their clinical education where they will function with greater autonomy in caring for patients. (Three quarters)

### *Herbal Medicinary Practicum:*

Through bulk and granule herbal formulas preparation and assisting in the operation of the college's herbal medicinary, students develop their understanding of Chinese herbs beyond what they learn in the classroom. (One quarter)

### *Oriental Therapeutic Massage Clinic:*

Each student will also participate in Oriental Therapeutic Massage Clinic, offering shiatsu or tuina massage to the public under the supervision of Oriental Therapeutic Massage Clinic faculty. (Two quarters)

### **Clinical Internship – 703 hours**

Students enter *Clinical Internship* after having successfully completed: (a) all coursework designated within the first two years of the 36-month program or the first three years of the 48-month program; (b) pre-internship clinical requirements; (c) comprehensive clinic entrance examination.

Interns complete 703 hours of clinical internship, usually during the course of one year. These hours translate to 3-4 shifts (4.75 hours each) per week in most quarters. Students have a variety of internship experiences, including multiple acupuncture/Chinese medicine shifts on- and off-campus, and two Herbal Internship shifts. Herbal Internship offers students an opportunity to work closely with an experienced practitioner in the writing of Chinese herbal formulas.

### **Clinical Externship – 32 hours**

#### *Community Health Externship:*

Consistent with the college's dedication to providing quality, low-cost health care, especially in the area of treatment of chemical dependency and public health, students also complete one shift (32 hours) of Community Health Externship at a designated community health externship site.

## **Electives**

OCOM offers a number of elective courses in the master's program every year. These courses allow students to pursue their interests, deepen their knowledge and broaden their understanding of the study of Chinese medicine. Most enrolled students take at least some electives during their time at OCOM. Usually, electives are offered at no charge (apart from possible lab or supplies fees), and there is no limit on the number of electives for which a student may register.

Specific electives may not always be available to every student, however, usually because of scheduling conflicts

with other mandatory courses. Elective offerings may also change over time, e.g., if faculty availability changes. OCOM can make no guarantees about the specific electives students will be able to take during their period of enrollment. Also, because most electives are offered at no cost, tuition refunds are not provided if a student is unable for any reason to enroll in any specific desired elective(s) during their period of enrollment.

## **Community Outreach Practicum**

Each student is required to complete 30 hours of Community Outreach. This experience allows students to share their knowledge about acupuncture and Chinese medicine with the public and other health care practitioners. By discussing the modalities and benefits of the medicine with people possessing varying levels of knowledge, students acquire skills that will prove invaluable in their future practices. Examples of Community Outreach activities include participating in health fairs, speaking to community organizations, and staffing community education forums.

## **Opportunities for Teacher Certification in Qigong**

Students who choose to fulfill their two-year qi cultivation requirement by taking Qigong IV, V, VI with He Liu will be eligible to apply for teacher certification training in One Thousand Hands Buddha, Lingui Qigong. The teacher certification training will be offered in a weekend format and the cost of the training is additional to program tuition. Teacher certification training is designed to prepare advanced students to teach qigong through intensive, advanced instruction.

# Course Descriptions

Course descriptions are presented within their departmental designation: **Chinese Medicine; Acupuncture, Qi Cultivation and Bodywork; Biomedicine; Professional Development; Research;** or **Clinical Studies.**

Courses designated as “(Elective)” may not be offered every year. Required courses are offered annually, in one term, as shown in the **Master’s Program Curriculum Guide** on pages 16-17. Course prerequisites have been determined and are controlled by the order in which courses are presented for each category of enrollment.

## Chinese Medicine Department

CM500/CM501/CM502

### Traditional Chinese Medical Theory I-III

144 hours/12.0 credits

This three-term course series provides students with foundation work in the basic theoretical concepts of Traditional Chinese Medicine (TCM). Students explore yin/yang theory; the five phases (wu xing); traditional models for physiologic function, including the zang and fu organs, and the substrates of energy (qi), essence (jing), blood (xue), and fluids (jin/ye); the origins and processes of disease, including the four levels of disease (wen-bing xue) and the six stages of cold-induced disorders (shang-han bing); as well as the fundamentals of diagnostic theory (four methods). The study of selected portions of Chinese classic texts (e.g., *Huang Di Nei Jing, Shang Han Lun, Jin Gui Yao Lue, Wen Bing Xue*) is integrated into the study of the theories based on these writings.

CM520

### Introduction to Chinese Herbal Medicine

24 hours/2.0 credits

This course begins the Chinese herbal medicine series of individual herbs, substances, and herbal formulas, and introduces the practice of Chinese herbal medicine. It provides a general overview of the concepts of herbal alchemy, herbal energetics (including natures and flavors, herbal directional movement, botany, taxonomy, ethics, pharmacology, philosophy, and theoretical application of herbs), and addresses the historical development of Chinese herbal medicine in Asia and the United States. It introduces categories of individual herbs and formulas, preparation of herbal formulas, general precautions and potential problems with herbs (including herb-drug interactions), and relevant research on Chinese herbs. (Herb categories covered: Acrid Warm Release the Exterior and Acrid Cool Release the Exterior)

CM521/CM525/CM526/CM527/CM620

### Chinese Herbal Medicine I-III: The Pharmacopoeia

144 hours/12.0 credits

This three-quarter sequence is designed to introduce approximately 365 of the most commonly used medicinal substances in traditional Chinese medicine. Included in that

study are the names of the substances cross-referenced by botanical, pharmaceutical, common English, and Chinese name; substance identification; nature and flavor; major functions, actions and indications; precautions, herb-drug interactions; preparation methods, and relevant research describing physiological action.

- **CM521 Chinese Herbal Medicine I: The Pharmacopoeia** (4 credits) – Herb categories covered: Clear Heat Reduce Fire, Clear Heat Cool the Blood, Clear Heat Dry Damp, Clear Heat Toxins, Clear Deficiency Heat, Clear, Drain Damp, Downward Draining, Transform Phlegm, Expel Wind and Dampness
- **CM525 Chinese Herbal Medicine II: The Pharmacopoeia** (2 credits) – Herb categories covered: Aromatic to Transform Damp, Regulate Qi, Remove Food Stagnation, Expel Parasites, Topical Use Herbs, Stop Cough and Wheezing, Open the Orifices, Warm the Interior.
- **CM526 Chinese Herbal Medicine II: Pao Zhi** (1 credit) – This class introduces students to different Pao Zhi preparations that can give a single herb different functions. Students prepare both single herbs and formulas while simultaneously reviewing the main functions of commonly used clinical medicinals. The course covers a cross-section of herbs from CM520, CM521, and CM620.
- **CM527 Chinese Herbal Medicine II: The Pharmacopoeia - Review** (1 credit) – This class reviews all single herbs and herb categories covered in CM520, CM521 and CM525.
- **CM620 Chinese Herbal Medicine III: The Pharmacopoeia** (4 credits) – Herb categories covered: Stop Bleeding, Invigorate Blood and Remove Blood Stasis, Calm Shen, Subdue Liver Yang and Extinguish Wind, Herbs to Stabilize and Bind, Tonify Qi, Tonify Yang, Nourish Yin, Nourish Blood.

CM503

### Traditional Chinese Medicine (TCM) Diagnosis Lab

18 hours/.75 credit

Students will practice the diagnostic skills required of the traditional Chinese medical practitioner — pulse reading, tongue observation, questioning, and palpation.

CM600/CM601/CM602/CM650/CM651/CM652

### TCM Pathology and Therapeutics I-VI

180 hours/15.0 credits

OCOM’s six-course clinical Chinese medicine sequence covers a variety of topics in orthopedics/traumatology/musculoskeletal pain and internal medicine as well as selected topics in gynecology, geriatrics, dermatology,

*Continued on page 18*



# Master's Program Curriculum Guide

Typical course progressions for the **36-month** and the **48-month** programs are displayed below. They are subject to change and courses may be reassigned to different terms. Scheduling of clinical components is variable; therefore, *this summary is merely a representational example*. Students are required to complete the number of clinical internship hours required of the class with which they graduate.

## Three-year Accelerated Academic Plan 2017-2018

First Year		Winter Quarter		Spring Quarter		Summer Quarter	
Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours
TCM Theory I	4/48	TCM Theory II	4/48	TCM Theory III	4/48	Herbs II: The Pharmacopoeia	2/24
Point Location I	4/48	Point Location II	4/48	Point Location III	4/48	Herbs II: Pao Zhi	1/12
Qigong I	1/24	Qigong II	1/24	Qigong III	1/24	Herbs II: Review	1/12
Living Anatomy I	2/24	Living Anatomy II	2/24	Living Anatomy III	2/24	Tuina/Shiatsu IV	1.25/30
Anatomy and Physiology I	2.5/30	Anatomy and Physiology II	2.5/30	Anatomy and Physiology III	2.5/30	Diagnosis Lab	.75/18
Tuina/Shiatsu I	1.5/36	Tuina/Shiatsu II	1.5/36	Tuina/Shiatsu III	1.5/36	Clinical Observation IIB ♦	1/24
Medical History	2/24	Introduction to Chinese Herbs	2/24	Herbs I	4/48	Finding Your Vision	.5/6
Western Medical Terminology	1/36	Accessory Techniques	.75/18	Clinical Observation IB ♦	2/48	Chinese Nutrition	1.5/18
Respectful Touch	.5/6	Clinical Observation IA ♦	2/48				
Oriental Medicine Research I	1/12						
Intro-Community Outreach Practicum	.17/4						
Introduction to Clinic	1/12						
	20.67/304		19.75/300		21/306		9/144

**First-Year Totals: 70.42/1,054**

Second Year		Winter Quarter		Spring Quarter		Summer Quarter	
Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours
Point Actions I	2/24	Point Actions II	2/24	Point Actions III	2/24	Herbal Prepared Medicine	1.5/18
Qigong IV/Taiji I	1/24	Qigong V/Taiji II	1/24	Qigong VI/Taiji III	1/24	Electro-acupuncture/Microsystems	2/24
Western Pathology I	3/36	Western Pathology II	3/36	Western Pathology III	3/36	Western Pharmacology	3/36
Acupuncture Techniques I	3/36	Acupuncture Techniques II	3/36	Acupuncture Techniques III	3/36	Adult/Child CPR+First Aid	.67/8
Herbs III	4/48	Herbs IV	4/48	Herbs V	4/48	Practice Management I: Marketing	1/12
TCM Pathology I	2.5/30	TCM Pathology II	2.5/30	TCM Pathology III	2.5/30	Ethics and Jurisprudence	.5/6
Chemical Dependency	2/24	Auricular Acupuncture	2.5/30	Oriental Medicine Research II	2/24	Herbal Prescription Strategies	1/12
Clinical Observation IIA ♦	2/48	Patient-Practitioner Relationship	2/24	Clinic Trainee II ♦	2/48	Clinic Trainee III ♦	2/48
Herbal Medicinary Practicum ❖	2/48	Clinic Trainee I ♦	2/48	Oriental Therapeutic Massage Clinic ☉ 1/24			
		Oriental Therapeutic Massage Clinic ❖ 2/48		<b>Clinic Entrance Exam</b>	—		
	21.5/318		24/348		20.5/294		11.67/164

**Second-Year Totals: 77.67/1,124**

Third Year		Winter Quarter		Spring Quarter		Summer Quarter	
Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours	Fall Quarter	Credits/Hours
Western Clinical Diagnosis I	3/36	Western Clinical Diagnosis II	3/36	Western Clinical Diagnosis III	3/36	Issues in Public Health	1/12
TCM Pathology IV	2.5/30	TCM Pathology V	2.5/30	TCM Pathology VI	2.5/30	External Use of Chinese Herbs	1.5/18
Structural Diagnosis	3/36	Advanced Acupuncture I or II ●	3/36	Diet and Nutrition	2.5/30	Case Management IV	1.5/18
Oriental Medicine Research Project I	.5/18	Oriental Medicine Research Project II	.5/18	General Physcis	2/24	Clinic Intern III	4.75/114
Practice Management II	1/12	Practice Management III	.67/8	Oriental Medicine Research Project III	1/36	Community Health Externship ❖	.89/32
Behavioral Health	2/24	Clinic Intern I	4.75/114	Practice Management IV	.66/8	Community Outreach Practicum	1.08/26
Clinic Paired Internship	7.72/185.25	Herbal Internship ☉	2.38/57	Case Management III	2/24		
Case Management I	2/24	Case Management II	2/24	Clinic Intern II	7.13/171		
Herbal Internship I ♦	2.57/61.75	Treating Children with TCM	2/24				
	24.29/427		●20.8/347		●20.79/359		10.72/220

**Third-Year Totals: 76.6/1,353**

**Program Totals: 224.69/3,531**

NOTE: The scheduling of clinical components (internship, Oriental Therapeutic Massage clinic, observation, herbal medicinary practicum, etc.) is variable; the above chart is only a representational sample, i.e. these components may be scheduled in different terms than indicated.

● Students are only required to take one term of Advanced Acupuncture (I or II).

The second term can be taken as an elective; Advanced Acupuncture I = Winter; Advanced Acupuncture II = Spring

♦ Clinical component must be completed in designated quarter ☉ May be scheduled in Winter or Spring quarter ❖ May be scheduled in Fall, Winter, or Spring quarter



Continued from page 15

ophthalmology, and ENT. Students study the disease process from the perspective of Chinese medicine and the strategies used to arrest that process, restore health, and support the system to prevent illness in the future. Chinese medicine disease categories are studied according to their pathophysiology and most common presenting patterns to facilitate accurate Chinese medical diagnosis. Treatment strategies, including herbal formulas and acupuncture point prescriptions, are discussed along with concepts of treatment planning, case management, and continuity of care. Emergency care and urgent care considerations are addressed where appropriate as part of the larger issue of referral and collaborative care. Classical texts (e.g., *Huang Di Nei Jing*, *Shang Han Lun*, *Jin Gui Yao Lue*, *Wen Bing Xue*) and modern, biomedical concepts are liberally referenced to facilitate clinical understanding.

- TCM Pathology and Therapeutics I (Introduction to Orthopedics, Traumatology and Musculoskeletal Pain)
- TCM Pathology and Therapeutics II (Internal Medicine - Lung and Heart)
- TCM Pathology and Therapeutics III (Internal Medicine - Liver)
- TCM Pathology and Therapeutics IV (Gynecology)
- TCM Pathology and Therapeutics V (Internal Medicine - Spleen/Stomach, Kidney/Bladder)
- TCM Pathology and Therapeutics VI (Selected Topics/ Special Care - Geriatrics and Care for Seriously Ill Patients, Dermatology, ENT, Ophthalmology)

CM621/CM622

### **Chinese Herbal Medicine IV-V: Formulas**

96 hours/8.0 credits

This course sequence introduces the study of combining the individual medicinal substances of Chinese herbal medicine into coherent, clinically specific formulas. Study focuses primarily upon the approximately 150 classical formulas and their variations. These classical formulas are used to determine a recommendation strategy, and modified for individual clinical presentations.

CM623

### **Herbal Prepared Medicine**

18 hours/1.5 credits

This portion of the program in traditional Chinese herbal medicine introduces the study and application of prepared pills and tablets, as well as substances for external application (e.g., traditional Chinese medical liniments). Study focuses on preparations from mainland China as well as products produced in the United States. The concept of quality control is emphasized.

CM624

### **Herbal Prescription Strategies**

12 hours/1.0 credit

Utilizing case studies, students will explore strategies for writing and modifying herbal prescriptions. They will also learn how to counsel patients regarding herbal formulas, their preparation, potential side effects and interactions.

CM603

### **Chinese Nutrition**

18 hours/1.5 credits

Utilizing Chinese dietary principles in conjunction with acupuncture and herbal treatment will enable the practitioner to better aid their patients in achieving "balance" and improved health. This course emphasizes Chinese classification of foods into categories and combining foods with Chinese herbs to create clinically effective recipes. Foods that are to be eaten or avoided during particular disorders are discussed and a portion of the class involves hands-on preparation of special dishes for specific illnesses.

CM653

### **Treating Children with Traditional Chinese Medicine**

24 hours/2.0 credits

While emphasizing the treatment of common conditions affecting children, this course will also explore specialized approaches to pediatric diagnosis and management of children as patients.

CM670

### **External Uses of Chinese Herbs**

18 hours/1.5 credits

This course provides students with a basic understanding of general principles of external uses of Chinese herbs. Students learn the different forms of external herbs, their applications, and precautions in using them.

CM530/CM531

### **Bridging Chinese Medicine Theory and Chinese Classics I, II (Elective)**

48 hours/4.0 credits

This class will provide a foundation in Chinese language, culture, and philosophy, and thereby explore the roots of Chinese medicine. By looking into classic texts (*Yi Jing*, *Huai Nan Zi*, *Dao De Jing*, *Nei Jing*, and *Shang Han Lun*), students will correlate these works to the twelve organ networks of Zang Fu and Eight Principle physiology. Concepts to be investigated include: De and Dao, Yin and Yang, three treasures, the four seasons/directions, the five phases/elements, six conformations, seven chakras, the eight gua, the ten heavenly stems, the twelve earthly branches, and the twelve organ networks using a holographic perspective.

# Acupuncture, Qi Cultivation and Bodywork Department

AC500

## Respectful Touch

6 hours/.5 credits

Through instruction, discussion and practice, students will explore the concept of respectful touch in peer interactions and as a basis for patient care. Skills of self-care, boundary setting, and communication are introduced.

AC501/AC502/AC503

## Point Location I-III

144 hours/12.0 credits

This is the primary course in traditional Chinese medicine energetic anatomy. The principles and theory of acupuncture are introduced with the inclusion of readings from Chinese classic texts such as volume two of the *Nei Jing*. Over the course of three quarters, students study the location of approximately 400 acupuncture points and the location and trajectory of the major channels (meridians) and collateral vessels (jing-luo). Point Location is both lecture and hands-on practice and is intended to provide students with the facility to accurately locate the points and channels — the primary anatomical features for treatment and diagnosis.

AC550/AC551/AC552

## Point Actions and Indications I-III

72 hours/6.0 credits

Each acupuncture point, when stimulated, has a specific, characteristic effect on the physiologic functions and structures of the body. The dominant mechanism by which these effects are manifested is through the intricate network of channels and collaterals (meridians, jing luo) that traverse the body. Following the study of energetic anatomy in Point Location I-III, this three-quarter series explores the physiological actions of the stimulated acupoint and the characteristic energetic functions of the primary and secondary channels. Points are presented individually and in combination according to classical point categories, five-phase interaction and individual therapeutic effects. Acupuncture and Chinese medicine diagnosis and treatment planning is practiced utilizing case studies.

AC604

## Auricular Acupuncture

30 hours/2.5 credits

The ear is studied as the most clinically significant microsystem in traditional Chinese medical therapeutics. Students examine the physical structures of the outer ear, locate acupuncture points on the various auricular surfaces, and study those acupoints in their therapeutic and diagnostic applications. Use of dermal tacks, beads and magnets is introduced. Auricular acupuncture is presented both as an independent modality and in combination with

major-channel acupuncture point selection strategies for a number of disorders, including chemical dependency and detoxification.

AC601/AC602

## Acupuncture Techniques I-II

72 hours/6.0 credits

This course begins the student's training in the use of the clinical tools and essential skills of the acupuncturist. Its objective is to provide a solid foundation in needle techniques and to review the related skills of moxibustion, cupping, gua sha, bloodletting, and cutaneous acupuncture. Attention is also paid to general issues of patient protocol and office set-up, with emphasis on establishing and maintaining clean fields, and application of aseptic and sterile procedures. Completion of this course also requires successful completion of the Clean Needle Technique class (CNT) sponsored by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) and hosted by OCOM. Scheduling for the CNT will be announced during the preceding Winter quarter. There is an additional charge for the CNT class.

AC606

## Acupuncture Techniques III

36 hours/3.0 credits

Students continue to practice and refine the basic skills acquired in Acupuncture Techniques I-II as they learn new acupuncture techniques to utilize in clinical practice. In addition, students begin to combine and apply these skills to complete acupuncture treatment protocols for some of the more commonly seen conditions in clinic (e.g., reproductive issues, headache, neck pain, low back pain, stress, gastrointestinal issues). This course is designed to bring students to the required level of proficiency in acupuncture skills for entrance into clinical internship.

AC605

## Electro-acupuncture/Microsystems

24 hours/2.0 credits

Through lecture, demonstration and practice, this course introduces two microsystems: scalp acupuncture and hand/wrist acupuncture. Electro-acupuncture theory, application, efficacy, and safety are covered. The course content is organized and taught through the theme of treating pain.

AC511/AC512/AC513/AC514

## Shiatsu I-IV

120 hours/5.0 credits

Shiatsu is a highly effective system of massage therapy, originating in Japan, that develops the practitioner's sensitivity, awareness, and responsiveness both in diagnosis and in treatment. Through palpation of the channels (meridians) through which energy is communicated, the practitioner is able to determine the nature and quality of energy (qi) imbalances, and through finger and hand pressure to adjust those imbalances and bring the body into

greater alignment and health. Because of its potency for relieving stress and stimulating energy circulation, shiatsu is used to treat specific disorders and is used as a preventative modality. Since shiatsu requires skill in channel palpation, this course provides an important practical support for coursework in point location and channel trajectories. Students study six weeks of both shiatsu and tuina in Fall term and then choose one modality for three additional quarters of study.

AC515/AC516/AC517/AC518

### **Tuina I-IV**

120 hours/5.0 credits

Tuina, traditional Chinese massage therapy, forms the basis of traditional Chinese physical therapy and is an important modality within traditional Chinese medicine. Over four quarters, students are trained to a level of basic proficiency in the treatment of structural and soft-tissue injury and dysfunction. Such training is intended to develop the student's physical approach to bodywork, as well as their healing presence and extension of qi toward a healing objective. This is applicable to tuina as an independent modality, as well as to later work with acupuncture needle technique. Students are trained in basic clinical preparatory treatments, including general health, shoulder, neck, abdominal, common cold, and headache protocols during the four quarters. Students study six weeks of both tuina and shiatsu in Fall term and then choose one modality for three additional quarters of study.

AC520/AC521/AC522

### **Qigong I-III**

72 hours/3.0 credits

Qigong is a practice to cultivate health on all levels. *Qi* is the foundation of both qigong and Chinese medicine; understanding it is a goal of the class. *Gong* means "achievement" or "skill" that is the natural outgrowth of these practices. It is said that all the original doctors of traditional Chinese medicine practiced the equivalent of modern qigong. Contemporary students find direct application of this form to the dynamic changes in their lives while enrolled in medical school.

During these three terms, students will study Liu Dong's Qigong method including One Thousand Hands Buddha Qigong, Eight Treasures (Ba Duan Jin) Qigong, and a portion of Yi Jing Xi Sui Jing. One Thousand Hands Buddha is a form handed down through the Liu family tradition to harmonize the heart and mind and develop a deeper understanding of the mind-body relationship. Eight Treasures and Yi Jing Xi Sui Jing are classical forms, two of the most famous qigong methods in China, that cultivate primordial qi, balance the energy systems of the body, and increase flexibility of body, mind, and spirit. Through regular practice, students will learn the fundamentals of qigong and cultivate their own health and healing potential.

AC560/AC561/AC562

### **Qigong IV-VI**

72 hours/3.0 credits

As an alternative to taiji quan, second-year students may continue their formal qigong instruction with the three-quarter study of Liu Dong's Qigong method. This program offers a strong foundation in qigong theory and practice. Students will deepen the study of qigong begun in the first-year program. As their study and practice deepens, their qi will strengthen and stabilize. From this strong foundation, students will gain greater insight into their own natures and the traditional ways of diagnosis and treatment. (Alternative study option: Taiji Quan I-III)

AC570/AC571/AC572

### **Taiji Quan I-III**

72 hours/3.0 credits

The student's understanding and perception of the flow of qi in the body that began in Qigong I-III continues with the study of taiji quan, a set of individual physical poses that are performed together as a single, fluid meditative form. Taiji's objective is to connect intention or will with the flow of qi in and through the body through slow, focused movement. As students begin to learn this modified Yang-style taiji form, both strength and flexibility are increased, and physical and emotional stress is released. In the intermediate and advanced stages of practice, the taiji practitioner is able to perceive the flow of qi and project internal qi. As with qigong, the study of taiji is intended to offer the student a direct personal experience of a fundamental concept in traditional Chinese medicine as a foundation for ongoing practice, personal well-being and healing applications. (Alternative study option: Qigong IV-VI)

AC554

### **Accessory Techniques**

18 hours/.75

Students learn and practice non-needling acupuncture techniques including moxibustion, cupping, and gua sha.

AC650

### **Advanced Acupuncture I**

36 hours/3.0 credits

Students will assess and treat an array of orthopedic/musculoskeletal problems. The orthopedic tests studied in Structural Diagnosis are reviewed in relation to specific injuries. Treatment emphasis is on muscle motor points, trigger point, and associated meridian points to increase range of motion and reduce pain. Adjunctive therapies are also discussed.

*Advanced Acupuncture I or Advanced Acupuncture II is required for graduation; the other can be taken as an elective.*

AC651

## **Advanced Acupuncture II**

36 hours/3.0 credits

Students study the theory and practical application of the five meridian systems that are foundational to acupuncture theory according to classical sources: the primary meridians, muscle-sinew meridians, luo-connecting meridians, divergent meridians and the extraordinary vessels. Pulse diagnosis and needle techniques are demonstrated and practiced.

*Advanced Acupuncture I or Advanced Acupuncture II is required for graduation; the other can be taken as an elective.*

AC631/AC632

## **Advanced Shiatsu I-II (Elective)**

60 hours/2.5 credits

This sequence emphasizes hara diagnosis, increased tactile sensitivity of the meridians and the extended system of Shizuto Masunaga. Treatment protocols will be expanded.

AC636

## **Pediatric Tuina (Elective)**

12 hours/.5 credit

Pediatric tuina is a specialized application of tuina, substantially different from tuina for adults. Students study the theory and application of pediatric tuina, including the specific zones applied to children. They learn to diagnose children, and to perform tuina on them.

AC635

## **Foot Reflexology (Elective)**

12 hours/.5 credit

Students study the theory and application of foot reflexology, including reflexology zones and their proper manipulation. Students learn to palpate patients' feet for signs of the patient's internal condition and to perform a comprehensive reflexology treatment for various diseases.

AC634

## **Advanced Tuina (Elective)**

36 hours/1.5 credits

This course emphasizes integrating tuina with acupuncture needling for musculoskeletal conditions. Acupuncture treatments focus on trigger points and joint realignment.

AC683/AC684/AC685

## **Qigong VII-IX (Elective)**

72 hours/ 3.0 credits

For students wishing to pursue a third year of qigong as an elective, OCOM offers an advanced course. It is designed for those who discover an aptitude for qigong or a desire to deepen their training, teaching, and healing capabilities. Students awaken to the energetic relationships in the human body, gaining health, mental clarity, and a deepening spiritual connection. This program is designed for those who wish to use qigong techniques to heal others.

AC693/AC694/AC695

## **Taiji Quan IV-VI (Elective)**

72 hours/3.0 credits

The studies that began in Taiji Quan I-III continue with more in-depth study of the art. The practicum accentuates perfecting the postures and movements of the form to maximize the magnitude of qi activation and cultivation. This emphasis on perfection will provide the essence and foundation of boundless growth. Through the practice of taiji quan, students will learn and understand that the full spectrum of the internal art of healing and nurturing is the "first and last medicine."

# **Biomedicine Department**

BM500

## **Western Medical Terminology**

36 hours/1.0 credit

In conjunction with the Living Anatomy sequence, this course utilizes programmed text to provide students familiarity with the language and terminology of biomedicine.

BM501/BM502/BM503

## **Living Anatomy I-III**

72 hours/6.0 credits

An acupuncturist is, in part, a traditional "physical therapist," utilizing information from the body's palpable structures to formulate diagnosis and treatment strategy. Through supervised, hands-on work, Living Anatomy trains students to understand the bony and soft-tissue structures of the body through external palpation. When such a facility is combined with an understanding of the flow of qi in the channels and the means for manipulating that qi (as with needles and moxibustion, for example), an essential component of the acupuncturist's healing repertoire is developed.

BM504/BM505/BM506

## **Anatomy and Physiology I-III**

90 hours/7.5 credits

This course covers the structure, function, and interrelationships of the eleven systems of the human organism: the integumentary system, skeletal system, muscular system, lymphatic system, respiratory system, digestive system, nervous system, endocrine system, cardiovascular system, urinary system, and reproductive system.

BM550/BM551/BM552

## **Western Medical Pathology I-III**

108 hours/9.0 credits

In this course, students study the Western biomedical approaches to disease origination, progression, and pathology with a view toward developing a deeper understanding of this dominant medical perspective and communicating with other health professionals and patients. Both general pathology and the major pathologies of each

of the major body and organ systems are covered, including the cardiovascular, neurological, respiratory, musculoskeletal, urogenital, gynecological, endocrine, hematopoietic, skin, gastrointestinal, hepatic and pancreatic. The relevant areas within microbiology, immunology, and epidemiology are addressed during the study of both acute and chronic diseases.

BM553

## **Community Health and Chemical Dependency**

24 hours/2.0 credits

Dependence on alcohol and drugs is a major public health issue in our culture. Chinese medicine, in combination with appropriate counseling and support networks, has emerged as the preeminent drugless therapy in the treatment of chemical dependency and the facilitation of detoxification and withdrawal. In this class, students focus on the special physiological, socio-economic, cultural and spiritual issues of chemical dependency, and clinical approaches of the chemical dependency acupuncture therapist. Additionally, coursework includes information and training in HIV/AIDS education and models for utilizing Chinese medicine for community health.

BM605

## **Western Pharmacology**

36 hours/3.0 credits

This course provides students with a basic understanding of the important pharmaceutical products commonly prescribed today, including their categories, physiological actions, prominent therapeutic effects and side effects, and proprietary and generic names. Interaction of pharmaceuticals with herbs and nutrients is addressed.

BM606/BM608

## **Adult and Child CPR/First Aid/AED; First Aid**

8 hours/0.67 credits/ 4 hours/0.33

In this course, students learn and practice CPR, AED and First Aid techniques specific to adults and children, and emergency protocols related to both populations. It is conducted in both lecture and demonstration format. To earn their certification, participants will demonstrate all skill sets. (Note: BM608 - First Aid is a separate course for students who may already have CPR certification, but need First Aid training, which is required at OCOM.)

BM600/BM601/BM602

## **Western Clinical Diagnosis I-III**

108 hours/9.0 credits

From the understanding of disease mechanisms presented in Western Medical Pathology I-III, students consider the diagnostic tools and methods used by the Western medical practitioner to determine those underlying pathologies, develop treatment strategies and formulate a prognosis. A review of biomedical clinical specialties (internal medicine, obstetrics/gynecology, neurology, radiology,

etc.) and a survey of the clinical practice of medicine and its practitioners (chiropractic, naturopathy, homeopathy, nursing, podiatry, osteopathy, etc.) is integrated into lectures on each relevant Western clinical diagnosis. Physical examinations, functional assessments, laboratory tests, radiological and other imaging studies, specialized diagnostic tests, and standard medical protocols are studied with the objective of training the student to understand the language and process of patient assessment and to make judgments, based on those assessments, for responsible medical referral and/or follow-up care.

BM650

## **Structural Diagnosis**

36 hours/3.0 credits

Utilizing lecture and hands-on practice, students continue the work begun in Living Anatomy I-III by focusing on differentiating musculoskeletal and neurological disorders using orthopedic and other evaluative procedures. This course provides the student with assessment approaches for neurological and musculoskeletal disorders, which form an important component of most acupuncture and Chinese medical practices.

BM651

## **Diet and Nutrition**

30 hours/2.5 credits

This course explores the vital role that diet and nutrition play in an overall approach to patient care. Students study this topic from a modern Western perspective, focusing on developing a broad understanding of the essential elements of nutritional physiology, the roles of vitamins and minerals in health maintenance and as therapeutic supplements, and the use of food as medicinal substances. Clinical applications of nutrition and lifestyle counseling are discussed.

BM607

## **Behavioral Health: Assessment and Case Management**

24 hours/2.0 credits

This course examines both Western psychological and Chinese medical aspects of mental and emotional functioning. To that end, students will learn about the spectrum of mental and emotional functioning, from "normal" to "pathological." The course is organized around the categories of mental and emotional disorders that are described in the DSM-V (the diagnostic manual for mental and emotional disorders) and ICD-10. For each category, students will learn the description, clinical manifestations, interpersonal experience (both the patient's and treater's), and psychopharmacological treatment from both the Western psychological and Chinese medical perspectives. In addition, students will learn when to refer patients to other providers for evaluation and treatment, and acquire the basic knowledge and skills to co-manage complex behavioral health cases as part of a collaborative care team.

The course will also address psychological and Chinese medical aspects of pain, pain management, and the treatment of pain.

BM652

### **Issues in Public Health**

12 hours/1.0 credit

This course explores cultural and environmental forces that contribute to health and illness among individuals in our society. Topics include the economics of the health care delivery system, disenfranchised populations, maternal and child health, occupational health, epidemiology, and world health. Particular attention is paid to ways in which the practitioner interfaces with, affects, and is affected by this system.

BM643

### **General Physics**

24 hours/2.0 credits

This course provides an introduction to the fundamental concepts of physics and an understanding of how these principles relate to everyday life. Topics in this course include Newton's laws, properties of matter, heat and thermodynamics, waves, electricity and magnetism, and fundamental quantum theory. Students will apply these principles using practical examples and facilitated discussions.

This course also introduces the concept of biophysics — the science that applies the laws and methods of physics to the study of biological phenomena — through a survey of its applications in modern medicine and a presentation and discussion of some of the more interesting hypotheses currently being researched with regards to biophysics and acupuncture theory.

BM680

### **Survey of Topics in Microbiology (Elective)**

6 hours/0.5 credits

This course offers students an overview of histology and of the range of microorganisms implicated in acute and chronic illness, including protozoa, algae, molds, yeast, bacteria, and viruses.

BM681

### **Survey of Topics in Biochemistry (Elective)**

6 hours/0.5 credits

Students will examine the energy requirements of organisms, proteins, enzymes, carbohydrates, fats/oils, and nucleic acids.

## **Professional Development Department**

PD500

### **Medical History: East and West**

24 hours/2.0 credits

New approaches to health and well-being, new understandings of preventative medicine, and changing standards of medical practice and health care are all evidence of a profound shift in the medical paradigm in our culture. Many of these changes can be seen, in part, by the interaction of traditional and modern medical systems, specifically the acculturation of traditional Chinese medicine in the West. This course offers an historical and cultural perspective on these changes by tracing the historical developments of both Chinese medicine and modern biomedicine, and emphasizing the cultural, environmental, and sociopolitical events and interactions that continue to shape these processes.

PD501

### **Finding Your Vision**

6 hours/.5 credits

Students will begin to explore their career goals through interactive exercises. Practice models and other professional opportunities will be discussed.

PD503

### **Introduction to Community Outreach Practicum**

4 hours/0.17 credits

Community Outreach allows students to develop skills and experience in educating and informing the public about traditional Chinese medicine. Participating in Community Outreach events like health fairs and educational forums will provide students with valuable communication skills that will aid them in developing their practices after graduation. Students will complete an average of 10 hours of Community Outreach per year.

PD649

### **Community Outreach Practicum**

26 hours/1.08credits

Students complete their final hours of Community outreach during their final quarter of internship.

PD600

### **Practice Management I: Clinic Marketing**

12 hours/1.0 credit

This course introduces students to the ethical application of marketing techniques to build and sustain a clinical practice. Students learn how to create a marketing plan and develop business written, electronic and oral communication skills to effectively communicate via internet marketing, email and letter writing, public relations and networking.



PD650/PD651/PD652

## **Practice Management II-IV: Business Skills**

28 hours/2.3 credits

Designed to provide students with the skills required to establish and manage a successful clinical practice, this course sequence covers such topics as office set up and front office procedures, record-keeping, billing, reimbursement, inventory, lease agreements, risk management, professional liability insurance, financial planning, and business written communication skills.

PD550

## **Patient-Practitioner Relationship**

24 hours/2.0 credits

In a Chinese medicine practice, the core of the healing process is the relationship between the patient and the practitioner. By learning to identify and understand human feelings and needs, the practitioner is able to communicate effectively and create a nourishing and safe environment for healing to occur. Emotional intelligence, non-violent communication, and motivational interviewing are addressed as fundamental skills for good patient-practitioner rapport. Treatment planning, including effective communication of lifestyle counseling and self-care recommendations, is discussed as fundamental to good clinical outcomes and practice success. This class will use a combination of lectures, demonstrations, and role playing to teach students about compassionate communication and the fundamentals of the patient-practitioner relationship.

PD601

## **Ethics and Jurisprudence**

6 hours/0.5 credits

This survey course provides students with a basic knowledge of ethics, jurisprudence (municipal, California, and federal laws), and regulatory compliance issues (OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1966 – HIPAA) related to the practice of Chinese medicine. Topics covered include an overview of the legal system, professional ethics and peer review, national certification, professional licensure, scope of practice, grounds for discipline, disciplinary procedures and sanctions, informed consent, confidentiality, OSHA and HIPAA regulations, record keeping, continuing education, and risk management.

PD530

## **Mind-Body Medicine: An Experiential Course (Elective)**

22 hours/Noncredit elective

This course explores mind-body approaches — including meditation, guided imagery, biofeedback, breathing techniques, art, music, and movement — that can alleviate stress and foster self-awareness and self-care. The purpose is to introduce the student to a variety of mind-body self-

awareness and stress reduction modalities for self-care use and to gain insights into clinical use with patients. Participants will engage in various techniques and will be given the opportunity to discuss them with members of their small group. They will be encouraged to practice daily the skills taught in order to incorporate learned skills into daily life. Additional recommended readings and resource materials presented. Class limited to 10 students. \$20 materials fee.

## **Research Department**

RE501

### **Oriental Medicine Research I: Research Literacy**

12 hours/1.0 credit

The first in a series of three Oriental Medicine Research (OMR) courses, this class provides foundational skills in research literacy for the Chinese medicine practitioner by introducing the basic research skills required to conduct a literature review, the evidence hierarchy, evidence-based medicine (EBM), key issues in acupuncture research, the academic peer review process, and the nine competencies of research literacy. Through lecture, reading, and in-class exercises, students will learn to formulate searchable questions, efficiently locate evidence, recognize various evidence types, and evaluate the reliability, quality, and clinical relevance of this evidence.

RE600

### **Oriental Medicine Research II**

24 hours/2.0 credits

Research in acupuncture and Chinese herbology has become increasingly important for enhancing the credibility of Chinese medicine in the eyes of the biomedical community, the insurance industry, and health care policy analysts. In this course, students will examine the current evidence base for acupuncture and the methodological challenges of designing research that is relevant to clinical practice. Students will learn and practice how to evaluate and design clinical trials. The course also introduces physiological theories of how acupuncture works.

RE650/RE651/RE652

### **Oriental Medicine Research Project I-III**

72 hours/2.0 credits

The Research Project course is the culmination of the series of research courses. Drawing upon the skill sets covered in Oriental Medicine Research I and II, the intent of this course is for students to experience the value of examining research information as a component of effective practice and professional communication. Under the guidance of a faculty mentor, students work together on one of three types of structured projects to be completed at the end of the three-term course. Project options may include exploring

the relevance of a traditional Chinese medicine concept to biomedicine, designing a traditional Chinese medicine educational guide, and assisting with an ongoing research study. Students will hone skills around communicating traditional Chinese medicine and research information to audiences of varying backgrounds and knowledge.

## **Clinical Studies Department**

### **Pre-internship Clinical Studies**

*These classes account for 444 hours/19 credits of coursework and prepares students for Clinical Internship and Externship, which are completed during a student's final year of study. Pre-Internship Clinical Studies consists of the coursework detailed below. (Note: individual course hours/credits may vary depending on the student's schedule.)*

CL540

### **Introduction to Clinic**

12 hours/1.0 credit

This course exposes students to the fundamental skills necessary to practice safely, professionally, and effectively in a clinical medicine setting. Topics covered are professional conduct, acupuncture regulations, OCOM clinic policies, comprehensive history taking and charting, evidence-informed practice and the role of research at OCOM, and the role of the observer in clinic. Students will learn the essential principles of professional medical charting to ensure quality and continuity of patient care, be introduced to ICD-10, E&M, and CPT coding; basic physical examination (height, weight, BP, heart rate, pain scales); how to request and receive medical records; and how to recognize situations that might necessitate patient referral to other health care practitioners for further evaluation. Treatment planning, including effective communication of lifestyle counseling and self-care recommendations, and continuity of care are emphasized as fundamental to good clinical outcomes and practice success.

CL554/CL555

### **Clinical Observation IA and IB (Clinical Theater)**

96 hours/4.0 credits

The purpose of this course sequence is to prepare students for clinical internship by having them observe a licensed practitioner treating patients in a clinical theater setting. Over two quarters in live "clinical theaters" in a classroom setting, students observe real-life patient care as provided by an OCOM faculty member who is a licensed acupuncturist. Students will have the opportunity to observe how an experienced practitioner presents thorough yet concise case presentations, establishes rapport with patients through effective bedside manner, conducts

effective, comprehensive patient histories and examinations, charts patient progress thoroughly yet concisely, selects appropriate assessment measures to demonstrate patient progress, arrives at a quick and accurate diagnosis of patients' conditions using Eastern and Western diagnostic procedures, selects appropriate points, herbal prescriptions, or other appropriate treatment modalities, develops effective treatment plans and case management strategies, communicates lifestyle counseling and self-care recommendations, manages time, works with ICD-10, E&M, and CPT codes, and other aspects of insurance billing, and follows OSHA, CNT, and HIPAA requirements. Students will practice comprehensive history taking by recording patient history and exam results for every patient they observe and will have the opportunity to observe patients' tongues to understand how this diagnostic element factors into the instructor's overall diagnosis and treatment. At appropriate times, students will have the opportunity to ask questions regarding each case.

CL560/CL561

### **Clinical Observation IIA and IIB (Clinical Rounds)**

72 hours/3.0 credits

These two courses continue the process of preparing students for clinical internship by having them observe a licensed practitioner treating patients in a clinic setting.

Over two quarters, five students follow a faculty practitioner treating patients in one of the school's teaching clinics. Students will have the opportunity to observe how an experienced practitioner presents thorough yet concise case presentations, establishes rapport with patients through effective bedside manner, conducts effective, comprehensive patient histories and examinations, charts patient progress thoroughly yet concisely, selects appropriate assessment measures to demonstrate patient progress, arrives at a quick and accurate diagnosis of patients' conditions using Eastern and Western diagnostic procedures, selects appropriate points, herbal prescriptions, or other appropriate treatment modalities, develops effective treatment plans and case management strategies, communicates lifestyle counseling and self-care recommendations, manages time, works with ICD-10, E&M, and CPT codes, and other aspects of insurance billing, and follows OSHA, CNT, and HIPAA requirements.

Under the constant, direct supervision of the faculty practitioner, students continue to refine their comprehensive history taking skills by recording patient history and exam results for every patient they observe. At this stage, students assume a more active role in the patient's treatment by regularly assisting the practitioner in preparing the treatment setting, establishing a clean field, greeting patients and escorting them to the front desk after treatments, and organizing and providing needles and other equipment to the practitioner. In addition, students will begin to administer

cupping, gua sha, tuina/shiatsu, and moxibustion as necessary, remove needles from patients, and learn how to communicate basic lifestyle instructions to them.

Students will also begin to practice Eastern and Western examination and diagnostic procedures under constant supervision, including pulse and channel palpation, tongue and face inspection, blood pressure readings, and other exams as necessary. Students will also participate in patient diagnosis, the development of treatment strategies involving point selection and herbal formulas, and ongoing case analysis.

CL611

### **Chinese Herbal Medicinary Practicum**

48 hours/2.0 credits

During their study of herbal medicine, students have an opportunity to enhance their familiarity with the preparation and dispensing of medicinal substances. Under the guidance of supervisors, students assist in the operation of the college's herbal medicinary and participate in preparing granule and bulk herb formulas. Through this process, students learn identification, sorting, preparation, and storage of individual herbs, as well as combinations of herbs for health conditions.

CL605/CL606/CL609/CL610

### **Oriental Therapeutic Massage Clinic**

72 hours/3.0 credits

In this supervised bodywork clinic, students apply their shiatsu or tuina skills to the treatment of patients. They engage in patient interviews, assessment, charting, and treatment. This experience will enhance their clinical skills as they prepare for clinical internship.

CL620/CL621/CL622

### **Clinic Trainee I, II, and III**

144 hours/6.0 credits

Over three quarters, students begin the transition from primarily observing to assisting in all facets of patient care under the direct supervision of a clinical supervisor, who is physically present to observe all patient interactions.

In Clinic Trainee, students are responsible for greeting patients, explaining their role, conducting patient histories and exams, and documenting all patient progress and treatment interactions. In concert with the clinical supervisor, students formulate a diagnosis and devise an appropriate treatment plan after which they assist the supervisor in treating the patient. Over time, students will assume a greater role in the diagnosis, treatment planning, and actual treatment of patients themselves as they prepare for the intern phase of their clinical education where they will function with greater autonomy in caring for patients.

## **Clinical Internship**

*In the third year of the full-time program, students will complete 703 hours/29.29 credits of clinical internship where they will see a diverse patient population and treat a variety of acute and chronic medical conditions and health concerns in OCOM's clinics and at clinics with whom OCOM partners.*

CL655

### **Clinic Paired Internship**

185.25 hours/7.72 credits

In this first experience of clinical internship, students work in pairs under the supervision of experienced licensed acupuncturists and are responsible for greeting patients, explaining their role, conducting patient histories and exams, documenting all patient progress and treatment interactions, and proposing to the clinical supervisor a diagnosis and treatment plan for the patient. After the clinical supervisor examines the patient and reviews the diagnosis and treatment plan, the student team is then responsible for explaining the treatment plan to the patient and administering the treatment, the supervisor is present for all needling to ensure proper treatment.

CL656

### **Clinic Intern I**

114 hours/4.75 credits

At this stage of internship, students progress from working in pairs to assuming individual responsibility for greeting patients, explaining their role, conducting patient histories and exams, documenting all patient progress and treatment interactions, and proposing to the clinical supervisor a diagnosis and treatment plan for the patient. After the clinical supervisor examines the patient and reviews the diagnosis and treatment plan, the student is responsible for explaining the treatment plan to the patient and administering the treatment, which the supervisor observes as necessary to ensure proper treatment.

CL657

### **Clinic Intern II**

171 hours/7.13 credits

Students' skill, autonomy, and confidence increases at this stage as they assume a greater range of clinical responsibilities. Students continue to conduct patient histories and exams, document all patient progress and treatment interactions, and propose to the clinical supervisor a diagnosis and treatment plan for the patient. The clinical supervisor continues to examine the patient, review the diagnosis and treatment plan, and observe and provide guidance as needed to the student, who administers the treatment and explains the treatment plan to the patient.

CL658

### **Clinic Intern III**

114 hours/4.75 credits

Building on the skills developed in the previous quarters of internship, students attain a higher level of knowledge, ability, and independence as clinicians while continuing to assume the complete range of treatment responsibilities under the supervision of a clinic faculty member. This phase of training culminates in student interns achieving the level of clinical ability and independence appropriate for entry into the profession.

CL674/CL675/CL676/CL677

### **Clinical Herbal Internship**

CL674: 61.75 hours/2.57 credits

CL675/CL676: each 57 hours/2.38 credits

CL677: 38 hours/1.58 credits

In this portion of internship, a small group of interns and a clinical faculty member diagnose and treat a patient using Chinese herbs exclusively. Ample time is allowed for discussion of cases and herbal treatment options.

### **Additional Clinical Studies Requirements During Clinical Internship Year**

*In addition to the Clinical Internship requirements described above, students are expected to complete two additional requirements during their last year in the program:*

- Community Health Externship (CHE)
- Case Management I-IV

CL673

### **Community Health Externship**

32 hours/.89 credit

The Community Health Externship is an additional, specialized clinical rotation, providing an opportunity for students to gain practical clinical experience in an established community health setting by working with a population often underserved by complementary medical approaches and Western medicine alike. Addictions, HIV/AIDS, and mental health issues are focuses for treatment in these clinics.

CL645/CL646/CL647/CL648

### **Case Management I-IV**

90 hours/7.5 credits

In Case Management, students develop their clinical acumen and case management skills through a combination of special topics by guest speakers and case presentations selected from their intern clinic experience for group discussion and reflection.

Core principles of effective treatment planning and case management, including how to integrate biomedical knowledge and accurate prognosis into treatment plans, how to effectively communicate lifestyle counseling and self-care recommendations to patients, how to effectively

refer to and collaborate with other practitioners, and how to ensure continuity of care are emphasized as fundamental to good clinical outcomes and practice success. Considerations of care for seriously ill patients (e.g., cancer, terminal illness) are addressed.

Students review coding procedures for insurance billing, and learn how to conduct histories and examinations and chart patient findings for personal injury and workers' compensation cases. Expert medical testimony, independent medical review and medical-legal reports are discussed in the context of disputes for personal injury, workers' compensation, and insurance claims. As part of their coursework, students will prepare written case studies and medical-legal reports based on the cases they see in clinic.

Skills for how to practice in interdisciplinary medical settings, including hospitals, are covered through a combination of readings and guest speakers.

CL699

### **Advanced Study: China Externship (Elective)**

150 hours/ 6.25 credits

Designed for students who have successfully completed their academic and internship requirements, this elective externship at the Nanjing University of Chinese Medicine (NJUCM) includes two clinical rotations in a hospital setting completed over a five-week trip. Students may choose acupuncture and/or herbal medicine, and specialties such as gynecology, pediatrics, and internal medicine. In the week between clinical rotations, students travel together on a sightseeing trip to one of China's largest wholesale herbal markets and herbal production regions, Bozhou in Anhui province. An OCOM faculty member serves as guide, mentor, and facilitator. Tuition, lodging, and travel costs are additional to programmatic tuition for the master's degree.

# MAcOM Admissions Requirements

## Technical Skills/Standards for the Practice of Acupuncture and Chinese Medicine

For the safe and effective practice of acupuncture and Chinese medicine, students need to possess these general qualities: critical thinking; sound judgment; emotional stability and maturity; empathy; physical and mental stamina; and the ability to learn and function in varied classroom and clinical settings. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and education processes. Students will be assessed not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the requirements of the school curricula and to graduate as skilled and effective practitioners of acupuncture and Chinese medicine.

OCOM, in accordance with Section 504 of the Vocational Rehabilitation Act and the Americans with Disabilities Act (ADA) has established the essential functions of its students and ultimately of practitioners. Students admitted to the college must be able to meet, with or without reasonable accommodation, the following abilities and expectations. Students/Applicants who have questions regarding the technical standards or who believe they may need to request reasonable accommodation to meet the standards are encouraged to contact Disability Access Services within the Office of Student Affairs.

### *Motor Skills*

A candidate should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers, and should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.

### *Sensory and Observational Skills*

A candidate should be able to observe a patient at a distance and close at hand, utilizing sensory modalities such as vision, hearing, and smell. The safe practice of many of the diagnostic and clinical techniques specific to Chinese medicine utilizes a combination of observation and motor skills (e.g. obtaining a medical history, acquiring diagnostic information from patients, inserting and manipulating needles, applying cupping and moxibustion).

### *Communication Skills*

A candidate should be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients, families, and other members of the health delivery system. Communication includes not only speech, but reading and writing, including in time-limited clinical situations.

### *Conceptual, Integrative, and Quantitative Skills and Abilities*

These abilities include measuring, calculating, reasoning, analyzing, and synthesizing. Problem solving, which is a critical skill for health care practitioners, requires all of these intellectual abilities.

### *Behavioral and Social Skills and Professionalism*

A candidate should possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the timely completion of responsibilities related to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates should be able to function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients.

*Applicants or admitted students who believe they may not meet the criteria listed above should contact the Dean of Master's Studies to discuss their specific circumstances. The Dean, in concert with the Dean of Students and the Student Services Manager, will conduct an assessment process to determine if reasonable accommodations can be provided (i.e., accommodations that would not represent a fundamental alteration to OCOM's educational program). Unresolved issues concerning a student's ability to meet these standards may result in delay or disqualification of the student's admission or registration.*

## Prerequisites/Corequisites

To qualify for admission to the master's program, an applicant must have completed three years of college (a minimum of 135 quarter credits or 90 semester credits) at an accredited<sup>1</sup> institution of higher education. Generally, credits should be applicable to/transferable into a baccalaureate degree. Any applicant who earned academic credit at a

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<sup>1</sup> Accredited means having been approved fully and without contingency by an association or other organization of peers recognized for that purpose by the U.S. Secretary of Education to offer a particular degree or degrees at a particular level, as specified in the approval.

nontraditional, vocational, or career college should inquire with the Office of Admissions as to whether those credits are acceptable as OCOM master's degree program prerequisites. Generally, candidates applying to the 36-month program must have completed (or complete before the start of classes) one of each of the following college-level classes:

- One **general human biology class**
- One **general chemistry class**
- One **general psychology class**

Each of these classes must be completed at an accredited college or university with a grade of "C" or better (note: a grade of C- does not meet this requirement). Classes in biology, chemistry, and psychology must be a minimum of three quarter credits or two semester credits in length. Prospective students should contact their admissions counselor for verification of documented prerequisite coursework and guidance on enrollment in courses which may qualify. As a general guideline, biology, chemistry, and psychology courses designed for allied health students meet OCOM's prerequisite criteria.

**Requirement modification for applicants to the 48-month program:** For students entering on the 48-month program, the required coursework in biology, chemistry, and psychology may be done as a "corequisite" on a case-by-case basis approved by the Director of Admissions. Any corequisite course will be taken on the student's own time and in addition to their OCOM coursework. These undergraduate courses are not included in the cost of attendance and therefore are not eligible for financial aid. Corequisite classes must be completed at an accredited college or university with a grade of "C" or better and must be a minimum of three quarter credits or two semester credits in length. The required coursework in biology, chemistry, and psychology must be completed prior to the second year of the program. **To ensure that students are making progress toward completion of corequisites, OCOM requires that students provide proof of enrollment in all outstanding corequisite courses to the college before the start of Spring quarter of their first year. Students failing to provide proof of enrollment before the start of Spring quarter will not be allowed to attend class until they have enrolled.**

Finally, if documentation of successful completion of prerequisite courses is not received before the start of the second year, students will not be eligible to continue in the program.

## The Application Process

To apply to OCOM's master's program, first contact the Office of Admissions to access the online application (via Populi).

To ensure timely consideration, the Office of Admissions schedules a two-week follow-up appointment from the time an applicant receives login access. At that time, applicants are strongly encouraged to have the master's application completed in its entirety to move forward for review by the Admissions Committee.

**Early Application deadline<sup>2</sup> is January 31.** Applicants who complete their application by January 31 receive a waiver of the \$75 application fee.

**The Regular Application deadline is April 30.** The \$75 application fee applies to all applications submitted after the Early Application deadline.

*(Note: In either case, applications are reviewed and processed as received.)*

As part of the online application, each applicant will be asked to submit the following items (see application for instructions):

- One recent photograph;
- Two personal essays;
- Two letters of recommendation from professionals with whom you are associated (at least one should be from an instructor) who can comment on your ability to succeed in the master's program and your potential as a health care provider;
- Official transcripts from each post-secondary school or college previously attended, submitted directly to OCOM by each institution (academic transcripts received directly from the student will only be accepted if delivered in a sealed envelope from the institution);
- A nonrefundable application fee of \$75

The Admissions Committee will review applications only when all of the above materials have been received by the college. Application materials will be accepted and processed until the incoming class and the waiting list are full.

After reviewing the application materials, the committee will schedule each qualified applicant for a required, on-campus interview (exceptions to on-campus interviews may be considered in extenuating circumstances). Admission decisions are confirmed within seven business days of the admission interview.

**The college reserves the right to admit or reject applicants at the sole discretion of the Admissions Committee and at any point in the admissions process.**

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<sup>2</sup>Early Application provides the opportunity to participate in new student activities planned by the Office of Admissions, apply for all available scholarships, receive an invitation to join the student online community, and participate in the student email listserv at a much earlier date — allowing new students to better acclimate to the OCOM community and campus life.

Upon acceptance into the program, the student will be required to make a tuition deposit of \$250 to secure a place in the entering class. This deposit is requested within seven business days of acceptance (\$50 of this deposit is nonrefundable). Upon registration for Fall classes, the \$250 deposit will be applied to your first-quarter tuition.

## Enrollment Options

OCOM students may enroll in the 36-month or 48-month full-time programs. (See **Master's Program Curriculum Guide**, pages 16-17.) Applicants are encouraged to discuss the features of each program during the admissions interview.

## Advanced Standing

Advanced Standing may be available for individuals with medical doctorates (MD, ND, DC, DO), and in some cases for nurse practitioners, whose significant Western science transfer credit allows for reduced Advanced Standing tuition and fees. In any case, each Advanced Standing student is required to pay a \$150 evaluation fee. This evaluation is completed by the Assistant Dean of Master's Studies, and serves as a written document of what classes and credits one will receive credit for. Individuals seeking Advanced Standing must provide Admissions with course descriptions for all courses seeking for which they are seeking credit, and course syllabi if more information is necessary to complete the evaluation.

## International Students

OCOM is approved by the U.S. Department of Immigration and Naturalization to grant admission to full-time students. I-20 forms are available to admitted applicants who meet INS requirements. In addition to all the standard application information and documentation, international students must also meet and submit additional documentation requirements as follows:

- Official copies of all academic transcripts from secondary schools must be sent to the Office of Admissions. In addition, all International institutions' transcripts must be submitted with the appropriate translation and equivalency analysis from a recognized agency such as World Education Services ([www.wes.org](http://www.wes.org)).
- Students who were not educated in the United States must meet the same admissions requirements as U.S.-educated applicants. Such candidates must have their educational credentials evaluated by an international educational service such as World Education Services ([www.wes.org](http://www.wes.org)) and have these sent to OCOM's Office of Admissions. International students can also expect to submit a Certificate of Finance form and supporting financial documentation as part of the admissions process.
- Show sufficient financial resources to fund educational

and living expenses with the following documentation:

- Certificate of Finance
- Official bank verification of funds (English translation) with current exchange rate
- Minimum of \$55,000 for the first year of the three-year program, or \$38,000 for the first year of the four-year program. Each year, the international student needs to show proof of funds for the continuing year before the beginning of each new school year. After the first year of the four-year program, the minimum amount of funds needed changes to \$51,000. This amount goes up due to Summer enrollment.
- Additional \$20,000 per year for each dependent (spouse, child)
- Copy of passport (front and back, with signature of bearer) for all non-U.S. citizens
- Copy of photo page of passport showing picture image, correct spelling of legal name and date of birth
- Copy of visa for all non-U.S. citizens

For students who are U.S. citizens and/or Permanent Residents of the United States and had schooling outside of the U.S., they must also have their institutions' credentials/transcripts submitted with the appropriate translation and equivalency analysis from a recognized agency such as World Education Services ([www.wes.org](http://www.wes.org)).

English language competency is required of all students seeking admission to the program. This may be satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) Internet based test (iBT), which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam.

## Veterans Benefits

The Oregon State Approving Agency has approved the MACOM degree program for the use of GI Bill® benefits. Any veteran receiving GI Bill benefits while attending OCOM is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit. VA-eligible students must provide a Certificate of Eligibility form to the Office of the Registrar. Veterans applying to the college with specific questions about the use of veteran's benefits for attending OCOM should contact the Office of the Registrar.

## California-Approved Institution

OCOM is approved by the California Acupuncture Board. Therefore, OCOM graduates are eligible to take the California Acupuncture Licensing Examination (CALE).

## **Programmatic Tuition**

Programmatic tuition rates are determined for each student at the time of initial enrollment. These rates are based on the anticipated total period of time required for program completion (i.e., the duration of time between matriculation and graduation). This period will in turn vary according to the enrollment track chosen.

Programmatic tuition rates for full-time students are lower, in general, than for part-time students. Also, students admitted with “Advanced Standing” receive a 15 percent credit on overall programmatic tuition and are charged 85 percent of the usual tuition rate for the track in which they enroll. (Categorization as “Advanced Standing” is dependent upon transcript analysis by the Assistant Dean of Master’s Studies.) Based on the programmatic tuition rates determined at the time of enrollment, students are then charged a quarterly tuition amount, which remains stable for the duration of enrollment (assuming no changes in enrollment status).

In general, students at OCOM can take elective courses at no additional charge, apart from possible lab or supplies fees.

## **Changes in Enrollment Status**

Students may request a change in their enrollment status. A change in family circumstances, for example, may compel a student to shift from the 36-month program to the 48-month, 60-month, or 72-month plan. If such a change is made, the anticipated duration of total enrollment at OCOM will change, which will in turn affect the programmatic tuition. For students in this situation, quarterly tuition payments will be adjusted to take into account any tuition payments already received, the revised number of quarters of enrollment still needed to graduate, and the corresponding new programmatic tuition rate. A student returning from an approved leave of absence will reenter at the tuition level of the cohort that they join.

To ensure a consistent, equitable tuition payment structure for all students, OCOM’s general approach is that all students who complete the program in a specific length of time (e.g., four consecutive years) will ultimately pay the programmatic tuition that corresponds to that program duration, regardless of the particular combination(s) of full-time or part-time plans they were enrolled in prior to completing the program. For information about how quarterly tuition rates are calculated for students who change enrollment tracks, contact the Registrar.



# MAcOM Tuition and Financial Aid Information

## Quarterly Tuition Rates

Enrollment Track	Quarters of Enrollment Required	Quarterly Tuition Payments
36-month (Three-year) Program	12	\$ 6,750
48-month (Four-year) Program	15	\$ 6,066

## First Year of Program – Required Tuition Payments

Enrollment Track	Quarters of Enrollment Required	Yearly Tuition Payments
36-month Program	4	\$ 27,000
48-month Program	3	\$ 18,198

## Projected Total Program Tuition Costs ‡

36-month Program	<i>Enroll in 2017; graduate in 2020</i>	\$ 81,000
48-month Program	<i>Enroll in 2017; graduate in 2021</i>	\$ 90,990
*60-month Program	<i>Graduate in 2022</i>	\$ 95,855
*72-month Program	<i>Graduate in 2023</i>	\$ 106,986

\*OCOM does not permit students to enter on the 60-month or 72-month (five- or six-year) programs. Tuition for these programs is only provided here to indicate the projected costs for students who enter on the 36- or 48-month program, and then want or need to change to a longer program duration.

## Fees

Student Activity Fee (per quarter)	\$ 15
New Student Orientation Fee	\$ 50
Academic and Student Services Fee (Fall, Winter, and Spring quarters)	\$ 125
Clinic Fee per quarter (Clinical Interns)	\$ 40
Book, Lab and Course Materials	\$ 1,110 per year, estimated
Late Registration Fee	\$ 10 first day, \$ 5 each day thereafter
Late Payment Plan Fee	\$ 10 first day, \$ 5 each day thereafter
Section/Drop/Add Change Fee	\$ 10
Make-up Examination Fee	\$ 50
Challenge Examination Fee	\$ 50 per exam
Change of Grade Fee	\$ 10
Transcript Fee	\$ 5
Transfer Student Evaluation Fee	\$ 150
Advanced Standing Evaluation Fee	\$ 150
Returned Check Fee	\$ 30
Payment Plan Fee (per quarter)	\$ 20
Clinic Continuation Fee	\$ 60 per shift up to a maximum of \$750
Locker Fee	\$ 20 per year

## Tuition and Payment Policy

Many students receive financial aid to attend OCOM. Federal Financial Aid is normally disbursed to the college each quarter and applied to the student's account within three business days. Tuition, fees, books, and any other charges are also applied to the student's account. Refunds of account balances are usually made within the first week of classes. If a student's financial aid disbursement is not sufficient to cover the balance due, the student may request a payment plan from the Business Office. However, student accounts must be current to continue attending classes or to receive credit for coursework.

Quarterly tuition is due in full by the end of the first full week of classes. If payment in full is not possible, the student may request a payment plan for that quarter from the Business Office. A nonrefundable payment plan fee of \$20 is added to the first payment, which is due by the end of the first full week of classes.

Students must clear all charges in their accounts before the end of the term to receive any course credit or to continue enrollment in the following term. Payment due date schedules for each academic year will be posted in the Business Office at the beginning of Fall quarter. Additional payment policies information is included in the Student Handbook.

‡Cost of books and fees are additional. Total program tuition for part-time enrollment tracks can be calculated by multiplying the corresponding quarterly tuition rate by the total number of quarters of enrollment required to complete the program.

OCOM reserves the right to modify or add fees with 90-day notice.

Although every effort will be made to ensure that tuition rates for incoming students remain stable, OCOM's Board of Trustees reserves the right to periodically review and modify this policy if necessary.

## Late Payments

Students are expected to pay their tuition and fees in a timely manner. In general, accounts must be paid in full or a payment plan arranged by the end of the first full week of classes (the payment due date). Late payment fees will be charged beginning with the first business day after the payment due date. Students whose payments have not been received by the end of the second full week of classes will be dropped from the roster and no course credit will be given. Students encountering personal circumstances that might interfere with their ability to pay on time are encouraged to contact the Business Office and the Office of Financial Aid. Further details regarding the college's financial policies are published in the Student Handbook.

## Tuition Refund Policy

A student may terminate enrollment by giving written notice to the college. If termination occurs within five business days after enrollment, all monies paid (less a \$10 administrative fee) shall be refunded. If termination occurs more than five days after enrollment, the student is financially obligated to the college according to the following schedule:

If a student withdraws prior to completion of 60 percent of the current period of enrollment, the student shall be entitled to a prorated "return of funds" of the total tuition charged for that period of enrollment.

"Return of funds," as used in this section, is calculated using the Federal Regulation for Return of Title IV Funds, which means that a student shall be charged for the time attended as determined by the last recorded day of attendance by that student. If the calculation determines that the school is required to return funds, the funds are returned to the student's lender in the following order: Federal Unsubsidized Stafford Loans, Graduate Plus Loans. If a student withdraws upon completion of 60 percent or more of the current period of enrollment, the student shall be responsible for the tuition charged for the entire period of enrollment and shall not be entitled to a refund.

## Additional Costs

Students should be aware that there are additional indirect costs associated with the educational process. Two primary examples are listed below:

### Clean Needle Techniques (CNT) Class

This one-day class and associated examination held by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) is required and is taken concurrently with Acupuncture Techniques. The fee is approximately \$150; website: [www.ccaom.org](http://www.ccaom.org).

### National Certification Examinations

Students are eligible to take the national certification examinations administered by the National Commission

for the Certification of Acupuncture and Oriental Medicine (NCCAOM) during the final year of their degree program. Costs vary depending on how many areas of certification a student wishes to obtain. To obtain licensure in any state, students must pass these national examinations and/or a similar state examination. Students should plan ahead for these expenditures. Students should check the NCCAOM website regularly for updates: [www.nccaom.org](http://www.nccaom.org).

## Financial Aid, Federal Work-Study, and Student Loan Agreements

Master's program students are eligible to apply for the Unsubsidized portions of the Federal Direct Loan Program. Annual average living expenses budgets (room and board, transportation, miscellaneous expenses) are estimated for the purposes of financial aid eligibility. (Discuss individual circumstances with the Office of Financial Aid.)

Graduate annual loan limits for these loan programs:  
Unsubsidized Stafford Loan: \$20,500 per nine months of enrollment.

OCOM students are typically offered a total of \$27,334 per year for their 12 months of enrollment. In addition, the Federal Graduate PLUS loan is available to eligible, creditworthy students. The available loan amount is unlimited, but must be within the total cost of education for the individual student. Those costs will be determined by the Director of Financial Aid after consultation and review of documentation provided by the student. Details about these loan programs and application processes can be found online. To remain eligible for financial aid, the student must maintain Satisfactory Academic Progress. (See SAP definition, page 38.)

A limited number of Federal Work-Study positions are available to eligible students. Interested students should contact the Office of Financial Aid for more information about these opportunities.

## Electronic Funds Transfer (EFT) for Student Loan Funds

Disbursement of federal student loan proceeds will be electronically drawn into the college and applied to individual student accounts. If your account has a credit balance after tuition, fees, and books, then a refund check will be issued. Refund checks are usually ready about three days after all transactions have occurred and can be picked up at the Business Office.

If you do not wish to accept all of the loan proceeds, you can request to have all or part of the funds returned to the Direct Loan Program. This request must be made within the first two weeks of disbursement of funds. Contact the Office of Financial Aid for details.

# Academic Policies

All OCOM course requirements must be completed at OCOM, unless specific transfer credit for coursework completed prior to matriculation has been granted.

## Transfer Students

A transfer student is one who has completed coursework at a college of acupuncture and Chinese medicine and is seeking transfer credit and specialized placement as a result of that coursework. All transfer students must meet the same prerequisites as any applicant. Applicants may request transfer of credits in the master's degree program for courses taken at an accredited or ACAOM-candidate college prior to enrollment at OCOM. Transfer students must be enrolled at OCOM for a minimum of two years in residence, and must complete a minimum of 80 credits and 100 percent of their clinical internship at OCOM. Clinic observation hours may transfer, although all students will complete a specified number of clinic observation hours at OCOM. The college reserves the right to require challenge examinations in the evaluation of all transfer credits. Once a student is enrolled at the college, all required classes must be taken at OCOM.

If a student has completed coursework at a foreign institution or one that is not accredited by ACAOM, the Assistant Dean and Dean of Master's Studies will review the situation and make a determination as to the applicability of any transfer credit. Students from foreign institutions must have their transcripts evaluated by an international educational service. We recommend the use of World Education Services, which provides detailed hour and credit equivalency along with program summary data.

Transfer credit is awarded only for classes completed with a grade of "C" or better.

Transfer students are required to provide course descriptions and/or syllabi of courses upon request and to meet with the Dean to determine whether there is any identified disparity or deficiency in course credits, hours, content, or educational level. The year the course was taken is also considered.

If such a deficiency is suspected or identified, the Dean, in consultation with the course instructor, will determine whether the student must pass a challenge exam in the subject. Students are responsible for the expense of challenge exams. If the deficiency or disparity is too great, the student will be required to retake the course in question.

If the instructor and/or the Dean determine the student's training and/or education is substantially equivalent to that offered at OCOM, or when a challenge exam is successfully completed in the subject in question, the student's transcript will reflect a transfer with the number of credits/hours required by OCOM for the associated course, and the course requirement will be met. Transfer credit for core

courses should be limited to courses taken within the last seven years, unless there is clear indication by reason of the student's active profession, or by more recent related study, that the student is current. When there is doubt, a challenge exam can be utilized to demonstrate competency. In addition, transfer students may be required to complete required reviews.

If a transfer student applicant has not been enrolled in their previous acupuncture and Chinese medicine college for three or more years, they will not be eligible to enter OCOM as a transfer student, but will have to apply as a beginning student.

As a California-approved school, OCOM must comply with laws and regulations relating to the practice of acupuncture as issued by the California Acupuncture Board (CAB). These rules require the following limitations on transfer credit for students transferring from colleges of acupuncture and Chinese medicine that are NOT approved by CAB:

*No more than 50 percent transfer credit may be awarded for courses in acupuncture, Chinese herbal medicine, Oriental medicine theory, and treatment procedures. The remaining 50 percent must be completed at OCOM.*

These limitations may require a transfer student from an unapproved institution to repeat courses and to graduate with additional credits to qualify to take the California Acupuncture Licensing Examination (CALE).

On the other hand, students who have no intention of sitting for the CALE upon graduation or anytime in the future may, according to CAB rules, receive 100 percent transfer credit for these courses from non-approved schools. However, transfer students who opt to receive 100 percent transfer credits for these courses should be aware that this choice may significantly limit future licensure possibilities in California. Specifically, if OCOM awards 100 percent transfer credits for these courses from non-CAB-approved schools, then transfer credit recipients will NOT be eligible to sit for the CALE examination following graduation from OCOM. These students will therefore not be able to seek licensure or practice in California, despite possessing an OCOM degree.

Generally, OCOM advises transfer students from non-CAB approved schools against requesting 100 percent transfer credits, because of this potentially serious limitation that this decision may impose upon future practice possibilities. But we understand that sometimes students may nonetheless reasonably elect to make this choice. When this occurs, students should be made aware of the potential impact of this decision, and that it may limit future opportunities in California.

Applicants pursuing transfer credit from a non-CAB approved school will need to complete a California Acupuncture Board Transfer Credit Policy form provided by the Office of Admissions. This form confirms whether

one does or does not want to receive 100 percent transfer credit. In any case, each transfer student is required to pay an evaluation fee (see Fees, page 32). This evaluation is completed by the Assistant Dean of Master's Studies, and serves as a written document of what classes and credits one will receive credit for.

## Transfer and Exemption from Individual Courses

Upon enrollment in the program, a student will be given the opportunity to request transfer credit for specific classes that are essentially similar in description, content, level, and credits/hours, and were taken at an accredited college or university. Students must fill out a transfer credit request form and utilize course descriptions and syllabi to ascertain the alignment of course content. Transfer credit must be requested and reviewed within 12 months of the student's matriculation or prior to the quarter in which the course is offered (whichever occurs first). Transfer credit is awarded only for classes completed with a grade of "C" or better.

If a core course was completed more than seven years ago, the student may be asked to demonstrate competency in the course in question via a challenge exam, or to repeat the course.

The request for transfer credit will be considered by the Assistant Dean of Master's Studies, in consultation with the Dean of Master's Studies and specific faculty as needed. The student will receive verification of transfer credit granted, no later than the end of the first year of enrollment.

If, after receiving transfer credit verification, a student still feels that additional transfer credit should be granted, the student must appeal in writing to the Dean.

## Exemption

An exemption may be awarded to students who can show equivalent training in the following practicum-based, non-didactic classes (shiatsu, tuina, qigong, taiji quan) and whose training was received at non-accredited institutions or in informal learning situations. Students who petition for such exemption must show evidence of previous study (through transcripts or letters from instructors, certifying dates and length [in hours] of study) and may be required to pass a challenge exam. Students who are exempted from a class are awarded an exemption on their transcript. No credit or hours are awarded.

Students who are granted exemption for the reasons stated above, or due to documented medical conditions, must complete the equivalent number of credits in elective credits from the same academic department.

Exemption is also available for CPR/AED/First Aid to those individuals who have a current CPR/AED/First Aid card sufficient to remain valid throughout the internship experience.

## Transfer of Credit to Other Schools

OCOM coursework is nationally accredited through ACAOM. However, transfer of credit is always at the discretion of the receiving school. Transferability generally depends on comparability of curricula, and may depend on comparability of accreditation. All students are strongly advised to contact the appropriate administrative staff at other programs when contemplating the potential transfer of OCOM credits to other institutions.

## Required Review

In certain cases, OCOM students may be required by the college to refresh their knowledge in a particular subject, either because they are transfer students needing to take a course to synchronize their education with OCOM's program or, for continuing students, due to specific academic concerns or enrollment time gaps. In such cases, students must complete a Required Review in which they participate fully in course requirements, including testing, assignments, and attendance. Although a grade of "P" (Pass) is necessary for successful completion of the Required Review, such reviews carry no credit. The student will receive an "RR" designation on their transcript.

## Class Section/Add/Drop Change Procedure

To add, drop, or change a section of a class, students must complete a Section/Add/Drop Change Form and submit it to the Office of the Registrar. The student must meet with the Dean of Students or 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 must meet with the Director of Financial Aid.

In all cases, 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 10th week of class. Specific Add/Drop dates and deadlines are distributed each quarter. A Section/Add/Drop Change fee is charged for all changes after the first week of the quarter.

## Auditing Classes

A master's program student may audit any course without charge after successfully completing that course. Exceptions to this policy will be identified in the registration process.

Auditors are required to follow the current class attendance policy. (See Attendance Policy)

No academic credit or hours are awarded for audits; rather, a grade of "AUD" is transcribed. Other requirements and terms of audit (vis-à-vis class participation and assignments)

are at the discretion of the instructor. Practicum classes are available for auditing on a space available basis only.

## Grading Policy

OCOM uses a Pass/Fail system of grading that includes percentages. The following grades are given:

**P (Pass)** – Satisfactory completion of all required coursework. When percentages are used to score coursework and exams, 75 percent is considered minimum passing level.

**F (Fail)** – Unsatisfactory completion of coursework. Failed classes must be repeated and passed to receive credit. Students who fail a course on the second attempt may be subject to dismissal from the master's program.

**FR (Fail Remediate)** – If a student fails to pass a course by five or fewer percentage points on a 100-point scale, (i.e. 70-74 percent) the instructor may give the student the opportunity to demonstrate competency by re-examination or by another assignment deemed appropriate by the instructor and apply an "FR" at the end of the term. Students will have three weeks into the next term to address the remediation requirements. Failure of such make-up exams or remedial work will result in a grade of "F." Students who pass the remediation requirements will receive a grade of "P." If a student receives an "FR" in any term of a course that continues for more than one consecutive term, the instructor may require a 75 percent grade without the option of an "FR" in subsequent terms to pass the class.

**H (Honors)** – Honors indicates exceptional performance in a course, and may be awarded through academic achievement (usually 95 percent or above) and/or completion of extracurricular projects. Honors is not granted in clinical courses at OCOM.

**W (Withdraw)** – The "W" designation becomes a permanent part of a student's academic record when a student withdraws from a course after the normal Add/Drop period. Students wishing to formally withdraw from a class must complete a form obtained from the Office of the Registrar and have it signed by an academic advisor. The student must repeat the course to receive credit. Students who stop attending and/or performing in a course without formally withdrawing receive an "F."

**IP (In Progress)** – "In progress" indicates that a course's requirements extend beyond one quarter and that the student continues work on those assignments.

**I (Incomplete)** – An "Incomplete" indicates that further work in a course must be completed before a grade is given. An "Incomplete" in any series didactic class must be converted to a grade no later than three weeks after the start of the next term if a student wishes to continue in that series. A grade of "I" in any nonsequential didactic class or in any Clinical Studies class must be made up and converted to a grade no later than the end of the next consecutive academic term (excluding Case Management I-IV, where an "Incomplete" must be converted to a grade no later than

three weeks after the start of the next term). After that time, if a grade is not received, the "I" will remain a permanent part of the student's record, and the student will have to retake the class.

**AUD (Audit)** – Assigned to students who have successfully completed a class and have returned to audit it. A grade of "AUD" carries no credit and no hours.

**RR (Required Review)** – See Required Review policy.

Please note that the college has attendance requirements relating to absenteeism, late arrival and/or early departure from classes that may result in the issuing of grades of "I" (Incomplete) or "F" (Failure) to students who miss excessive class time or who fail to complete any remedial work assigned by the faculty for missing class.

## 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 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 percent 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.

## Grades and Evaluation

Grades are posted on Populi, the college's student information system (SIS), and are password-protected for security. Students can view their grades on Populi at the end of each quarter. Students are evaluated by their faculty according to the course or clinic requirements as outlined on course syllabi.

## **Comprehensive Examinations**

Master's students are required to pass two comprehensive examinations during their OCOM education. The clinic entrance exam is normally taken at the end of Spring quarter prior to internship. The clinic exit examination is taken in several segments during the final year of the program.

Students must pass all components of the clinic entrance examination before entering internship and all components of the clinic exit exam before qualifying for graduation.

## **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 and the Assistant Dean of Master's Studies, 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.

## **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 ("I"), 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.

## **Suspension for Academic Deficiency**

Students on academic probation who fail another course, receive two or more Incompletes, two or more interim grades of FR, or one Incomplete and one FR in any single quarter, who do not meet OCOM's standards of professionalism or are placed on academic probation for a second time are subject to suspension from the program. Suspension is equivalent to a forced leave of absence and does not exceed one year in length. During suspension, the student may not enroll at the college except for required remediation.

At the end of the suspension period, the student may petition the Dean of Master's Studies for permission to resume study. Such petitions must document a student's plan to remedy the conditions that impeded academic success and resulted in academic probation and suspension. The Academic Steering Committee will review all such petitions and act favorably on them only when the committee determines, based on the evidence presented, academic success can be anticipated. If permission is granted for the resumption of enrollment, the student will begin the new enrollment period on academic probation, which will remain in effect for 12 months.

Students who become subject to suspension for academic reasons for a second time shall be dismissed from the program.

## **Dismissal for Academic Deficiency**

If permission to rearticulate after suspension for academic deficiency is denied, the suspension will automatically revert to a dismissal. Students permitted to resume enrollment following a suspension are expected to make Satisfactory Academic Progress (page 38). Upon resumption of enrollment, such students are automatically placed on academic probation for a 12-month period.

If at any time during this period the student fails a course, receives two or more Incompletes, two or more interim grades of FR, or one Incomplete and one FR in any single quarter, or fails to meet OCOM's standards of professionalism, the student is subject to dismissal. A student dismissed from the master's program for academic concerns may apply for readmission only after a one-year waiting period.

## **Leave of Absence and Withdrawal**

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 course work 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 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.

## Involuntary Leave of Absence for Medical Reasons

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. Refer to the Student Handbook for full policy details.

## Satisfactory Academic Progress (SAP) Policy

All students attending OCOM are required to demonstrate **Satisfactory Academic Progress (SAP)** toward their educational program. All students receiving Federal Student Aid must maintain SAP to remain eligible for financial aid. The SAP policy of the Office of Financial Aid is as follows:

### *Qualitative component*

- **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 SAP.

- **48-month enrollment plan** – Students must complete 75 percent of credits attempted to remain in good standing for SAP.
- **Half-time students** must complete 75 percent of credits attempted to remain in good standing for SAP.

### *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 timeframe" (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 Policy). 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 retaken 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.

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 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.

## Conferral of Degree and Requirements for Graduation

Graduates of OCOM receive the degree of **Master of Acupuncture and Oriental Medicine (MAcOM)**. To graduate, all students must complete and successfully pass all courses and other academic and clinical training requirements as listed in the college's academic catalog

under which they enrolled (subject to modifications as approved by the Academic Steering Committee). In addition, students must pass a third-year comprehensive clinic exit examination. Students with not-yet permanent “Incomplete” grades in any requirement at the time of graduation will be given a one-quarter “grace period” to successfully complete these courses. At the start of the following term (usually Winter quarter), any outstanding

“Incompletes” will become permanent and the student will have to re-register for the class in question, paying the current per-credit tuition rate.

Upon successful completion of these educational components, students are recommended for graduation by their clinical supervisor(s) and the Dean of Master’s Studies. Students must complete the master’s program within eight years from the time of entrance.

## ***Licensing and Professional Resources***

### **Acupuncture Licensure in the United States**

Currently, 47 states and the District of Columbia officially recognize acupuncturists as health care practitioners and have adopted specific regulations governing their licensure and registration. Since these regulations differ from state to state, prospective students should research the regulations for the state in which they intend to practice. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) maintains a chart online that includes links to state regulatory bodies: <http://www.nccaom.org/regulatory-affairs/state-licensure-map>.

### **Requirements for Oregon Licensure**

To qualify for licensure to practice acupuncture in the state of Oregon, students must have graduated from an accredited college at the master’s degree level and obtained national certification in acupuncture from the NCCAOM. This certification involves successfully passing the NCCAOM national exam modules in Foundations, Acupuncture with Point Location, and Biomedicine. Students are eligible to take these certification examinations during their internship year.

### **Professional and Legislative Organizations**

A number of important national organizations now work on behalf of the acupuncture and Chinese medicine profession. The Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) was formed in 1982 for the purpose of advancing the educational, regulatory and professional standards within the field. The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) establishes standards for the accreditation of acupuncture and Chinese medicine colleges. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) has established standards for the assessment of practitioners entering the field.

Both ACAOM and NCCAOM have been successful in their missions and continue to function as important resources for field legitimization. ACAOM has been recognized by

the U.S. Secretary of Education as a federal accreditation agency and by the Council on Postsecondary Education. NCCAOM has formulated a series of exams in acupuncture, herbal medicine, and biomedicine, recognized nationally as a benchmark for entry into the field. NCCAOM has been recognized by the National Commission for Certifying Agencies. CCAOM continues to function as an active forum for the ongoing development of educational standards, research, and professional standards in the acupuncture field with member schools from all regions of the United States.

In addition, Oregon Association of Acupuncture and Oriental Medicine (OAAOM) promotes professional acupuncture legislative, ethical and continuing education activities in the state of Oregon. The OAAOM is a member of the American Society of Acupuncturists (ASA), a national group which organizes and coordinates professional initiatives at the national and international level. OCOM students are eligible to join these associations as student members. The fee for student membership is a one-time payment of \$50, which may be made at the OCOM Bookstore. Membership lasts for the entire time a student is enrolled at OCOM.

### **Professional Opportunities**

After obtaining their licenses, graduates of OCOM’s master’s degree program practice in a variety of ways. While most graduates open private practices, the styles of these practices are as diverse as the people who attend the college. Graduates may practice part time or full time in a variety of settings: a single practice, a collaborative partnership with other health care providers, within a hospital system — even on a cruise ship. During their education, many students develop an affinity for a method of treatment or a specific patient population. Those students may subsequently pursue that niche in their private practices. Examples of such areas include public health, sports medicine, women’s health, aging adults, and pediatrics.

Students and graduates are encouraged to utilize the college’s Professional Development Center (PDC) to further their career goals. The online PDC (at [alumni.ocom.edu](http://alumni.ocom.edu)) provides tools and resources to help students and graduates build their careers.



**Satya Ambrose, ND, LAc**, co-founder of Oregon College of Oriental Medicine  
*National University of Natural Medicine*

**Katherine Annala, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Michael Berletich, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Candise Branum, MLS**  
*Emporia State University*

**Joseph J. Coletto, ND, LAc**  
*National University of Natural Medicine, Oregon College of Oriental Medicine*

**Forrest Cooper, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Erin DeRamus, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Corie Edwards, ND**  
*National University of Natural Medicine*

**David C. Eisen, MSW, LAc**  
*Washington University in St. Louis*

**Deb Espesete, MPH, MAcOM, LAc**  
*Oregon Health & Science University, Oregon College of Oriental Medicine*

**Sheng Fang, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Linda Faust, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Patricia J. Gallegos, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Stephanie Gregory, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Nancy J. Grotton, MAcOM, LAc**  
Dean of Students  
*Oregon College of Oriental Medicine*

**Susan Hare, BA, LMT**  
*University of Colorado-Boulder*

**Beth Hazzard, MAcOM, LAc, LMT**  
*Oregon College of Oriental Medicine*

**Amber Hincks, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Beth Howlett, MAcOM, LAc**  
Vice President of Communications and Academic Services  
*Oregon College of Oriental Medicine*

**Clyde B. Jensen, PhD**  
*University of North Dakota*

**Wen Jiang, PhD (China), LAc**  
*Tianjin University of Traditional Chinese Medicine*

**Hong Jin, DAOM, LAc**  
Chair of Oriental Medicine  
*Oregon College of Oriental Medicine*

**Jorge M. Kaufmann, ND, MSOM, LAc**  
*National University of Natural Medicine*

**Allison Keil, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Martin Kidwell, DAOM, LAc**  
Dean of Master's Studies  
*Oregon College of Oriental Medicine*

**PikShan Ko, BA**  
*University of Washington*

**Cindy Laprocina, MTCM, LAc**  
*Five Branches University*

**Zhenbo Li, PhD (China), LAc**  
*Guangzhou University of Traditional Chinese Medicine*

**He Liu**

**Greg A. Livingston, PhD (China), LAc**  
*Zhejiang Chinese Medical University*

**Yan Lu, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Philip Lundberg, PhD**  
*Saybrook University*

**Elizabeth March, DAOM, LAc**  
*Oregon College of Oriental Medicine*

**Ben Marx, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Sallie McKibben, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Kerrie Nasman, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Jasmine Patel, MSAOM, LAc**  
*Bastyr University*

**Mark Parzynski, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Stephen Saeks, PhD, LAc**  
*University of Hawaii, Oregon College of Oriental Medicine*

**Dokken Ramey, DC**  
*University of Western States*

**Andrew Schlabach, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Erico Schleicher, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Erika Sigrist, ND, MAcOM, LAc**  
*National University of Natural Medicine, Oregon College of Oriental Medicine*

**Eliot Sitt, MAcOM, LAc**  
*Oregon College of Oriental Medicine*

**Mitchell Bebel Stargrove, ND, LAc**  
*National University of Natural Medicine*

**Carol Taub, MAT, LAc**  
*Samra University of Oriental Medicine*

**Jeffrey Thompson, MAc, LAc**  
*Northwest Institute of Acupuncture and Oriental Medicine*

**Tracey Thorne, MAOM, LAc**  
*New England School of Acupuncture*

**Fang Zhang, DAOM, LAc**  
*Oregon College of Oriental Medicine*

## Core Clinical Faculty

**Michael Berletich, DAOM LAc\***

**Dennis Boyles, MAcOM, LAc**

**Adrienne Cadbury, BS, LMT**

**Forrest Cooper, DAOM, LAc\***

**Erin DeRamus, MAcOM, LAc\***

**Deb Espesete, MPH, MAcOM, LAc\***

**Sheng Fang, DAOM, LAc\***

**Linda Faust, MAcOM, LAc\***

**Patricia Gallegos, DAOM, LAc\***

**Janice Halteman, DAOM, LAc**

**Susan Hare, BA, LMT\***

**Beth Hazzard, MAcOM, LAc, LMT\***

**Heather Heatlie, MAcOM, LAc**

**Amber Hincks, MAcOM, LAc**

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

**Hong Jin, DAOM, LAc\***

**Robert Kaneko, DAOM, LAc**

**Cindy Laprocina, MTCM, LAc\***

**Zhenbo Li, PhD (China), LAc\***

**Greg Livingston, PhD (China), LAc\***

**Alison Loercher, MAcOM, LAc**

**Elizabeth March, DAOM, LAc\***

**Michael McCarron, DAOM, LAc**

**Nikki Medghalchy, DAOM, LAc**

**Paul Messersmith-Glavin, MAcOM, LAc**

**Kerrie Nasman, MAcOM, LAc\***

**Cita Oudijk, MAcOM, LAc**

**Jasmine Patel, MSAOM, LAc\***

**Andrew Schlabach, MAcOM, LAc\***

**Erico Schleicher, MAcOM, LAc\***

**John Servilio, MTCM, LAc**

**Erika Sigrist, ND, LAc**

**Bonnie Sweetland, MAc, LAc**

**Rebecca York, MAcOM, LAc**

*\*Denotes clinical faculty with other classroom teaching responsibilities as outlined in faculty biographies.*

# Doctor of Acupuncture and Oriental Medicine

OCOM's **Doctor of Acupuncture and Oriental Medicine (DAOM)** degree program is a clinically focused postgraduate degree program leading to a clinical doctorate degree. The DAOM degree represents the highest formal educational credential currently available in the field of acupuncture and Chinese medicine in the United States.

The students who graduate from our program are naturally positioned as future leaders in the field, whether as specialized practitioners skilled in the treatment of chronic and complex conditions, clinical researchers, or teachers of future generations of practitioners.

OCOM's doctoral program is designed to accommodate practitioners to complete the degree while maintaining their practice — advancing their knowledge and skills in the clinical domain, as well as in biomedicine, research literacy and teaching skills. Throughout the program, students are encouraged to cultivate habits of lifelong learning and scholarship, and self-directed inquiry is strongly and continuously emphasized.

To complete the program successfully, graduates must be able to demonstrate academic competencies, professional skill sets and related clinical expertise well beyond the levels required at the master's level. Specialization in women's health and aging adults, increased interaction with Western biomedical practitioners, a strong emphasis on clinical judgment skills, and the use of research findings to inform clinical decision making are key areas that distinguish the doctoral degree program from OCOM's master's degree program.

## Benefits of Doctoral Education

The DAOM degree brings a wide range of specific benefits. It provides students with the opportunity for in-depth study of advanced topics in acupuncture and Chinese medicine and biomedicine, supervised clinical work in areas of specialization, exposure to research and evidence-based medicine, and the opportunity to develop teaching and other professional skills.

Education at the doctoral level also provides opportunities for professional development, cultivation of leadership skills, other career options including hospital and other mainstream medical settings, or work as a faculty member or researcher.

## History of the DAOM Program

OCOM is an ideal place to undertake advanced study. With an established and successful master's degree program, it is one of the most highly regarded schools of acupuncture and Chinese medicine in the United States. The college has made a significant impact on the profession not just in Oregon, but throughout the country.

In keeping with this tradition of excellence, OCOM's doctoral program was among the very first to be approved by ACAOM to begin operations. In July 2003, the college successfully enrolled its pioneering class of 20 DAOM students. This first class graduated in July 2005, the first graduation of DAOM students anywhere in the United States. As of Spring 2017, the doctoral program has enrolled 13 cohorts of students, and has 152 DAOM graduates.

OCOM's doctoral program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

## Purpose of the DAOM Program

The OCOM doctoral program provides students with wide-ranging opportunities for advanced clinical and didactic study in the field of acupuncture and Chinese medicine. Instruction emphasizes development of advanced clinical and specialty skills, integration of biomedical and Chinese medicine knowledge, understanding of clinical applications of research, and the cultivation of leadership skills. Throughout the program, students are encouraged to pursue independent scholarship and inquiry into core theoretical and clinical studies.

The delivery model of OCOM's doctoral education is significantly different from the delivery models predominant in the master's program, and directly contributes to and strengthens the program's purpose. The program is designed around a series of intensive teaching modules that support students to develop and demonstrate competency in skills related to knowledge synthesis, independent scholarly and scientific inquiry, critical thinking, and creative problem solving. In between modules, doctoral students are expected to complete extensive reading assignments, write responses to case-based problems, prepare case presentations for in-class discussion, review literature and create case reports.

The heart of doctoral education at OCOM is the development of lifelong learners and scholars. The program supports and builds upon the abilities of acupuncture and Chinese medicine practitioners who can lead and collaborate, who understand the foundations of medical knowledge, both East and West, who apply disciplined inquiry and careful assessment of evidence in making reasoned conclusions, who express themselves articulately, and who have a historical and cultural context for today's health care problems and challenges.

## DAOM Program Competencies

Competency-based education emphasizes proficiency and performance, and the DAOM competencies refer specifically to the set of skills, attitudes, and knowledge that reflect the most advanced levels of theory and practice in the field of acupuncture and Chinese medicine.

OCOM has defined five general competencies to be mastered by each student over the course of the DAOM program. The details and emphases within each of these general competencies may vary by course, specialty discipline, and stage of professional development. Mastery is determined through a variety of assessment methods.

### Graduates of the Doctor of Acupuncture and Oriental Medicine program will be able to:

- Integrate advanced Chinese medical and Western biomedical concepts and clinical skills, and apply this integrated perspective to the prevention, diagnosis, treatment and long-term management of a range of complex, chronic conditions;
- Demonstrate a synthetic appreciation of advanced concepts in clinical biomedicine, and communicate these concepts clearly and effectively when collaborating on patient care with other health care providers;
- Effectively apply clinical specialization skills and knowledge to the domain of patient care;
- Identify, analyze and critically evaluate acupuncture and Chinese medicine-relevant research information from a wide range of sources, and apply that information appropriately in clinical settings;
- Demonstrate the potential to make significant scholarly contributions to the profession.

## DAOM Program Format

The doctoral program is 1,224 hours in length (47 credits), including 551 didactic hours and 670 clinical hours. The program has been carefully designed around a series of 20 intensive teaching modules, which take place every four to five weeks, over a period of approximately 24 months. Each teaching module is four days (three modules in the first year are five days in length), occurring over long weekends (Friday through Monday). Every module includes both didactic (classroom) content, and clinical work, including supervised treatment of patients in the doctoral clinic.

Between modules, students are expected to engage in ongoing active learning. This work includes homework and independent study assignments, regular reading assignments, work on clinical case studies, preparing responses to case-based problems, reviewing literature, and creating case reports, as well as maintaining regular online communication with classmates and faculty.

Because of the geographically dispersed nature of the students who enroll in the DAOM program, skill in the use of email and the Internet is essential. DAOM courses are managed via online course management software. To complete the program successfully, students must have access to and be proficient with a computer. Students are required to maintain an assigned **ocom.edu** email address, and are responsible for information disseminated to them by the DAOM administration and faculty via email and the course management website.

## Year One Courses

Course Number	Course Title	Hours	Credits
AA711	Advanced Acupuncture and Oriental Medicine I	102	6.0
BP711	Biomedical Perspectives I	40	2.7
CL711	Clinical Internship I	70	2.3
CL712	Clinical Theater I	30	1.0
CL713	Clinical Tutorial I	30	1.0
CL717	Clinical Case Presentations and Analysis I	30	1.0
CL718	Clinical Seminar I	10	0.3
CL720	Clinical Case Studies I	50	1.1

## Year Two Courses

Course Number	Course Title	Hours	Credits
AA811	Advanced Acupuncture and Oriental Medicine II	102	6.0
BP811	Biomedical Perspectives II	40	2.7
CL811	Clinical Internship II	70	2.3
CL812	Clinical Theater II	30	1.0
CL813	Clinical Tutorial II	30	1.0
CL817	Clinical Case Presentations and Analysis II	30	1.0
CL818	Clinical Seminar II	10	0.3
CL820	Clinical Case Studies II	50	1.1

## Year One/Year Two Courses

Course Number	Course Title	Hours	Credits
CL721	Clinical Collaboration	50	1.1
CL911xx	Clinical Selective 1	60	1.3
CL911xx	Clinical Selective 2	60	1.3
CL911xx	Clinical Selective 3	60	1.3
CP811	Capstone Project: Directed Study	145	3.2
PD711	Professional Development I: AOM Research	45	3.0
PD715	Professional Development II: Teaching Skills	16	1.0
PD716	Professional Development II: Assessment Skills	16	1.0
PD713	Professional Development III: Elective	45	3.0

*Note: Total program hours = 1,224; total program credits = 47*

*Courses listed here do not include three noncredit hours devoted to orientation material (Module 1).*

# Course Descriptions

Note: OCOM reserves the right to modify the program, including the curriculum and/or the faculty roster, as necessary to meet the educational objectives and standards as established by the college's Board of Trustees and accrediting and governmental agencies.

AA711

## **Advanced Acupuncture and Oriental Medicine I: Clinical Specializations and Chinese Classics**

102 hours/6.0 credits

AA811

## **Advanced Acupuncture and Oriental Medicine II: Clinical Specializations and Chinese Classics**

102 hours/6.0 credits

These two courses take place in Year One and Year Two of the DAOM program. Each course includes two segments: Clinical Specializations in AOM (Women's Health or Aging Adults) and Classical Chinese Texts.

Clinical Specializations in AOM (Women's Health or Aging Adults) focuses on advanced acupuncture theory and techniques as well as Chinese herbal medicine for chronic, complex disorders in the specialization area. (Note: Women's Health and Aging Adults specializations are offered in alternate years.)

Topics in the Women's Health specialization include dermatology, pain management, autoimmune disorders, mental/emotional disorders, menstrual disorders, infertility, menopause, and other OB/GYN conditions. Topics in the Aging Adults specialization include endocrine disorders, pain management, and orthopedic disorders; gastrointestinal disorders; hepatic and gallbladder disorders, neurological disorders, cardiopulmonary disorders, neoplastic disorders, CNS disorders, and dementia.

The approach taken is to provide students with a comprehensive knowledge base for the diagnosis and treatment of various common, chronic and complex conditions in each of the specialties. Each session will be taught by experts in the particular area and will address: diagnosis and differentiation, herbal and/or acupuncture treatment, case management and prognosis, and the strengths and weaknesses of traditional Chinese Medicine (TCM) in treating these conditions. Classical Chinese Texts will be taught periodically during the first and second year of the program, and will provide students with the knowledge base to read, understand, and apply the two most important TCM classics: *Huang Di Nei Jing* and *Shan Han Lun*.

BP711

## **Biomedical Perspectives I: Clinical Specializations**

40 hours/2.7 credits

BP811

## **Biomedical Perspectives II: Clinical Specializations**

40 hours/2.7 credits

These two courses take place in Year One and Year Two of the DAOM program. Each course provides a foundational understanding of the Western medical perspective in Women's Health or Aging Adults. (Note: Women's Health and Aging Adults specializations are offered in alternate years.)

Topics in the Women's Health specialization include dermatology, pain management, autoimmune disorders, mental/emotional disorders, menstrual disorders, infertility, menopause, and other OB/GYN conditions. Topics in the Aging Adults specialization include endocrine disorders, pain management and orthopedic disorders; gastrointestinal disorders; hepatic and gallbladder disorders, neurological disorders, cardiopulmonary disorders, neoplastic disorders, CNS disorders, and dementia.

In each of these areas, specific common and complex disorders will be highlighted by an overview of the disorder, including the standard biomedical diagnostic tests used to assess the condition, the commonly prescribed Western therapeutic interventions, the possible adverse effects of medications and other therapies, case management and prognosis, and the strengths and weaknesses of the biomedical approach to the condition. The emphasis of the Biomedical Perspectives courses is to gain a basic understanding of the culture, language, philosophy, and clinical care approach in biomedicine to help support the integration of Western medicine with the practice of acupuncture and Chinese medicine and to facilitate communication with Western medical practitioners.

CL711

## **Clinical Internship I; DAOM Clinic: Clinical Specializations**

70 hours/2.3 credits

CL811

## **Clinical Internship II; DAOM Clinic: Clinical Specializations**

70 hours/2.3 credits

Clinical Internship I and II are designed as a collaborative, group learning experience in Year One and Year Two of the DAOM program. In the doctoral clinic, students will work together in groups to interview, diagnose, and plan

treatment for patients with chronic and complex disorders. The clinical supervisors will provide guidance with advanced diagnosis, acupuncture techniques and herbal formulas. Students will see new and returning patients, while emphasizing progress assessment, treatment modification and incorporation of other care as appropriate.

CL712

### **Clinical Theater I: Clinical Specializations**

30 hours/1.0 credit

CL812

### **Clinical Theater II: Clinical Specializations**

30 hours/1.0 credit

The Clinical Theater I and II courses (Year One and Year Two) provide an opportunity for expert acupuncture/Chinese medicine and Western biomedical practitioners to model the process and skills of assessment, diagnosis, treatment, and collaboration. In each module, one or two patients with disorders pertaining to the module topics will be seen in a theater class setting. Students will have the opportunity to participate in a discussion with the experts regarding the diagnosis and treatment plan. The emphasis of Clinical Theater is to understand the approach to a specific disorder from both medical perspectives, and to learn how to manage this type of case in the student's own practice.

CL713

### **Clinical Tutorial I: Clinical Specializations**

30 hours/1.0 credit

CL813

### **Clinical Tutorial II: Clinical Specializations**

30 hours/1.0 credit

Clinical Tutorial I and II (Year One and Year Two) provide a structure for further discussion of cases from Clinical Internship I and II, and students are also assigned to make presentations on clinical topics to their peers.

CL721

### **Clinical Collaboration**

50 hours/1.1 credits

In this course, students work strategically to develop improved network ties and working relationships and affiliations with other clinicians. Students begin the course by completing a detailed written evaluation of the degree to which their practice is appropriately integrated into the larger network of practitioner providers. Based on this assessment, students then develop and implement a strategic plan for improving their current network of affiliations and referral ties. One goal of the course is to enhance the student's name recognition and respect, as an acupuncture and Chinese medicine provider, within

the health care community. A variety of activities may be appropriate for this course, depending on the student's individual situation.

CL717

### **Clinical Case Presentations and Analysis I**

30 hours/1.0 credit

CL817

### **Clinical Case Presentations and Analysis II**

30 hours/1.0 credit

In these two courses (Year One and Year Two), students present complex or challenging cases from their own clinical practices to an audience of peers and faculty members. Group feedback and analysis helps to identify problem areas, elucidate appropriate treatment strategies, and clarify optimal long-term approaches to patient care.

CL718

### **Clinical Seminar I**

10 hours/0.3 credit

CL818

### **Clinical Seminar II**

10 hours/0.3 credit

In these two courses (Year One and Year Two), students will meet with faculty and/or mentors in large or small groups for additional discussion and study in clinical areas including research, faculty skills, and Capstone Projects.

CL720

### **Clinical Case Studies I**

50 hours/1.1 credits

CL820

### **Clinical Case Studies II**

50 hours/1.1 credits

In these two courses, students will complete case study reports from patients treated in their own practices. Case studies will be evaluated by the DAOM faculty and/or peers, and the student will receive feedback for revision and improvement. In Year Two, students will select one case study for revision and submission to a journal for publication. The emphasis of this course is to develop expertise in case report writing skills.

CP811

### **Capstone Project: Directed Study**

145 Hours/3.2 credits

Completion of the Capstone research project is the culminating project for the second year of the doctoral program. Students begin initial work on their projects in the first year of study and continue throughout the program. Mentors are assigned to provide support and advice to students as they complete their projects. Students will also have peer mentors to assist with review, feedback

and editing of their projects. The Capstone Projects are significant original works, demonstrating critical thinking skills and creativity, and contributing new ideas and perspectives on the topic. Students present summaries of their projects to an audience of peers and faculty members during Capstone Project presentations at the end of the program. Students are required to attend all of the Capstone Projects presentations of their cohort.

PD711

### **Professional Development I: Acupuncture and Oriental Medicine Research**

45 hours/3.0 credits

This course is designed to teach students to critically evaluate and synthesize research information, to communicate that information to other health care practitioners, and to apply that information to enhance patient care and practice building. Taught in didactic and participatory sessions, this course includes the following areas: basic components of research design; unique challenges in AOM research design; skills necessary to access the literature and current research in the field; and guidelines for critically reading and synthesizing research articles and reviews.

PD713

### **Professional Development III: (Elective)**

45 hours/3.0 credits

Depending on their areas of professional interest, students propose and complete an elective three semester-credit (or four quarter-credit) corequisite course in a subject area that will enhance their own personal professional development. The selected course must be completed at a regionally accredited institution. Distance based, or other nontraditional (e.g., online) courses are acceptable. Prior to enrollment, students must submit a proposal outlining how the proposed elective complements their personal professional interests and experience, and how it would benefit their doctoral study. Administrative approval from DAOM faculty must be obtained before enrolling. Following proof of course completion with a minimum "B" grade, the student will be reimbursed up to a maximum of \$500 of tuition-related costs for the elective course. Students are responsible for any additional tuition, fees, or other costs in excess of \$500.

PD715

### **Professional Development II: Teaching Skills**

16 hours/1.0 credits

This course provides structured opportunities for students to develop instructional skills essential for the development of future generations of faculty, clinical supervisors,

and leaders of the acupuncture and Chinese medicine profession. Taught every other year.

PD716

### **Professional Development II: Assessment and Other Professional Skills**

16 hours/1.0 credits

This course provides structured opportunities for students to develop assessment and other professional skills essential for lifelong learning and leadership in the acupuncture and Chinese medicine profession. Taught every other year.

## **Clinical Selectives**

**Three of the following Clinical Selectives must be chosen and completed in the first and/or second year of the program.** Students must submit a formal proposal request form for each Clinical Selective and receive faculty and administrative approval before beginning the Selective. Students will not be approved for or allowed to complete Clinical Selectives if they have outstanding past due assignments or other past due work.

### ***Request for Financial Aid Funding for Clinical Selective/Externship Expenses***

Students in the doctoral program can request Financial Aid funding up to \$15,000 in expenses related to completion of their Clinical Selective/Externships to meet the requirements of the entire doctoral program. The student must provide the Office of Financial Aid with detailed documentation of reasonable expenses, which can include, travel, cost of training and related materials, and a modest food stipend.

All requests will be reviewed using reasonable expenses for each given situation. An appeal process is available for any student whose request exceeds these guidelines. These requests will be submitted for further review by the Director of Financial Aid and the Dean of Doctoral Studies.

All travel and related expenses must be submitted to the Office of Financial Aid by June 1 of each year, and completed prior to the student's graduation date.

CL9110A

### **China Externship**

60 hours (Selective)/1.3 credits

Students will spend 60 hours in an elective externship rotation at Nanjing University of Traditional Chinese Medicine. This externship is arranged by OCOM and will take place on specific dates each year. The trip cost, paid by the student, includes in-country travel (bus and/or train), accommodations, per diems for food and group dining, some entrance tickets to historic places, clinical externship tuition, team translator for groups no larger than four, two

afternoon lectures, visa application fee, and travel insurance. OCOM will pay an additional \$500 in clinical externship tuition on behalf of the student. Additional expenses and costs, including airfare, are covered by the student directly. Student must complete the OCOM International Travel Policy and Release Form.

CL911SP

### **Clinical Special Studies**

60 hours (Selective)/1.3 credits

Students will spend 60 hours in a clinical special studies selective that provides the opportunity for scholarly inquiry, integration of practice, professional role modeling, and/or in-depth professional responsibilities. No more than two selectives may be completed in this choice. Possible clinical special studies may include college-level teaching, college or health care administration, clinical research, quality assurance activities, public policy work, and/or in-depth clinical training. Students are responsible for identifying and contacting potential mentors, and working out the logistical details of the selective. Students must develop a set of learning objectives. Mentors and learning objectives must be approved by the OCOM core doctoral faculty before the selective can be started. Mentors must generally have a minimum of 10 years of clinical experience to be approved. Mentors must sign a contract of agreement with the college, which outlines expectations and requirements prior to approval, and must also agree to evaluate student progress using standard OCOM evaluation instruments. OCOM will provide the mentor with an honorarium of up to \$500 for this 60-hour selective. Any additional fees, expenses, or costs must be covered by the DAOM student directly. If the selective involves travel abroad, the student must purchase travel insurance and complete the OCOM International Travel Policy and Release Form.

CL911SS

### **Clinical Supervision Skills Development**

60 hours (Selective)/1.3 credits

Students undergo clinical supervision training at an ACAOM-accredited college or university, and work for a minimum of 60 hours in a supervisory role with master's-level interns. Students are responsible for identifying and contacting potential institutions, and working out any logistical details. The institution in question must sign a contract of agreement with OCOM, which outlines expectations and requirements for this segment. The clinic director of the institution in question must agree to monitor student hours and evaluate progress using standard OCOM evaluation instruments. OCOM will directly reimburse the institution providing the clinical supervision training up to \$500 in training fees. Any additional fees, expenses, or costs must be covered by the DAOM student directly.

CL911WS

### **Clinical Writing Skills Development**

60 hours (Selective)/1.3 credits

With oversight from a mentor, students develop, revise, and submit an article on a clinical subject for publication in a peer-reviewed academic AOM journal. No more than one selective may be completed in this choice. Students interested in pursuing this elective are responsible for developing and circulating the drafts, and identifying an appropriate mentor(s). The final version of the article must be submitted to a recognized peer reviewed journal with proof of receipt before credit can be awarded. OCOM will provide the mentor with an honorarium of up to \$500. Any additional fees, expenses, or costs must be covered by the DAOM student directly.

CL911XA/CL911XB/CL911XC

### **Clinical Specialty Externship A, B and C**

60 hours each (Selective)/1.3 credits each

Students spend up to three 60-hour periods in externship rotations working with senior AOM and/or CAM or biomedical (MD, ND, DC or other biomedical physician) practitioner/mentors of their choice in a clinical location. No more than two of these selectives may be with a single AOM practitioner, and no more than one of these selectives may be with a CAM or biomedical practitioner. Students are responsible for identifying and contacting potential mentors, and working out the logistical details of the externship. Students must develop a set of learning goals for each externship. Mentors and learning goals must be approved by OCOM clinical doctoral faculty. Mentors must generally have a minimum of 10 years of clinical experience to be approved. Mentors must sign a contract of agreement with OCOM, which outlines expectations and requirements prior to approval, and must also agree to evaluate student progress using standard OCOM evaluation instruments. OCOM will provide the mentor with an honorarium of up to \$500 for each 60-hour Selective. Any additional fees, expenses, or costs of the externship must be covered by the DAOM student directly. If the externship involves travel abroad, the student must purchase travel insurance and complete the OCOM International Travel Policy and Release Form.

# DAOM Admissions Requirements

OCOM seeks doctoral students who show the potential to become leaders in the field of acupuncture and Chinese medicine and who demonstrate the knowledge, skills, and maturity necessary to undertake the challenges of the doctoral program.

To make this assessment, the admissions committee reviews each applicant in a variety of areas, including their academic record and professional and life experiences. **For questions about the admissions process, contact the Office of Admissions: 503-253-3443 x201 or [admissions@ocom.edu](mailto:admissions@ocom.edu).**

## Prerequisites

All applicants must be able to document satisfactory completion of a master's-level training in acupuncture and Chinese medicine (or its equivalent) to be eligible for consideration for the OCOM doctoral program. This basic admissions requirement means that applicants must possess a master's degree (or diploma) in acupuncture and Chinese medicine from a school or college accredited by ACAOM, or the international equivalent. Training in herbal medicine is required. Original transcripts are required in all cases.

The DAOM program is a clinical doctorate, and students are required to present cases from their practice in the classroom as well as writing case study reports. It is also expected that students will apply the knowledge and skills learned in the program to patients in their own practices. For these reasons, applicants to the DAOM program should be currently licensed practitioners with an active practice (generally, this means treating at least 10 patients per week with acupuncture and/or Chinese herbal medicine). Applicants in the process of obtaining licensure and establishing an active practice will be considered for conditional admission.

Prospective applicants whose prior training falls short of this formal academic criteria may still be eligible for consideration for admission to the program. In such cases, the Admissions Committee will undertake a formalized credentials and competencies review prior to considering the application. This review will take into account not only an applicant's training and academic transcript(s), but also factors such as clinical experience and NCCAOM certification in acupuncture and Chinese herbal medicine. The review may require a phone interview with the applicant by the committee to verify levels of knowledge and competency in areas such as acupuncture, Chinese medicine theory, TCM diagnosis, Chinese herbal medicine, and biomedicine. The committee may also require the applicant to pass formal written challenge examinations or complete master's-level coursework if deficiencies in specific areas are identified. Successful completion of these challenge exams and/or coursework will be required to be eligible for admission.

## Technical Skills/Standards

For the safe and effective practice of acupuncture and Chinese medicine, students must be able to meet expectations as detailed in the master's program admissions requirements, page 28.

## The Application Process

To apply to OCOM's doctoral program, first contact the Office of Admissions to acquire a unique username and password. This login information will be used to access the online doctoral program admissions application. As each section is filled out, the information is saved for later completion. To ensure timely consideration, applicants are required to complete the doctoral application in its entirety before review by the Admissions Committee.

**The Early Application deadline\* for the application and all supporting materials is January 31; the Regular Application deadline is April 30.**

*\*Applicants who complete their application by January 31 receive a waiver of the \$75 application fee.*

### Materials:

- Notification of Application for Admission form
- Nonrefundable application fee of \$75
- A recent photograph
- Copy of current acupuncture and Chinese medicine license
- Official transcripts from each college previously attended
- Three letters of recommendation from individuals (at least one should be from an instructor) able to judge the applicant's ability to undertake doctoral work (must be submitted using online form)
- Documentation of TOEFL score, if applicable
- Applicant General Information form
- Current resume or curriculum vitae
- Description of prior post-secondary education
- Description of current clinical practice
- Financial planning information
- Two personal essays
- Completion of a short case analysis

All completed applications are reviewed by the DAOM Admissions Committee. This committee consists of the Dean of Doctoral Studies, the Associate Dean of Doctoral Studies, and the Office of Admissions. In addition to this core committee, other DAOM faculty, staff, and DAOM alumni may be invited to participate.

The required admissions materials assist the DAOM Admissions Committee in assessing the applicant's motivations for pursuing a clinical doctorate as well as their commitment to completing the program. The educational



competency requirements are intended to ensure that all students admitted to the program have a common base of knowledge and skills as the foundation for education in the clinical doctorate.

Once the completed application has been received, formal interviews with the DAOM Admissions Committee (via telephone, Skype, Facetime, or in-person) are required of all candidates. This committee will determine if any follow-up interviews or challenge examinations are required; candidates will be informed of the requirements by the Office of Admissions.

Admissions decisions are confirmed within seven business days of the interview and/or successful completion of any required follow-up, including special admissions interviews or challenge examinations. Possible outcomes include acceptance, conditional acceptance, wait list, or denial.

## International Credentials

OCOM welcomes applicants to the DAOM program who were trained outside of the United States; appropriate credentials from international institutions are acceptable for admissions purposes. Credentials must be equivalent to those of US-trained applicants and will need to be formally evaluated by an independent credentials evaluation agency before the application can be formally considered. International institutions' transcripts must be submitted with the appropriate translation and equivalency analysis from a recognized agency such as World Education Services ([www.wes.org](http://www.wes.org)).

## International Students

OCOM is approved by the U.S. Department of Immigration and Naturalization to grant admission to full-time students. I-20 forms are available to admitted applicants who meet INS requirements. In addition to all the standard application information and documentation, international students must also meet and submit additional documentation requirements as follows:

- Official copies of all academic transcripts from secondary schools must be sent to OCOM's Office of Admissions. In addition, all International institutions' transcripts must be submitted with the appropriate translation and equivalency analysis from a recognized agency such as World Education Services ([www.wes.org](http://www.wes.org)).
- Students who were not educated in the United States must meet the same admissions requirements as U.S.-educated applicants. Such candidates must have their educational credentials evaluated by an international educational service such as World Education Services ([www.wes.org](http://www.wes.org)) and have these sent to OCOM's Office of Admissions. International students can also expect to submit a Certificate of Finance form and supporting financial documentation as part of the admissions process.
- Show sufficient financial resources to fund educational and living expenses with the following documentation:
  - Certificate of Finance
  - Official bank verification of funds (English translation) with current exchange rate
- Minimum of \$40,000 for the first year of the two-year program. Each year, the international student needs to show proof of funds for the continuing year before the beginning of each new school year.
- Additional \$20,000 per year for each dependent (spouse, child)
- Copy of passport (front and back with signature of bearer) for all non-U.S. citizens
- Copy of photo page of passport showing picture image, correct spelling of legal name and date of birth
- Copy of visa for all non-U.S. citizens

*Note the requirements for current license and active practice (see Doctoral Program Admissions Requirements).*

## English Language Competency

English language competency is required of all students seeking admission to the program. This may be satisfied by scoring at least 61 on the Test of English as a Foreign Language (TOEFL) Internet-based test (iBT), which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam.

## Veterans Benefits

The Oregon State Approving Agency has approved the DAOM degree program for the use of GI Bill® benefits. Any veteran receiving GI Bill benefits while attending OCOM is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit. VA-eligible students must provide a Certificate of Eligibility form to the Office of the Registrar. Veterans applying to the college with specific questions about the use of veteran's benefits for attending OCOM should contact the Office of the Registrar. Due to the modular structure and non-standard academic term of OCOM's DAOM program, VA housing benefits are not available at this time for VA students.

# DAOM Tuition and Financial Aid Information

**Total tuition for the two-year DAOM program (2017-2019) is \$39,392.** Tuition for each academic year is \$19,696. The college requires a \$500 deposit within two weeks of acceptance into the program, all of which will be applied to the first year's tuition.

To assist students with payment of tuition, the college provides for each academic year's tuition to be paid in two installments of \$9,848 each (at no additional charge to students). Due dates for tuition payments are as follows:

## Year One (2017-2018)

**Payment #1 — \$9,848**

**Due Thursday, September 14, 2017**

*Last day to pay without late fees: September 18, 2017*

**Payment #2 — \$9,848**

**Due Friday, February 9, 2018**

*Last day to pay without late fees: February 12, 2018*

## Year Two (2018-2019)

**Payment #1 — \$9,848**

**Due Friday, September 14, 2018**

*Last day to pay without late fees: September 17, 2018*

**Payment #2 — \$9,848**

**Due Friday, February 8, 2019**

*Last day to pay without late fees: February 11, 2019*

Students may not participate in any portion of teaching modules unless tuition payment is current.

Tuition costs are exclusive of travel, lodging, books, supplies, or expenses related to clinical externship electives. Students should anticipate and plan for these additional expenses.

## Fees

Application fee (nonrefundable)	\$ 75
Malpractice insurance fee, per year	\$ 200
Clinic locker fee, per year	\$ 20
Transfer student evaluation fee	\$ 150
Challenge exam fee (nonrefundable)	\$ 50
Make-up clinical work, per hour	\$ 50
Make-up didactic work, per hour	\$ 50
Make-up exam fee	\$ 25
Make-up comprehensive exam fee	\$ 100
Change of grade fee	\$ 10
Transcript fee	\$ 5
Returned check fee	\$ 30
Academic and Student Services fee, per year	\$ 300
Clinic fee, per year	\$ 50

## DAOM Degree Completion Courses

Those students who have not completed their degree requirements by December 1 of the year that they complete the regular two-year program will be enrolled in a DAOM degree completion course, as follows:

DC911

### DAOM Degree Completion Course, Year One

45 hours/1.0 credits

DC912

### DAOM Degree Completion Course, Year Two

45 hours/1.0 credits

The DAOM Degree Completion courses are for students who are completing their DAOM degree requirements following completion of the regular two-year program. Any student who has unfinished degree requirements as of December 1 of the year that they complete the regular two-year program will be registered for DC911. Any student who has unfinished degree requirements as of September 1 of the year that follows the completion of the regular two-year program will be registered for DC912.

**Tuition for DC911 is \$700.** This will be billed on December 1 and due one month later; late fees will be charged if payment is not received by the due date. **Tuition for DC912 is \$700.** This will be billed on September 1 and due one month later; late fees will be charged if payment is not received by the due date.

## Tuition and Payment Policy

Many doctoral students receive financial aid to attend OCOM. Federal Financial Aid is normally disbursed to the college each tuition payment period and applied to the student's account within three business days. Tuition, fees, books, and any other charges are also applied to the student's account. Refunds of account balances are usually made within the first week of classes. If a student's financial aid disbursement is not sufficient to cover the balance due, the student may request a payment plan from the Business Office. However, student accounts must be current to continue attending classes or to receive credit for coursework.

Tuition payments are due in full by the last day indicated under tuition payment dates. If payment in full is not possible, then the student should request a payment plan from the Business Office. A nonrefundable payment plan fee of \$20 is added to the first payment.

Students must clear all charges in their accounts before the end of the academic year to receive any course credit or to continue enrollment in the next year. Payment due date

schedules for each academic year are found in the OCOM catalog and are posted on the doctoral course management websites.

## Late Payments

Tuition payments must be made in a timely manner. Tuition payment due dates for each academic year and last days to pay without incurring a late fee are detailed above. Students paying their accounts after a due date will owe a late fee of \$10 for the first day, and \$5 for each day thereafter, for outstanding balances paid after that date. Students are encouraged to contact the Business Office to arrange a payment plan, if needed. In the event that payment remains in a delinquent status for an extended period or if payments are habitually late, the student may be dismissed from the program.

## Tuition Refund Policy

A student may terminate — withdraw or take a leave of absence — by giving written notice to the college (the student must complete the Leave of Absence request form for a leave and have the leave of absence approved by the Dean of Doctoral Studies). If termination occurs before the start of the first module of the academic year, all tuition paid for that academic year (less a \$100 administrative fee) will be refunded. If the student terminates enrollment prior to completion of 60 percent of the period covered by a tuition payment, the student shall be entitled to a prorated “return of funds” of the total tuition charged for that tuition payment.

“Return of funds,” as used in this section, is calculated using the Federal Regulation for Return of Title IV Funds, which means that a student shall be charged for the time attended as determined by the last recorded day of attendance by that student. This is calculated by the total number of class days attended for each module during that payment period divided by the total number of class days in all modules occurring during that payment period. If the calculation determines that the school is required to return funds, the funds are returned to the Federal Direct Loan Program in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Graduate Plus Loan.

If a student withdraws or takes a leave of absence after the completion of 60 percent or more of the class days in all modules for the current payment period, the student shall be responsible for the tuition charged for the entire payment period and shall not be entitled to a refund.

If a student is not in attendance for any one module, they must give written notice that they will be attending the next module. If a student fails to return to the next module, a Return of Funds calculation will be performed based on the date of the last module attended and the student will be automatically withdrawn from the program.

## Financial Aid

OCOM doctoral students are eligible to apply for Federal Student Loans. Students will be required to fill out a Free Application for Federal Student Aid (FAFSA) each year they are enrolled. OCOM’s school code is **B 07625**. For more information about the types of loans and how to apply, visit [www.ocom.edu/admissions/financial-aid](http://www.ocom.edu/admissions/financial-aid), or contact the Office of Financial Aid.

## Electronic Funds Transfer (EFT) for Student Loan Funds

Disbursement of federal student loan proceeds will be electronically drawn into the college and applied to individual student accounts. The Business Office will apply tuition and fees to the student’s account prior to the beginning of each payment period. Pre-order of textbooks will be applied to the student’s account by the Business Office. If your account has a credit balance after tuition, fees and books, then a refund check will be issued. Refund checks are usually ready in about three days after all transactions have occurred and can be picked up at the Business Office.

If a student wishes to not accept all of the loan proceeds, they can request to have all or part of the funds returned to the Direct Loan Program. This request must be made within two weeks of disbursement of funds. Contact the Office of Financial Aid for details.

## Request for Financial Aid Funding for Clinical Selective/Externship Expenses

Students in the doctoral program can request Financial Aid funding up to \$15,000 in expenses related to completion of their clinical selective/externships to meet the requirements of the entire doctoral program. The student must provide the Office of Financial Aid with detailed documentation of reasonable expenses, which can include, travel, cost of training and related materials, and a modest food stipend.

All requests will be reviewed using reasonable expenses for each given situation. An appeal process is available for any student whose request exceeds these guidelines. These requests will be submitted for further review by the Director of Financial Aid and the Dean of Doctoral Studies.

All travel and related expenses must be submitted to the Office of Financial Aid by June 1 of each year, and completed prior to the student’s graduation date.

# DAOM Program Academic Policies

## Academic Year and Credit Hours

OCOM's Doctor of Acupuncture and Oriental Medicine program is a two-year program; all students are considered *full time*.

The DAOM curriculum is delivered in two consecutive year-long terms over a 24-month period. Each year consists of 10 intensive teaching modules, plus externships and Capstone Project work. Significant work is required outside of the teaching modules. During modules, students meet on campus for 4-5 days each month. A final two-day Capstone Project presentation and graduation event concludes the program. Students are required to attend all of the Capstone Project presentations for their cohort.

The DAOM program consists of a total of 1,224 hours, for which 47 academic credits are granted. The program is equivalent to 23.5 credits per academic year for the duration of the program. Of the 1,224 hours, 670 are devoted to clinical studies, 551 are didactic hours, and three hours are for orientation. Throughout the DAOM program, academic credits are calculated according to standard academic practice:

**15 didactic hours** = 1 credit

**30 clinical hours** = 1 credit

**45 reading, conference, clinical externship or directed study (independent) hours** = 1 credit

Adjustments are made for instruction delivered in a language other than English: 45 minutes of credit are granted for every hour of classroom instruction in another language.

Students are expected to be engaged in ongoing study between the modules in specified coursework, assignments, clinical observations, and individualized study/research. The out-of-class study expectation is based upon ratios that correspond with the credits listed above.

**One didactic hour** = 2 hours out-of-class study

**One clinical hour** = 1.5 hours out-of-class study

Based upon these ratios, it is anticipated that a student can expect an average of 15-20 hours per week in out-of-class study and learning activities.

## Transfer Credit Policy

A transfer student is one who has completed doctoral coursework at a college of acupuncture and Chinese medicine and is seeking transfer credit and specialized placement as a result of that coursework. All transfer students must meet the same prerequisites as any applicant. Applicants may request transfer of credit in acupuncture and Chinese medicine from doctoral-level courses taken prior to enrollment at OCOM. Transfer credit will only

be awarded for courses that are essentially similar in description, content, level, and credit hours to OCOM's doctoral coursework.

All courses submitted for transfer credit will be evaluated by the Dean of Doctoral Studies together with core doctoral faculty as needed for applicability to the DAOM curriculum. Applicants must provide course descriptions and syllabi for each course to be considered, as well as an official transcript. Transfer credit awarded by OCOM shall not exceed one-third of the total credits of the DAOM program. Coursework completed at another institution more than three years prior will be considered for transfer only with appropriate examination (or acceptable evidence of current content knowledge use). CEU credits are not accepted as transfer credit. Transfer credit is awarded only for classes completed with a grade of "B" or better.

If a student has completed coursework at an international institution, or one which is not accredited by ACAOM, the Dean of Doctoral Studies will review the situation and make a determination as to the applicability of any transfer credit. Students from such institutions must have their transcripts evaluated by an international educational service.

Because of the wide diversity of academic programs offering courses similar to those at OCOM, there may be instances in which the number of transferred credits for a particular course equals only a portion of the credits required for the equivalent OCOM course. In such cases, students requesting transfer credits must meet with the Dean of Doctoral Studies to determine whether or not the deficiency in course hours represents a deficiency in education and training based on OCOM standards. If such a deficiency is suspected or identified, the Dean of Doctoral Studies, in consultation with the course faculty member, will determine whether the student must either pass a challenge exam in the subject or participate in the course to make up the identified deficiency. The student will be responsible for the expense of the challenge exam.

If the Dean of Doctoral Studies and/or the faculty member determine the student's training and/or education is substantially equivalent to that offered at OCOM or when a challenge exam has been successfully completed in the course in question, the student's transcript will reflect the number of credits awarded by the previous institution, and the course requirement will have been met.

## Transferability to Other Institutions

As previously noted, all OCOM coursework is nationally accredited through ACAOM. However, it is always within the purview of the receiving institution to determine the transferability of OCOM credit toward the satisfaction of

their academic program requirements. All students are strongly advised to contact the appropriate administrative staff at other programs when contemplating the potential transfer of OCOM credits to other institutions.

## Auditing Classes

All OCOM doctoral graduates (those who have received the DAOM degree) may attend doctoral module lectures on a space-available, first-come first-served basis. Any DAOM graduate who wishes to attend a doctoral module lecture must contact the DAOM administration to register.

## Grading Policy

A "Pass/Fail" grading system is used. Grades are given at the end of Years One and Two. The following grades are given:

**P (Pass)** — Satisfactory completion of all required coursework. When percentages are used to score coursework and exams, 75 percent is considered minimum passing level.

**F (Fail)** — Unsatisfactory completion of coursework. If a student fails a course, the course must be retaken. Failing a course a second time will result in dismissal from the program.

**W (Withdraw)** — A student may withdraw from a class before the final requirements for that course are due. The student must request and receive permission from the Dean of Doctoral Studies and the course instructor. A "W" will become a permanent part of the student's academic record. The student must generally take a leave of absence, and repeat the course in the next year it is offered.

**I (Incomplete)** — An "Incomplete" indicates that further work in a course must be completed before a grade is given. A student must have passing grades for all Year One courses before starting the second year of the program. For all other courses, the student will have no more than three months after the end of the course to complete any outstanding work, and have the "I" converted to a grade. If after that time a grade is not received, the "I" will remain a permanent part of the student's record, and the student must retake the course. This may require a student to take a leave of absence until the course is offered again.

**IP (In Progress)** — Given when a course is still in progress at the end of the academic year; generally, courses that span Year One and Year Two.

## Attendance Policy

Students are expected to be present for all didactic and clinical portions of the DAOM program. A minimum 90 percent attendance record is required for the program as a whole. Students may be absent for no more than two non-consecutive monthly modules during the 24-month program. When a student does not miss an entire monthly module, but only a portion, the student may miss no more

than nine full days of module instruction during the two-year program, including no more than two clinic internship days, two class sessions of any other clinical course, or two class sessions of any didactic course. In all cases, students must inform the administration in advance if they must be absent from any classes. The administration will determine if an absence is excused. Whether an excused or unexcused absence, students are responsible for submitting all assignments from any absence, on time, to the appropriate faculty members.

When possible, remote access for lecture may be arranged for excused absences. Listening to lectures via remote access during an excused absence does not count as attendance. Students who are not physically present in the classroom are counted as absent, and the attendance policy will apply.

Students must make up any missed modules beyond the two modules or nine days allowed for excused absences. If a student misses clinical internship time, clinical course class session time, or didactic class session time in excess of the permitted maximum of two days, the student must make up the missed clinical internship or clinical/didactic class time. Make-up fees are charged for any excess missed sessions (see Financial Information section), including clinical and/or classroom work.

To make up excess missed sessions (clinical or didactic), the student will attend the make-up sessions in the academic year following completion of the student's two-year program. The student is responsible for making arrangements to attend make-up modules, clinic internship days, or class days with the Dean of Doctoral Studies. Depending on the timing of an absence, students may also receive an Incomplete ("I") in one or more of the courses. In that case, the Incomplete policy would also apply. (See Grading Policy.)

## Student Evaluation and Comprehensive Examinations

Evaluation of student performance is a critical component of the DAOM program course of study. Ongoing formative and summative assessments are utilized and offered to the students as feedback on their educational and professional development. Each of the didactic and clinical courses has clearly defined learning objectives that are used by the faculty as performance criteria for student evaluation. Each course syllabus will explicitly state faculty expectations and methods of evaluation to be used for didactic and/or clinical components of the curriculum.

In addition to evaluation within each course, students will be asked to complete a number of assignments which span several courses and demonstrate the student's ability to integrate, synthesize and apply information to relevant clinical situations. These measures will include case

analyses, case reports, case studies, reports of collaboration experiences, and comprehensive examinations. Comprehensive exams are given at the end of Years One and Two. If a student fails either of the comprehensive exams, the student will be given the opportunity to retake the exam within one month. If an exam is failed for a second time, the student may be dismissed from the program.

## **Satisfactory Academic Progress (SAP) and Academic Probation**

Advancement to the second year of the DAOM program is based on a student's satisfactory completion of the first year's work, including all Year One courses and comprehensive exams. Students should be aware that if their course of study is interrupted due to failing a course, or incompletes, their only option will be to retake the courses in question with the next cohort of students. If a student fails a course twice, or fails the same comprehensive examination two times, the student may be dismissed from the program.

If a student has more than four past due assignments at any time during the program, the student will be placed on Academic Probation, and will need to establish a written contract with the Dean of Doctoral Studies for the completion of the past due work. If the student does not follow through on the written contract, the student may be dismissed from the program, and will need to reapply for admission in a future class.

Federal regulations require all students to make **Satisfactory Academic Progress (SAP)** toward their degree. All students receiving Federal Student Aid must maintain SAP to remain eligible for financial aid.

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.

Students are generally expected to complete the DAOM program in 24 months of continuous enrollment. If a student requests and is granted a leave of absence from the program, that student must return to the program within two years. In all cases, students must complete the DAOM program within four years of matriculation (less any approved leave of absence).

## **Leave of Absence and Withdrawal**

Any student in good standing (with no unresolved academic, financial, or disciplinary issues) may apply for a formal leave of absence of up to two years, during which time the student is entitled to readmission without reapplication. The student will pay the program tuition in effect for the cohort the student joins when they reenter.

A student on leave of absence for longer than two years who wishes to re-enter the DAOM program must re-apply to OCOM under the admissions policies in effect at the time of reapplication. Forms to begin the leave of absence procedure are available from the Dean of Doctoral Studies. The Dean will meet with the student and establish an academic contract with the student that clearly states all requirements necessary for reentry into the program.

Any student requesting a leave of absence must be fully aware that the DAOM program, its curriculum design, content, and faculty may change during the leave of absence. A student is not guaranteed to be able to resume with the same curriculum or faculty as when they left. Changes in the program, curriculum design, content, and modules may require a student to take additional courses, make-up specific modules, or submit additional assignments upon their return. Students who take a leave of absence before the end of an academic year must be aware that they have not completed or received any credit for that year's courses, and that their transcript will reflect Incompletes ("I") until the coursework is complete when they return to the program.

Any student who leaves the program without applying for and being granted a leave of absence will be considered to have withdrawn from the program, and will have to apply for readmission.

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

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. Refer to the Student Handbook for full policy details.

## Requirements for Graduation and Conferral of Degree

Graduates of the college's doctoral program receive the degree **Doctor of Acupuncture and Oriental Medicine**, or **DAOM**.

*Requirements to receive the DAOM degree:*

- All attendance requirements must be met;
- All coursework and clinical requirements must be completed with grades of "P," including the Capstone Project;
- All comprehensive exams must be passed with a minimum of a "B" grade;
- All clinical work and requirements in Clinical Selectives must be successfully completed;
- All financial obligations to OCOM must be met;
- The student must participate in and attend the Capstone Project presentations and must complete an exit survey.

Upon successful completion of the above, students are recommended to receive the DAOM degree by the departmental chairs and the Dean of Doctoral Studies.

*Core Faculty*

**Elizabeth “Beth” Burch, ND**

Dean of Doctoral Studies and Chair of Integrative Medicine – DAOM program  
*National College of Naturopathic Medicine*

**Ed Chiu, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Joseph Coletto, ND, LAc**

*National College of Naturopathic Medicine, Oregon College of Oriental Medicine*

**Robert Kaneko, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Greg A. Livingston, PhD (China), LAc**

*Zhejiang Chinese Medical University*

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

Associate Dean of Doctoral Studies and Chair of Acupuncture and Oriental Medicine – DAOM program  
*Chengdu University of TCM*

**Henry McCann, DAOM, LAc**

*Oregon College of Oriental Medicine*

*Distinguished Guest Lecturers and Supervisors – Acupuncture and Chinese Medicine*

**Satya Ambrose, ND, LAc**, co-founder of Oregon College of Oriental Medicine  
*National College of Naturopathic Medicine*

**Kandace Cahill, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Misha Cohen, LAc**

*Quebec School of Acupuncture, San Francisco College of Acupuncture and Oriental Medicine*

**Forrest Cooper, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Sheng Fang, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Lee Hullender Rubin, DAOM, LAc**

*Oregon College of Oriental Medicine*

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

*Tianjin University of Traditional Chinese Medicine*

**Hong Jin, DAOM, LAc**

*Nanjing University of Traditional Chinese Medicine, Oregon College of Oriental Medicine*

**Li Jin, DAOM, LAc**

*Oregon College of Oriental Medicine*

**Guohui Liu, MMed (China), LAc**

*Chengdu University of TCM*

**Wei Liu, BMed, PhD (China), LAc**

*Tianjin College of Traditional Chinese Medicine*

**Kathleen Lumiere, DAOM, LAc**

*Bastyr University*

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*Oregon College of Oriental Medicine*

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*Oregon College of Oriental Medicine*

**Robert Quinn, DAOM, LAc**

*Oregon College of Oriental Medicine*

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*Oregon College of Oriental Medicine*

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*University of Witwatersrand*

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*Los Angeles College of Chiropractic, National College of Naturopathic Medicine, Oregon College of Oriental Medicine*

**Sumathi Devarajan, MD**

*Oregon Health & Science University*

**Robert Foege, MD, LAc**

*University of Washington School of Medicine*

**Meg Hayes, MD**

*Oregon Health & Science University*

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*Medical College of Virginia*

**Sheila Mitchell, MD**

*La Salle University (Mexico)*

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*Dean of Students*

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*Dean of Master's Studies*

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*Herbal Medicinary Supervisor*

### **Zhaoxue Lu**

*Associate Dean of Doctoral Studies*

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