

SOUTHWEST ACUPUNCTURE COLLEGE

*Student
Policy & Procedure
Manual*



January 2019

This replaces policies in the catalogue and any other documents to date.

Santa Fe

Boulder

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Southwest Acupuncture College

Student Policy & Procedure Manual

STATEMENT OF PURPOSE

Southwest Acupuncture College is a classical school of Oriental Medicine offering an accredited professional degree program leading to a Master of Science in Oriental Medicine (M.S.O.M.) or a Master of Science in Acupuncture (M.S.Ac.). The college maintains campuses in two locations: Santa Fe, New Mexico and Boulder, Colorado. With the primary responsibility of educating students to become independent healthcare providers, our foremost goal is to provide excellence in the education of those prospective practitioners. A concomitant goal of the college, to cultivate leadership and service to the community in this emerging field of effective medical care, is fostered in the curriculum as well as the life of the college community through the educational format and low cost public clinic. In order to accomplish the goals of sustaining the highest quality of education and promoting the highest caliber and realization of professional performance, the staff and faculty are continually re-evaluating the program and supporting areas of institutional activity, seeking ways to enhance and maintain the college's standard of excellence.

Our educational philosophy guides the program and makes us unique. This philosophy maintains that learning is best accomplished by doing. Therefore the preponderance of the curriculum is centered on a hands-on and clinical approach where students locate points, practice techniques, develop diagnoses and treatment plans, prepare herbal formulas, and observe and treat patients. Through an active teaching clinic, Southwest Acupuncture College creates an integrative environment in which classroom learning can be practically applied in an actual healthcare setting. The curriculum is designed to couple knowledge with experience, reinforcing information learned in the classroom so that it becomes a working body of knowledge that is used and applied. The educational format strives to develop professionals capable of independent thinking, collaborative learning, analytical ability, self-evaluation, and self-education skills that the students can cultivate and use throughout their professional lives. The number of students accepted into the program is limited to ensure optimal student-teacher ratios as a step towards the personalized education needed to develop outstanding healthcare providers.

GENERAL INFORMATION

CATALOG

A free copy of the catalog will be furnished to all students upon enrollment if they have not already received one. The catalog is also available through the college's website at **www.acupuncturecollege.edu**. Students should keep this catalog for their own personal records to provide further documentation about their course of study in the event that it may be required by state licensing bureaus and other schools in the future. A copy of this *Student Policy and Procedure Manual* will also be furnished to each student upon enrollment. Students are responsible for complying with all policies listed herein as well as all policies generated and posted until the next revision of the manual.

CHARGE POLICY

Students at Southwest Acupuncture College are allowed to charge purchases of books, herbs, supplies etc. The charge policy applies to new entering students once they have completed a payment on their first semester tuition and continues as long as they are enrolled, subject to terms of the charge policy. Statements of accounts are issued to the students once a month. These statements include transactions for the previous month. Students are expected to pay their monthly charges upon receipt of their bill. Any account not paid in full within 30 days of the billing date shall be assessed a late fee of \$2.00. If a student has not paid their balance within a month after the billing date, a warning will be given to the student. Any account still outstanding after 60 days of the billing date shall be closed, and the student will no longer have charging privileges until the balance of the account is paid in full. Late fees will continue to accrue monthly until the account is paid in full. When payment is made in full, charging may begin again.

TUITION PAYMENT PLAN

Students who are not receiving Financial Aid are allowed to make a payment plan with the CFO. All payment plans are assessed a late fee of 1.25% per month on the unpaid balance.

DISCOUNTS

In appreciation of your patronage, the college has instituted a policy of giving all students a 5% discount on all books, supplies, and 10% on herbs purchased at our facilities when paying with cash or check. Purchases with credit cards are not offered a discount. You do not need to request this discount; you will receive it automatically.

FINANCIAL AID

A student applying for or receiving Financial Aid must contact the Financial Aid Officer concerning relevant applications and processing forms. All deadlines set and requests for information by the Financial Aid Officer must be strictly followed. Failure to meet deadlines will result in delay in Financial Aid.

HOUSING

There are no residential accommodations for students at the college. Students find housing in a variety of residential situations at both campuses. Bulletin boards at both campuses are designated for this purpose and to notify students of local current events.

STUDENT ID CARD

A hard plastic student ID card will be issued to every student. This ID card contains a unique student number and a graduation date, which will be used for purposes of internal tracking. Lost cards, change of name or cards for students who extend their program, are available for a replacement fee.

LIBRARY

The library and learning resources at Southwest Acupuncture College have been established to provide students and faculty with access to a variety of materials for research and educational purposes. The collection consists of books, journals, periodicals, CDs, examination preparation material, and video DVDs. The preponderance of literature is in the field of Oriental medicine supplemented with books in the western sciences and other healing practices. The collection is also rounded out with works in anthropology, history, and language. The library online catalog also provides links to a large number of appropriate information sources. Medical journals, in both western and eastern traditions

are available through the Medline and AltHealthWatch databases via the EBSCOhost provider (See *Library User's Guide* for instructions on how to access this system.) Other online resources include a complete run of the *Journal of Chinese Medicine*, and the Natural Medicines (herbs and natural medicines) database.

Loan periods are:

Boulder: three weeks.

Santa Fe: two weeks.

Library material may be renewed once, and then only if there is no hold on the material in question.

Library material must remain on the shelf for one week, before it may be checked out again by the same person.

Library material must be returned within three days of the due date. Once the grace period is over, borrowers will be billed for the replacement cost of the overdue item(s) plus a \$10.00 processing fee.

Once the borrower has received a bill for the item(s), they have one (1) week to return the material. If the material is not returned within the one week period, those item(s) become classified as "not returned" and returning the material for credit is no longer an option. After that time, the bill *must* be settled through payment to the bookkeeper.

A small clinic reference library is available for use in the clinic during clinic shifts. These books are not available for checkout but are only for use during clinic hours. They may be obtained from clinic staff.

Santa Fe

Students at Southwest Acupuncture College in Santa Fe may borrow from St. John's College, the library research facilities at the University of New Mexico Medical School Library, and the public library at St. Vincent Hospital. The Santa Fe campus library is a member of the New Mexico Consortium of Academic Libraries (NMCAL). This membership extends borrowing privileges to our students from academic libraries throughout the state. Borrowing passes and a list of participating libraries may be obtained from the librarian.

Boulder

In addition to their own library, many public, university, and other academic libraries are open to our students.

In order to get a Boulder Public Library card, students must go to the circulation desk at any Boulder library location and have with them a photo ID and proof of a current Boulder address, such as a piece of mail. The same is true to obtain a Denver Public Library card. In either case, respectively, this gives them full privileges, including check-outs, holds, and databases. Privileges also include all digital downloads: eBooks, eFlix, which includes a broad documentary selection, and any audio such as music or conference proceedings. These privileges hold both on-site and off-site at the library district in which they have residency.

In addition, the Colorado library card program allows students to use nearly all Public

Library facilities throughout the state, as well as many academic libraries. In order to use these other library facilities in surrounding towns and colleges, students need to take their public library card and their driver's license. The public library card should be from the library district in which they reside. The library will then register them. They often place one of their bar codes on the library card. Students can then use their library facilities. This includes full use of Prospector and ILL to obtain less accessible books.

Many Colorado colleges participate in the Colorado library card program. These include Front Range Community College, Colorado State University, and Regis University. However, students must be aware that there are some colleges, such as Denver University, and others, that do not participate.

The University of Colorado (CU) [not Colorado University] has its main library, Norland, as well as many disciplinary libraries. CU also participates in the Colorado library card program. There are 2 major differences at CU in library privileges. Students cannot check out books, unless they are alumni. In that case, they can obtain an alumni card at the alumni center. The second difference is that databases are not accessible off-site. On-site, however, students can email research articles or transfer them to a flash-drive.

Students may also use the University of Colorado–Denver Anschutz Health-Sciences library. The Anschutz Health-Sciences library has extensive medical references, on a non-circulatory basis. If students would like to check out books from this library, they can do either of the following: 1) the simplest way is to arrange to borrow a book through their public library using Prospector, or 2) buy a borrower's card for a fee. The Library has an excellent Indigenous & Integrative Medicine collection including numerous resources in TCM. Database use is identical to that in other CU libraries.

LOOSE HERB POLICY FOR STUDENTS

All loose herbs are available to students and faculty of Southwest Acupuncture College. Southwest Acupuncture College tries to keep a large supply of 350 herbs in stock, but occasionally we run out or our suppliers may be out of stock. Assembly of herbal formulas must follow the protocols at each campus, and each formula filled must be approved by a clinic supervisor. Once a formula is put together, you are required to purchase it.

PARKING

Boulder

Students are asked to park in open spaces in the parking lot immediately in front of our buildings or on the street where there is ample parking. The rest of the parking lot is reserved for other business tenants, staff, patients, visitors and prospective students.

Santa Fe

Students are asked not to park in spaces designated for visitors.

PETS

Dogs/pets (other than service dogs) are not allowed on campus including in vehicles parked on school property.

PUBLIC BEHAVIOR

Because all of our facilities are located within professional office settings, it is expected that students conduct themselves in an appropriate manner when entering or leaving the building and parking lot and on breaks.

DRESS CODE

Students dress is expected to be clean and modest. Unkempt appearance, provocative clothing, ripped clothing, sheer clothing or clothing with offensive language or logos is not allowed.

PURCHASES

The purchase of books, supplies, and herbs must be made through authorized college personnel. In order to purchase acupuncture needles and adjunct therapy tools, a student must have completed, received transfer credit for or be concurrently enrolled in Techniques of Acupuncture and Moxibustion 112.

RETAIL SALE POLICIES

1. All special orders must be pre-paid or charged in full and a \$2.00 shipping and handling fee will be charged per item.
2. No returns/refunds on loose herb formulas or special orders of herbs.
3. Refunds on books or supplies will only be given if returned within 10 days of purchase and if the item is in resalable condition.
4. There shall be a 15% restocking fee charged for all items returned that were purchased from our "stock items" and a 20% restocking fee charged for all special order items.
5. No refunds are given for "SALE" items.
6. All items for sale must be purchased during normal office hours. Students or faculty are not allowed to serve themselves. The office staff will calculate the numbers and prices of items purchased and collect the amount due or charge the person's account. No purchases may be made after office hours or when office staff is unavailable.
7. No refunds on photocopied handout books or the Clinic Notebook, which are special order books.

SAFETY, CRIME AND HEALTH

Firearms, knives and explosives of any kind are forbidden on the school premises and possession of such items on the premises may render the student subject to disciplinary action. It is the school's policy to prohibit smoking anywhere in the buildings. Cooperation in maintaining reasonable cleanliness, order and sanitation is expected of all students. Fire alarms and extinguishers are designated for the protection of lives and property. Any student who misuses fire protection equipment will be subject to disciplinary action. If anyone notices crime (theft, rape, destruction of property) in progress, please activate "911" and follow our lockdown procedures.

SOLICITATION

The college does not permit the promotion, sale or distribution of merchandise or services. This policy is implemented in the interest of protecting all members of the school, particularly the students, from inconvenience, harassment or annoyance as a result of such activities.

TELEPHONES

All incoming calls are taken in the Administrative office. Office phones are to be used by administrative personnel only. Students may use the student-designated phone in the student lounge. Cell phones must be turned off or turned to vibrate when in class or clinic.

COPYRIGHT GUIDELINES

Commitment to avoiding copyright infringement is a vital aspect of academic integrity, which is integral to our values at Southwest Acupuncture College. Avoiding copyright violation is required by written policy in our *Student Policy and Procedure Manual* pg.17, in the subsection of the Honor Code that is signed by all students every term.

The following guidelines are devised to support students, faculty, and staff in appropriate use of copyrighted material in order maintain our core values and avoid infringement which could lead to internal disciplinary or potentially external legal consequences.

What is Copyright?

Copyright is the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same. Typically, in order to reproduce any material, you must obtain written permission from the originator (or their designated assignee) in order to reproduce the copyrighted material in any form.

Exceptions for “Fair Use”

Copyright laws provide a limitation to these exclusive legal rights for what they describe as “Fair Use”. Exceptions can be made for fair use which include reproduction of work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, and are not considered infringement of copyright.

Considerations for limitation of “Fair Use”

It is recognized that reproduction of material for teaching, scholarship, or research is permitted under “fair use” exceptions, however that use is not unlimited. According to the *Code of Best Practices in Fair Use for Academic and Research Libraries* from the Association of Research Libraries (ARL), guidelines to consider include:

1. Does this use “transform” the material by using it for a more broadly beneficial purpose substantively different from the original, or is it just repeating the work for the same intent and value of the original?
 - (e.g. Reproducing an article about anatomy for help in describing safe needling procedure may be reasonable. Reproducing a section of a text on safe needling procedure in order to teach safe needling procedure without having to purchase the textbook is likely not.)
2. Was the material taken appropriate in kind and amount, considering the nature of the copyrighted work and of the use?
 - (e.g. Reproducing a short portion of an anatomy text describing the structure of the skin to help with describing safe needling technique during a lecture may be appropriate. Reproducing an entire chapter of an anatomy book discussing the nervous system in order to present it during a short presentation on pain during acupuncture needling is likely not.)

Guidelines to help avoid copyright infringement.

1. Full attribution (Title of the source, the name of the author(s), dates, etc.) should be provided for any work included or excerpted.
2. Particular scrutiny should be applied when considering reproducing content which was specifically originated and marketed for use in courses such as the one in which you are considering utilizing this content (e.g. textbooks, workbooks, etc.)- Use of other than the briefest excerpt of a work in this context is unlikely to be considered "fair use".
3. Material should only be made available when, and to the extent, that there is a clear purpose and link between the instructor's course learning objectives (or student presentation) and the amount and kind of material being reproduced.
 - (e.g. Reproducing or posting long article or portion of a textbook on 8-Extra Channels Pulses is unlikely to be considered reasonable use in a course on pharmacology, nutrition, or Zang Fu Diagnosis- unless the specific goals of the course or lesson expressly indicate that topic.)
4. The number of people to whom the reproduced material is provided should be appropriately limited (e.g. only faculty, TAs, students enrolled directly in the course, etc.)
5. Students, faculty, and staff should be aware that these guidelines should be applied when handling material that they have received during courses, for courses, etc.
 - (i.e. Students should be aware of these guidelines and seek advisement from the Librarian prior to reproducing any course materials they received. Staff should seek permissions from the originator prior to reproducing or distributing course materials including exams, class notes, etc.)
6. Seek advisement from the Librarian with questions regarding reproduction of material or appropriate application of the "fair use" exceptions.

It is recommended that students, faculty, and staff review the "Code of Best Practices in Fair Use for Academic and Research Libraries" from the Association of Research Libraries (ARL) which can be found at:

<http://www.arl.org/storage/documents/publications/code-of-best-practices-fair-use.pdf>

For additional information regarding "fair use" of copyrighted material, you can consult the following resources:

- US Copyright Statute:
 - <https://www.copyright.gov/title17/92chap1.html#107>
- Association for Supervision and Curriculum Development (particularly regarding "fair use" as it may apply to online resources):
 - <http://www.ascd.org/publications/books/102119/chapters/Copyright-and-the-Internet-in-Schools.aspx>
- Loyola University guidelines for academic and educational use permissions:
 - <https://luc.edu/copyright/>
- Stanford University guidelines for academic and educational use permissions:
 - <https://fairuse.stanford.edu/overview/academic-and-educational-permissions/non-coursepack/>

SELECTIVE SERVICE

All male students between the ages of 18 and 25 that are requesting financial aid must show proof of Selective Service Registration. Registration can be made at the following web address: <http://www.militarydraftregistration.com>.

CONSTITUTION DAY – SEPTEMBER 17

September 17 is designated as Constitution Day, which commemorates the signing of the U.S. Constitution in Philadelphia on September 17, 1787. The U.S. Department of Education requires all schools receiving Financial Aid to provide a course on the Constitution on Constitution Day. Southwest Acupuncture College allows students to meet this requirement through self-study. At the beginning of the Fall Semester students will be sent an email reminder to take the course on Populi. The course will include links to a number of interesting sites that the students can to learn about our constitution and our rights as American Citizens.

WHISTLE BLOWERS POLICY

Southwest Acupuncture College requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the College, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy protects employees, faculty and students from reprisal if they make good faith disclosures of University-related misconduct.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees faculty and students to raise serious concerns internally so that Southwest Acupuncture College can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees faculty, students and volunteers to report concerns about violations of Southwest Acupuncture College's code of ethics or suspected violations of law or regulations that govern the College's operations.

No Retaliation

It is contrary to the values of Southwest Acupuncture College for anyone to retaliate against any board member, officer, employee, faculty, student or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Southwest Acupuncture College. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Southwest Acupuncture College has an open door policy and suggests that students share their questions, concerns, suggestions or complaints with the Campus Director. If you are not comfortable speaking with your Campus Director or you are not satisfied with the Campus Director's response, you are encouraged to speak with the CEO. The Campus Directors are required to report complaints or concerns about suspected ethical and legal violations in writing to the College's CEO, who has the responsibility to investigate all reported complaints. Students with concerns or complaints may also submit their concerns in writing directly to the CEO.

CEO

Southwest Acupuncture College's CEO is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The CEO, as the Compliance Officer, will advise the President of all complaints and their resolution and

will report at least annually to the CFO and Advisory Board on compliance activity relating to accounting or alleged financial improprieties. If a complaint is against the CEO the complaint should be brought to the Campus Director who shall inform the President.

Accounting and Auditing Matters

Southwest Acupuncture College's CEO shall immediately notify the President and CFO of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with them until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which could lead to suspension or expulsion.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Southwest Acupuncture College's CEO will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

TIMELY NOTICE OF POLICY CHANGES

Other policies specific to each campus and building may arise in the course of the academic year. They will be published and posted in a public place. All members of the college community are expected to be compliant with them.

TECHNICAL STANDARDS FOR ADMISSION, PROMOTION AND GRADUATION

The practice of acupuncture and Oriental Medicine is intellectually, physically, and psychologically demanding. A practitioner of acupuncture and Oriental Medicine must be able to assess, diagnose, and perform treatments while providing appropriate emergency care, and collaborate with other health care providers. Students acquire the foundation of knowledge, attitudes, skills, and professional behaviors needed throughout the acupuncture and Oriental Medicine practitioner's professional career. These academic competencies, that acupuncture and Oriental Medical practitioners must possess to practice safely, are reflected in the technical standards that follow.

The curriculum leading to the Master of Science in Oriental Medicine or Master of Science in Acupuncture degree requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential healthcare provider skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. The settings in which these functions must be performed may change without notice, as is inherent in clinical practice. These functions may be required to be performed under stressful and unpredictable conditions. In addition to being essential requirements for the successful completion of degree programs, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, staff and other health care providers and are based on skills and abilities that are required to perform the duties of an acupuncturist. For more information on the core job tasks and working environment, see the Occupational Information Network provided by the US Department of Labor/Employment and Training at <http://www.onetonline.org/link/details/29-1199.01>.

With reasonable accommodation as provided by law, candidates and students in the Master of Science in Oriental Medicine or Master of Science in Acupuncture degree must be able to meet these minimum standards. These standards, in addition to the standards of academic conduct set forth under "Student Conduct" stating on page 41 of this manual, comprise the basis for all evaluation within the college and include but are not limited to the following abilities:

STANDARDS

Motor

A student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student must be able to execute motor movements reasonably required to provide routine and emergency care and treatment to patients. Students must be able to execute movements required to provide safe, general, and therapeutic care including patient positioning, patient draping, insertion of needles, manipulation of other modalities such as cupping, plum blossoming, and moxibustion, and safely dispose of/or sterilize any materials that may contain bloodborne pathogens. These skills require coordination of both gross and fine muscular movement, equilibrium, and the integrated use of touch and vision.

Observation

Observation requires the functional use of vision, hearing, and somatic sensations. A student must be able to observe lectures, practical demonstrations, and differentiate

Chinese herbs. The student must be able to observe a patient accurately and appreciate non-verbal communications when performing an assessment, an intervention or administering a treatment. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Examples in which these observational skills are required include: but are not limited to: palpation of peripheral pulses, bony prominences, and ligamentous structures; visual and tactile examination for areas of inflammation, patient coloration, demeanor, and affect, and visual and tactile evaluation of the presence and degree of edema.

Communication

Students must be able to communicate effectively and sensitively with students, faculty, staff, patients, family, and other professionals. A student must express his or her ideas and feelings constructively and clearly and demonstrate a willingness and ability to give and receive feedback. Students must communicate with patients in order to elicit information regarding mood, activity, and posture and to perceive nonverbal communications. Students must also be able to communicate effectively and efficiently with other members of the health care community to convey information essential for safe and effective care. Communication includes but is not limited to speech, hearing, reading, and writing. A student must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.

Intellectual, Conceptual, Integrative and Quantitative Abilities

To effectively solve problems, students must be able to measure, calculate, reason, analyze, integrate, and synthesize information in a timely fashion. A student must be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings, and diagnostic studies. Students must be able to use this information to engage in critical thinking, develop a diagnosis and to monitor treatment plans and modalities.

Cognitive Behavioral and Psycho-Social Attributes

Students must possess the psychological ability and emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the diagnosis and care of patients. Students must have the capacity for the development of mature, sensitive, appropriate, and effective relationships with patients. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. A student must be able to take direction from faculty, supervisors, staff and administration.

Professional Conduct

Students must demonstrate the ability for moral reasoning and practice health care in an ethical manner. Students must be willing to learn and abide by professional standards of practice. Students must possess attitudes that include compassion, empathy, altruism, integrity, honesty, responsibility, tolerance and acceptance. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults.

Curriculum Requirements

In addition to the abilities specified above, students must be able to successfully complete, with reasonable accommodation as provided by law, all required components of the curriculum, including the learning objectives in each class.

Tests and Evaluations

In order to evaluate competence, Southwest Acupuncture College employs periodic examinations, both written and practical, as an essential component of the curriculum. Successful completion of these examinations is required of all students as a condition for continued progress through the curriculum. Reasonable accommodation will be provided for qualified students during administration of evaluations according to the Accommodation Policy.

Clinical Assessments

Demonstration of clinical competence is fundamental to the career of the student. The process of evaluation of the clinical performance of the student is an integral and essential component of the curriculum. Although reasonable accommodation will be made, participation in clinical experiences and the evaluation of that participation is required.

Reasonable Accommodation

It is the policy of Southwest Acupuncture College to provide reasonable accommodation to qualified students with a documented disability so they can meet these technical standards. (See our "Accommodation Policy" starting on page 13 of this manual.) Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process initiated by the prospective student or student with the Academic Dean. For more information, please see "Accommodation Policy" starting on page 10 of this manual.

ACCOMMODATION POLICY

I. POLICY

The college provides equal access for students with disabilities and does not discriminate on the basis of disability or a serious medical condition in the admission and retention of students. A disability is any physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such impairment.

The covered disabilities and serious medical conditions include but are not limited to visual and hearing impairments, mobility impairments, learning disabilities, ADHD, Cognitive/TBI, psychological disabilities, and physical and systemic impairments. To ensure equal access for persons with disabilities to all academic and other programs, services, and activities of the college, as required by law, reasonable accommodations will be made. These may include academic adjustments and auxiliary aids. Persons seeking accommodations are required to provide current documentation, request specific reasonable accommodations, engage in an interactive process and update requests as needed. To discuss your needs, please schedule an appointment with the Disability Coordinator. Confidentiality is subject to the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

Southwest Acupuncture College will not fundamentally alter the nature or learning objectives of the program, lower student assessment standards, nor create an unreasonable risk to the security and health of the student with a disability or others as a result of accommodation implementation. In addition, the college will not fundamentally alter the delivery of patient care in the clinical portion of the program.

II. PROCEDURE

A. Responsibilities of the Student

The student begins the process by filling out an *Accommodation Application and Request for Accommodations Form*.

In accordance with law, in order to request accommodations a student must:

1. Provide information pertaining to the disability or serious medical condition for which reasonable accommodation is being sought;
2. Provide information regarding the limitations imposed by the disability or serious medical condition;
3. Provide information on the effect of the disability or serious medical condition has on the individual's ability to perform the essential functions in higher education and/or clinical environment;
4. Document the frequency of the need for reasonable accommodation, if applicable;
5. Provide information previous reasonable accommodations in a higher education setting, where applicable;
6. Provide information on the specific reasonable accommodations the individual believes would be helpful in allowing him or her to perform the essential functions of a student and make an appointment with the Disability Coordinator to discuss these requests;
7. Engage in interactive process;
8. Update requests as needed.

B. Verification of Disability or Serious Medical Condition

The following information is required to support requests for an accommodation and/or auxiliary aid:

1. Identification of the type of disability with an official diagnosis (physical, cognitive, psychological, learning or serious medical condition) from a qualified evaluator;
2. Credentials of the evaluator;
3. Description of how this disability creates an impact to a major life function and academic performance;
4. Information of previous accommodations received in a higher education setting can be submitted, if applicable;
5. Individual education plans (IEPs), summary of performance (SOP) or Section 504 plans from K-12 institutions may be submitted, however, these alone may not provide sufficient information and additional documentation may be needed.
6. Additional Recommended Disability Specific Requirements:

A. Learning Disability, Traumatic Brain Injury, and Cognitive Disorders

- Current aptitude, as derived from a recognized intellectual assessment, including scores of subtests.
- Current academic achievement scores, as derived from a recognized age normed battery of achievement tests, including the current levels of functioning in areas such as reading (decoding, fluency, and comprehension), mathematics (problem solving and calculation/fluency), written expression and fluency, and spelling.
- Current ability to process information, including short and long term memory, sequential memory, auditory and visual perception/processing, processing speed, executive functioning, divided attention, and motor ability, as appropriate to the specific learning or cognitive disability.
- Recommended accommodations with rationale.

B. ADHD

- Procedures used to diagnose the disability, including a list of all assessment instruments including rating scales and continuous performance tests.
- Age at diagnosis.
- Summary statement addressing substantial limitations caused by this condition, any side effects from medications that may impact a student, and recommended accommodations in an academic environment.

C. Psychological

- DSM-IV or DSM-V diagnosis.
- Summary statement addressing substantial limitations caused by this condition, any side effects from medications that may impact a student, and recommended accommodations in an academic environment.
- Description of whether the condition is stable, improving, or progressive.

D. Physical/Systemic

- Summary statement addressing substantial limitations caused by this condition, any side effects from medications that may impact a student, and recommended accommodations in an academic environment.
- Description of whether the condition is stable, improving, or progressive.

Documentation must be from a professional, unrelated to the student, who is trained and qualified (i.e. certified and/or licensed) to evaluate/ diagnose/ Assess the particular disability or health condition. These professionals include, but are not limited to, medical doctors, psychologists, audiologists, ophthalmologists, and educational diagnosticians.

Documentation must include the letterhead of the professional providing the evaluation/ diagnosis and date of diagnosis/ assessment and include the name, address, and qualifications of the professional.

Where the nature of the disability or serious medical condition is obvious (e.g. amputation, blindness, quadriplegia) the Disability Coordinator may not need to verify the disability or serious medical condition. In other cases, the student shall provide the verification documentation.

C. Responsibilities of Southwest Acupuncture College

1. Once the responsibilities of the student have been met, the Disability Coordinator will determine student eligibility for reasonable accommodations, taking into account the documented impacts of the disability, interview of the student, and recommendations of qualified professionals. The Disability Coordinator may set up a meeting or series of meetings with the student to review the request for accommodations and how the reasonable accommodation can be implemented.

Southwest Acupuncture College will maintain records identifying its students with verified disabilities. These records shall include the student's name, address, disability documentation, and a *Disability Accommodations Determination Form* (signed by the student and the Disability Coordinator). This information will be kept segregated from all other student records. FERPA allows release of information from these records to SWAC staff who have a legitimate educational interest. The Disability Coordinator will utilize professional judgment in releasing only the minimum amount of information that is in the student's best interest to facilitate accommodation administration. No information shall be released to a third party not employed by SWAC without the student's signed consent.

2. The Disability Coordinator will provide the student with a copy of the *Disability Accommodations Determination Form*.
3. Administrators will make public the Accommodation Policy and will discuss related procedures with faculty. Also, administrators will ensure that the faculty and staff understand the college's commitment to implementing law and policy assuring nondiscrimination on the basis of disability or serious medical condition.

III. POLICY ON EXAM ACCOMMODATION

All exam facilities will be physically accessible to candidates.

A student seeking a reasonable accommodation for examinations is responsible for making the request. All requests for reasonable accommodations must be submitted, with documentation, in writing, to the Disability Coordinator or Academic Dean. The Disability Coordinator will evaluate each request individually, in accordance with the guidelines set forth herein, to provide an appropriate and effective accommodation.

To protect the integrity of the testing process, the student is required to provide documentation of the existence of a disability or serious medical condition and how the requested reasonable accommodation is necessary to provide the candidate with an equal opportunity to exhibit his/her knowledge, skills and ability through the examination.

Examinations administered with reasonable accommodations will be taken at the same time the class takes the exam as much as possible. Students are responsible for adhering to the Honor Code and to the instructor's policies on exam attendance and punctuality.

HONOR CODE

In keeping with its mission, "With the primary responsibility of educating students to become independent health care providers, our foremost goal is to provide excellence in the education of those prospective practitioners," Southwest Acupuncture College has defined and enforces an Honor Code.

Southwest Acupuncture College's reputation depends on maintaining the highest of standards of intellectual and behavioral honesty. It is the responsibility of every teacher, student, and staff member of Southwest Acupuncture College to subscribe to the standards of honesty described in the Honor Code that follows.

The intent of the Honor Code is to establish a community of trust where students do not engage any forms of dishonesty, plagiarize, cheat, attempt to bribe, misrepresent facts, obtain unauthorized academic materials, infringe upon copyright laws, or engage in any type of conduct which in any manner adversely affects the student-faculty-staff-community. This standard of conduct is expected in all aspects of the school community affairs, inside and outside of the classroom.

A student accused of an Honor Code violation is subject to disciplinary action according to procedures published herein, including expulsion.

JURISDICTION

All students of Southwest Acupuncture College enrolled in credit or non-credit classes, externships, and clinics are subject to the Honor Code. This includes, but is not limited to, each campus, Continuing Education, and Study Abroad program. The Honor Code is distributed and signed upon enrollment and pertains to the entire educational tenure at Southwest Acupuncture College.

VIOLATIONS

Violations of the Honor Code are acts of dishonesty and include but are not limited to: plagiarism; cheating; fraud, misrepresentation, being misleading, theft, fabrication; aid of academic dishonesty; any untruth to any course instructors or administration; bribery or threats pertaining to academic, health, safety or administrative matters, any other conduct which adversely affects the relationship between instructor - student, student - administration, student - community, or an attempt to do any of the aforementioned violations.

DISHONESTY

Any of the following acts, when committed by a student at Southwest Acupuncture College, shall constitute dishonesty.

Cheating

Cheating is defined as using unauthorized materials or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating include but are not limited to: copying the work of another student during an examination or other academic exercise, or permitting another student to copy one's work; taking an examination for another student or allowing another student to take one's examination; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise or giving and receiving un-permitted aid on a take-home examination without the instructor's consent or authorization; and /or falsifying examination results.

Plagiarism

Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgement. Examples of plagiarism include but are not limited to: failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from computer-based sources, i.e., the Internet.

Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by an instructor; revealing content of examinations in writing or verbally, and/or submitting the same paper for multiple classes without advance instructor authorization and approval.

Fabrication or Misrepresentation of Fact

Misrepresentation includes a misstatement of any fact that it expected to be relied upon by students, faculty, administrators or others. It further includes the, fabrication of events or instruction, making false statements or creation of data, research or resources, by self or others, or altering graded work without the prior consent of the course instructor.

Fraud

Deception made for personal gain or to damage another individual.

Theft

Taking of personal property (including physical or electronic forms) without permission or consent with the intent to convert it to the taker's use including potential sale or redistribution. Any violation of copyright laws, such as unauthorized copying of books or journals, constitutes theft.

Academic Dishonesty

The act or omission of facilitating plagiarism, cheating, or fabrication.

Lying

Providing false or incomplete information with the intent to deceive in written or verbal form to teachers, staff, or administrators.

Bribery

Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

Threat

An attempt to intimidate, threaten, or harass a student, staff, or faculty member for any reason which may include but is not limited to the purpose of receiving an unearned grade, privilege or in an effort to prevent the reporting of an Honor Code violation.

Misrepresentation

At no time shall a student represent themselves as, or infer that they hold any faculty position unless they are under active contract with the college. All references to holding a position with the college include, but are not limited to, full and associate professors,

instructors, clinic supervisors, lecturers, teaching assistants, administrator, staff or graduate.

Misrepresentation of Self as a Professional

Unless a graduate or licensed as a practitioner pursuant to state law, no student shall practice or advertise that s/he is a graduate or licensed practitioner of acupuncture or Oriental Medicine. This includes diagnosing or administering treatment outside of class or clinic. Practicing without a license is a felony and grounds for expulsion.

Any Other Conduct which Adversely Reflects the College

A student who engages in conduct that adversely affects the name and reputation of the college, such as engaging in unlawful activities at the campus or off campus during the time the student is enrolled.

STUDENT CODE OF ETHICS

Southwest Acupuncture College considers professional ethical attitudes and behaviors to be an academic requirement of the program (See the “Technical Standards for Admission, Promotion and Graduation”, starting on page 6 of this manual). In order to instill these values for professional life, students are asked to sign a *Student Code of Ethics* upon entry into the program.

At its heart, ethical statements for health care practitioners are based on a deliberate adoption of a life of service. This life of service requires a person to develop situational awareness as well as cognitive ability and to take an oath to embody a philosophy of selflessness, gratitude and a willingness to promote the worth and dignity of themselves, their teachers, their classmates, their patients and the profession. In this way, compassion is both an innate and learned skill.

The *Student Code of Ethics* reads:

“As a student....

I honor myself and my intentions to serve others in the medical field by respecting the college that teaches me;

I honor the learning environment through care of my classmates and instructors by respectful behavior;

I honor my patients as unique people, who deserve compassionate, humane and quality health care;

I honor the time-tested medicine I have been called to study by cultivating my Qi (energy) in service to myself, my school, my patients, and the profession of acupuncture and Oriental medicine.”

ACADEMIC PROGRESS

Southwest Acupuncture College requires high standards of academic achievement. Written and practical exams are used as an aid in ascertaining the level of proficiency and knowledge of each student but they are not the only measures of competence. Attendance, participation, professionalism and clinical performance are other mechanisms of evaluating the progress of the student. Students must adhere to the policies in this manual and within all other training manuals including *The Clinical Evaluation Manual*, *The Clinic Manual*, and OSHA training manuals. All students must maintain the standards of progress described below.

Academic progress in a college that trains independent health care providers encompasses academic and clinical skills and professional achievement. Students must maintain sufficient academic progress to be eligible to attend college and receive Financial Aid. The Academic Dean reviews all grades and evaluations regarding academic, clinical, and professional competencies each semester. The “Technical Standards for Admission, Promotion, and Graduation” (starting on page 6 of this manual), clinic evaluations, and earned grades provide the framework for the assessment of student progress. See “Academic Policies” (starting on page 33 of this manual).

Students eligible for Financial Aid under any Title IV program, VA benefits programs, or any other financial aid program must maintain these standards in order to continue to receive Financial Aid according to government regulations.

TIME FRAME

In order to plan programs, chart academic progress, create academic advising sheets, and coordinate Financial Aid, all students must be in a declared program, with a projected graduation date. A student’s original entry date will be considered as the entry for any degree program that leads to graduation, even if the student opts to change programs.

1. Accelerated students may complete the MSOM program in three years.
2. Full-time students must complete the MSAC program within three years and the MSOM program within four years.
3. Transfer students must complete at least one academic year of their education at Southwest Acupuncture College.
4. All part-time students must complete the MSOM program within eight years, and the MSAC program within six years. All part-time students must obtain the minimum credits in order to demonstrate satisfactory academic progress to complete their degree in this maximum timeframe.
5. No student may complete the program in less than thirty-six months.

COURSE LOAD

A minimum of six credits per semester is considered to be half time. Twelve or more credits per semester is considered to be full-time. Each student must take a minimum of six credits per semester at all times, unless the student is on an official leave of absence or otherwise approved by the Academic Dean.

CLINIC

Each student must be enrolled in a minimum of one clinical internship or observation at all times in order to sustain a clinical working body of information, unless the student is on an official leave of absence or has an approved degree completion plan that indicates

only classes are needed. Many classes require that the student be concurrently enrolled in clinic in order to have clinical references to the material being taught.

Students may elect to fulfill a total of 52.5 hours of clinical observation and/or 122.5 hours of their clinical internships through scheduling of break clinics. Students will need to follow the procedures set forth at each campus for scheduling and registration of such clinics.

The clinical program is designed for the student to gain clinical skills over time and in conjunction with the established schedule of classes. One course of study serves to reinforce the other. Additionally, a process of maturation is inherent in gaining appropriate clinical skills. Therefore, no level of clinic can be started and completed in less than two semesters. If, due to extraordinary circumstances, a student wishes to complete an entire level of clinic in two semesters, the clinic load must be proportionate between each semester.

ABSENCE POLICY

Attendance at all classes and clinics is required. *Extenuating circumstances* (beyond one's control) *may* exempt one from class or clinic. Extenuating circumstances must be first provided to the instructor. For those students who arrive late or leave early from class or clinic, the instructor shall solely determine whether those students shall be considered absent. For all other absences the following controls: Instructors make the initial determination on whether to excuse or not excuse the student. This initial determination is subject to further review and determination by the Academic Dean and by the Campus Director. If either the Academic Dean or the Campus Director disapproves of the absence, then the absence is unexcused. Attendance policies are subject to law, such as those qualifying students requiring reasonable accommodation under state or federal law. Those qualified students seeking reasonable accommodation should contact the Academic Dean as soon as practicably possible (See "Accommodation Policy" starting on page 9 of this manual.)

Absence	Policy	Form
Class		
Arriving Late/Leaving Early	May be considered a missed class (absence) to be decided by Instructor. Three times tardy = 1 unexcused absence	<i>Absence shall be recorded in Populi by the Instructor on the day of the absence. Email to the student noting the absence is generated from Populi.</i>
Missed class	1 st unexcused absence – up to 3 points deducted off final grade 2 nd unexcused absence – 3 additional points deducted off final grade 3 rd unexcused absence – 4 additional points deducted off final grade 4 th absence – Fail class	<i>Point deduction is determined when assigning final grade. Four absences of any type will result in a failed class.</i>
Midterm/Final	Student must notify college administration. See "Missed Exam" Policy on page 23 of this manual.	
Orientation and Summary	In addition to the missed class policies above the first and last week of class are required for orientation and wrap up of the class. Unexcused absences are subject to make-up fees of \$50 per hour.	
Clinic		
Arriving Late/Leaving Early	May be considered a missed clinic (absence) to be decided by the Clinic Supervisor. If considered an absence an <i>Incomplete</i> is given and must be made up	<i>Absence Report for Clinic generated by Clinic Supervisor. Absence shall be recorded in Populi by</i>

Absence	Policy	Form
	according to the make-up policy.	<i>the Instructor on the day of the absence. Email to the student noting the absence is generated from Populi</i>
Missed Clinic	<p>Absence is determined by the Clinic Director as excused (extenuating circumstances) or unexcused. Unexcused absence constitutes Patient Abandonment for all observers and interns (see below).</p> <p>1st and 2nd absence – Incomplete, must make up clinic 3rd absence: Fail clinic.</p> <p><i>All incompletes must be made up before start of new term or revert to Fail unless there are extenuating circumstances determined by Clinic Director.</i></p>	<p>1. <i>Absence Report for Clinic</i> generated by clinic reception staff and verified by the Clinic Supervisor, approved by the Clinic Director and Academic Dean and reviewed by the Campus Director.</p> <p>2. The student obtains a <i>Make Up Clinic Form</i> from clinic reception when they are present to complete their make up shift. The form is initialed by the make up supervisor and forwarded to the Clinic Director for routing.</p> <p><i>Three absences of any type will result in a failed clinic.</i></p>
Procedure	Student must notify Clinic Manager or clinic receptionist on duty by 8:00 a.m. on the day of the clinic shift. If the student becomes ill during the day, he/she must notify the Clinic Manager or clinic receptionist on duty who will notify the Clinic Supervisor. Absences called in after 8:00 am need to get approval from Campus Director.	
Orientation and Summary	In addition to the missed clinic policies above the first and last week of clinic are required for orientation and wrap up of the clinic. Unexcused absences are subject to make-up fees of \$50 per hour.	<p>1. <i>Absence Report for Clinic</i> generated by clinic reception staff and verified by the Clinic Supervisor, approved by the Clinic Director and Academic Dean and reviewed by the Campus Director.</p> <p>2. The student obtains a <i>Make Up Clinic Form</i> from clinic reception when they are present to complete their make up shift. The form is initialed by the make up supervisor and forwarded to the Clinic Director for routing.</p>
Patient Abandonment	<p>Patient Abandonment applies to all observers and interns. These are the actions that will be determined as Patient Abandonment:</p> <ul style="list-style-type: none"> • Unexcused absence; • Second and subsequent Dress Code Violation Warnings • Failure to provide provision of qualified substitute intern pre-approved by the Clinical Supervisor in writing (exceptions may be made for extenuating circumstances); • Failure to provide adequate notice to the Clinic Manager or clinic receptionist on duty for timely rescheduling for excused absence (exceptions may be made for extenuating circumstances). 	<p>1. <i>Absence Report for Clinic</i> generated by clinic reception staff and verified by the Clinic Supervisor, approved by the Clinic Director and Academic Dean and reviewed by the Campus Director.</p> <p>2. The student obtains a <i>Make Up Clinic Form</i> from clinic reception when they are present to complete their make up shift. The form is initialed by the make up supervisor and forwarded to the Clinic Director for routing. Bookkeeping will add</p>

Absence	Policy	Form
	<p>Each clinical session within a particular clinic shift missed under this policy constitutes a single <i>Notice of Patient Abandonment</i>. A second <i>Notice of Patient Abandonment</i> will result in failure of the clinic, a grade of "F" for the clinic, and no refund of any clinic or tuition fees. The entire clinic must be repeated at the student's expense.</p> <p>If a student is determined to have engaged in Patient Abandonment three separate times, then the student will be dismissed from the College.</p>	<p>associated fees.</p> <p>3. Student <i>Clinic Evaluation Form</i> will note Patient Abandonment under Professional Conduct</p> <p>4. <i>Approval of Substitute for Clinic Form</i>, (interns only) generated by the student intern and signed by Supervisor and initialed by intern and substitute intern.</p>
Absence from all Classes and Clinics	<p>Unexcused absence from all classes and clinics for 10 consecutive calendar days will result in immediate dismissal from the program.</p>	<p>1. Absence Report for Class, generated by Instructor, approved by the Academic Dean and reviewed by the Campus Director or;</p> <p>2. <i>Absence Report for Clinic</i> generated by clinic reception staff and verified by the Clinic Supervisor, approved by the Clinic Director and Academic Dean and reviewed by the Campus Director.</p> <p>3. Dismissal Form generated by the Academic Dean and approved by the Campus Director</p> <p>4. Administrative Withdrawal Form generated by the Academic Dean and approved by the Campus Director</p>

In clinic, no treatment can take place if an instructor is not present. In the case of unexpected absence of the instructor, students will notify the front desk that they cannot start treatment. The clinic receptionist will notify the Clinic Director and/or Campus Director who will make a determination about providing supervision to continue the clinic.

SNOW DAYS

Southwest Acupuncture College classes and clinics in New Mexico have their own policy regarding delays and cancellations due to weather. The college has made arrangements to have its New Mexico delays and cancellations announced on the KOAT website, www.koat.com and on TV, Channel 7-KOAT. The colleges' status will stream at the bottom of the TV screen. It will say Santa Fe County followed by SW Acupuncture College SF. It will also state under those listings whether we have a delay and or a closing. Also, a message stating the colleges' status will be left on the colleges' answering machine and may be accessed by selecting "0" after the message starts.

Southwest Acupuncture College classes and clinics in Colorado will generally follow the actions taken by Boulder Valley School District, but may elect to differ from the actions taken by Boulder Valley School District. The college has made arrangements to have its Colorado delays and cancellations announced on Channel 9 TV.

All campuses will have a message regarding cancellations or delays recorded on the answering machine at the college's office and clinic. Please call and check again before you leave your home in the event that the message has changed.

An instructor may cancel class and/or clinic if they are not able to come in due to the weather conditions. Students living outside of the local public school district in which the college is located will be allowed an excused absence if their public school district announces a closure or delay. In such a case, the student must call and notify a school administrator of their public school closure.

CANCELLED CLASSES

Faculty members who miss a class due to weather conditions or illness are responsible for ensuring that all the material originally intended to be covered in the class is presented to the students. It is left to the instructor as to how this will be accomplished. It could be as simple as covering the information in the remaining classes, or it may be necessary to schedule a make-up class. If a make-up class is required, see the Academic Dean for scheduling information.

PROGRESS EVALUATIONS

All students are evaluated by relevant faculty to determine eligibility to enter the subsequent term. The faculty members are required to submit written evaluations of each student's progress at periodic intervals. Clinical supervisors are likewise required to submit evaluations of each student's clinical performance and progress each term or at other times as deemed necessary on the standard evaluation forms designed by the school. At the end of each term, clinic evaluations and grades will be reviewed by the Clinic Director and Academic Dean before a final grade is given. If in their judgment an inappropriate grade was recommended by the supervisor, the final grade may be changed. Students shall receive a report of grades for a completed semester at the beginning of the following semester.

PREREQUISITE POLICY

Prerequisite courses are defined as those courses that contain objectives that must be attained prior to taking more advanced course work. Students may not register for or attend classes or clinics for which they have no academic record of completing a prerequisite course documented on a transcript with transfer credit or a course grade. SWAC transcripts with a hold cannot be used as an academic record for purposes of showing that a student has earned the prerequisite for a course.

Registration for a subsequent semester may occur prior to the reporting of final grades for a preceding semester. If a student fails a course that is a prerequisite requirement for a registered course, the Academic Dean will administratively withdraw the student from the affected course without financial penalty. The Academic Dean will notify the student to make an appointment to discuss their degree completion program.

Prerequisite requirements may be waived on a case-by-case basis for a compelling academic reason as determined by the Academic Dean with the approval of the Executive Director. Students who wish to be considered for a waiver must present their request in writing, with supporting documentation, to the Academic Dean a minimum of 60 days prior to the beginning of a course or clinic.

Prerequisite requirements are posted by course number on the college's website.

TESTS AND COMPREHENSIVE EXAMINATIONS

Written, practical and oral exams are used to determine the student's progress and ability to retain and integrate course material. At least one mid-term and one final exam are required in each class unless waived by the Academic Dean. In addition, individual teachers may require tests, quizzes, research papers, presentations, or projects. Students may be required to pass a written and practical comprehensive exam in addition to any individual class exams. All assignments and tests that are part of a course must be completed as requested. It is the student's responsibility to complete all work on time as assigned.

AUDIT POLICY

Any student enrolled in the degree-granting program at Southwest Acupuncture College who successfully passes a course taken for credit, may be allowed to audit that course at a later date without cost. This decision is based upon space availability, instructor approval, permission by the Academic Dean, the nature of the class being offered, and the student's equivalent background. This policy does not apply to graduates.

Auditing students can only listen to the course; they do not participate. Neither clinic nor hands-on or practical classes may be audited. Qualifying students must complete an Enrollment Agreement, Honor Code, and a Registration Form in order to audit any class.

Chinese Medical Theory 101 /102 can be audited by anyone provided they apply to the program and meet the college's admission requirements. Licensed health care professionals may also be allowed to audit other classes if they submit an application, meet the college's admission requirements, and meet the prerequisites of each class. Cost for auditing is the same as taking the class for credit. Credit is not awarded for audited classes.

GRADING POLICY

Students receive a report of grades each term. The standard of measurement used is as follows:

A	95- 100	4.0	T	Transfer credit*
A-	90 - 94	3.7	TC	Credit awarded for teaching this course*
B+	87 - 89	3.3	I	Incomplete*
B	83 - 86	3.0	WP	Withdraw Pass*
B-	80 - 82	2.7	WF	Withdraw Fail
C+	77 - 79	2.3		
C	75 - 76	2.0	P	Passing 80% or better in a pass /fail course*
F	less than 75			

* Not included in GPA calculation

MINIMUM PASSING GRADE

At all times a minimum grade of 75% (80% in core curriculum classes) in each class and satisfactory evaluations from each of their immediate clinical supervisors is required to receive credit for a class or clinic. An unsatisfactory evaluation from a clinical supervisor is treated the same as a failing grade.

CLASS GRADING POLICY

A student with an excused absence will not have points deducted from their graded assignments due solely to the absence.

How Absence Affects Grading

1. Excused absence make-ups for midterms and finals follow the missed exam policy.
2. Class participation grades for the date of any excused absence will not be used in final grade calculation.
3. A student with an excused absence will be permitted to take a make up quiz at the next class meeting.
4. If a student has more than one absence, only the excused absences are eligible for consideration.
5. If a student has more than one absence that impacts dates quizzes are given, the student should consult with the Academic Dean. If a student has an unexcused absence with a subsequent excused absence, the excused absence will permit the student to make up the quiz but the unexcused absence will be entered as a zero (0).

GRADE REVIEW

A student who believes that they have received an incorrect grade for a course may ask for a review of their grade by filing a *Grade Review Request Form* with the Academic Dean by the third full week of classes in the regular semester that follows the semester in which the contested grade was given. The Academic Dean will determine if they have received the request within the required time period, confer with the student's instructor, and respond in writing to the student by the fifth week in the semester. If the Academic Dean finds that the instructor has followed the college's guidelines for grading, the instructor's decision on the grade is final. If an error was found in grading, the Academic Dean will revise the grade.

CORE CURRICULUM CLASSES

In order for students to become highly proficient in Oriental Medicine, a thorough understanding of core classes is of utmost importance. In order to assure this proficiency, the minimum passing grade in the following subjects is 80%:

1. Chinese Medical Theory 101 / 102
2. Chinese Medical Theory / Zang Fu 203
3. Introduction to Diagnosis 122 A & B
4. Techniques of Acupuncture and Moxibustion 112
5. Point Location 131
6. Point Location 141
7. Point Energetics 132
8. Point Energetics 142
9. Chinese Herbal Materia Medica I 162
10. Chinese Herbal Materia Medica II 204
11. Chinese Herbal Materia Medica III 322
12. Anatomy and Physiology 200 A & B
13. Chinese Medical Theory IV 271

INCOMPLETE

An Incomplete indicates that a student must complete further work in a course before a grade can be given. Not completing coursework does not automatically give the student an "Incomplete." An Incomplete is only granted by the individual teacher involved for extenuating circumstances. In the case of an incomplete grade in any class, the student

may be allowed 30 days to make up the Incomplete. If at the end of 30 days the student still has not made up the Incomplete, but has shown sufficient progress, he/she may be allowed another 30 days, based upon the professional judgment of the instructor.

If, at the end of the 60 days, the student still has not made up the Incomplete, he/she will be required to retake the class, at an additional expense, in order to obtain credit for the course. The student must pay any expenses incurred in the process of making up the Incomplete, i.e., teacher's time, cost of administering exams, etc. An Incomplete will automatically become a "Fail" if not resolved within 60 days and shall be recorded as such on the student's official transcript. The Financial Aid Officer will be notified of all incomplete grades received by students eligible for Financial Aid.

MISSED EXAMS

If a student is unable to attend a scheduled midterm or final examination due to an emergency, he/she must call the Administrative Office before the exam time. The office will notify the instructor and the Academic Dean will determine if the emergency qualifies for an *excused missed exam*. Students may be asked to document the illness or emergency. Students who qualify for *excused missed exams* will be allowed to take a make-up exam in accordance with the *make-up exam policy*. Please note, there are still fees for an *excused make-up exam*. Failure to contact the administration will constitute an *unexcused missed exam* and will result in failure of the exam.

There are no *make-up exams* for failed exams. Midterm and final scores will be calculated into the final grade according to the percentages of the final grade listed in the syllabus for each class. Should poor performance on an exam bring the final grade below the minimum passing grade for a class (80% for core curriculum and 75% for the rest of classes), the student will receive a failed grade for the course, and need to take the course when offered again, at additional charge.

MAKE-UP EXAMS

If a student qualifies for an *excused missed exam* due to documented illness or emergency, he/she will be allowed a *make-up exam*. The cost of each *make-up exam* is \$90.00 plus an \$8.00 per hour proctoring fee. The cost of a final *make-up exam* is \$120.00 plus an \$8.00 per hour proctoring fee. The *make-up exam* dates are announced prior to midterm and final weeks, and a student must schedule a *make-up exam* during the announced times. *Make-up exams* may be oral or written.

FAILED COURSE

A student who fails a course will have one opportunity to retake the course, at an additional fee, with the permission of the Academic Dean.

DROP/ADD/WITHDRAWAL POLICY

1. Students may add or drop classes and clinics anytime during the 1st two weeks of each term. All dropped and added classes are subject to approval by the Academic Dean. The date of the clinic selection meeting is considered to be the start of the term for clinic.
2. After the second week of the term no classes or clinics may be added without prior approval of the Academic Dean.
3. There is a processing fee for each class or clinic added or dropped in addition to any necessary tuition adjustments.
4. Students must use the *Drop/Add/Withdrawal Form* for all Drop / Adds.

The student must seek advice from the Academic Dean regarding the effect drops will have on his/her program schedule. The Financial Aid Officer will be notified immediately if the student is eligible for Financial Aid, and the student will be advised of the effect that the drop/add will have on his/her Financial Aid eligibility. Refunds shall be made according to the Refund policy.

CLINIC DROP POLICY

Selection of clinic at the clinic selection meetings is considered registration and beginning of the term for clinic. Clinic selection meetings are generally held 3 to 5 weeks prior to the start of clinic to facilitate student scheduling of their classes and other commitments. Likewise, clinic selection meetings allow the school to confirm or cancel clinics with supervisors, set up the clinic appointment books, and begin booking patients.

When students drop clinics, it may result in an insufficient number of students in certain clinics to feasibly run the clinic. Canceling the clinic at this point creates a hardship to the supervisors, patients, student interns, and student observers who have committed to the published schedule.

All students shall have 3 working days from the time of clinic selection to drop the clinics and receive a 100% refund. A student who drops a clinic after 3 working days will be charged a Clinic Drop Fee of \$50.00 per week for each week since the start of the clinic term (date of clinic selection). Tuition will be refunded according to the Standard Refund Policy.

COURSE WITHDRAWAL

A student may withdraw from a course anytime after the drop/add period has ended up to the 9th week of a 15-week course. Shorter courses have a similar withdraw period (withdrawal is not permitted after 60% of the course is completed). Instructors will enter a grade of "Withdraw Pass" if the student's cumulative grade at time of withdrawal is a passing grade or "withdraw Fail" if the student's grade at the time of withdrawal is a failing grade. A "Withdraw Fail" is calculated as an "F" in the student's GPA.

After the withdraw period, students may receive a grade of "Fail" if they are no longer in attendance. Students must complete the *Drop/Add/Withdrawal Form* for all withdrawals. The Financial Aid Officer will be notified immediately if the student is eligible for Financial Aid. After a student officially withdraws from a course, he/she will have to repeat the course in full in order to receive credit for it. Refunds shall be made according to the Refund Policy.

LEAVE OF ABSENCE

A student may apply for a formal leave of absence by making a request in writing to the Academic Dean and completing a *Leave of Absence Form*. A leave of absence may be taken for a maximum of one year. A student who fails to return from a Leave of Absence will be withdrawn from the program. A student who is granted a leave of absence must meet all requirements for graduation that are in effect at the time of re-admission regardless of what the requirements were when the student was originally enrolled. A student will need to re-apply to the program if he/she does not return within the time given for leave of absence and will be subject to the re-admissions policy. The Financial Aid Officer will be notified of all students on Financial Aid who apply for a leave of absence and will conduct an exit interview with such student.

PROGRAM WITHDRAWAL

Any student who wishes to withdraw from the program may do so by filling out a *Formal Withdrawal from Program Form*. The Financial Aid Officer will be informed immediately of the withdrawal of any student who is on Financial Aid and will conduct an exit interview with such student. Any student who formally withdraws from the program will be subject to the re-admissions policy if at any time they wish to be re-admitted. Refunds will be made according to the Refund Policy.

Any student who misses 10 consecutive calendar days of class and/or clinic without prior arrangement with the Academic Dean is subject to being disqualified from attending the program and will automatically be administratively withdrawn from the program. Refunds and additional charges, if due, will be made according to the Refund Policy.

REFUND POLICY

Refund Policy for Financial Aid Borrowers

Refunds of Title IV government loans require schools to refund all unearned tuition to the student's lender rather than the student. Refunds of government loans are determined on a proportional calculation based on the date of withdrawal through 60% of the payment period. No refund is due if a student withdraws after the 60% period (after the ninth week). In addition, when a school's refund policy differs from the federal policy, students will be charged for the difference.

Standard Refund Policy

Refunds for students withdrawing from the program shall be given in accordance to the following standard refund policy. All students shall have 3 working days (cooling off period) from the time of signing their enrollment agreement to withdraw from the program and receive a 100% refund. Following the cooling off period, but prior to the second day of class, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution will retain no more than \$100 as the institution's registration charges.

PORTION OF THE PROGRAM COMPLETED	TUITION REFUND DUE
First week (after first day of class)	90% refund
Second to third week	50% refund
Fourth to seventh week	25% refund
Eighth week or later	No refund

Refund Policy for Dropped or Withdrawn Classes

The Refund Policy for students who continue in the program but drop or withdraw from a class or classes in order to lighten their course load will be refunded according to the Standard Refund Policy. Drop/Withdrawal fees apply in all cases.

There are NO REFUNDS FOR ELECTIVES, which have minimum enrollments.

REINSTATEMENT POLICY

If a student has withdrawn from the program of study at Southwest Acupuncture College and desires to re-enroll within one year of withdrawal the following procedure is applicable. Reinstatement is not automatic. If longer than one year has passed since the withdrawal the student must follow the readmissions policy below.

1. Student must apply in writing for re-instatement and pay a re-instatement fee. The student must supply a new personal statement describing why they want to re-enter the program.
2. Demonstrate that a reoccurrence of the reason(s) for withdrawing are not anticipated.
3. Re-interview for acceptance.

SOUTHWEST TRANSCRIPT REQUEST

Southwest Acupuncture College maintains all student transcripts in perpetuity. Transcripts are updated at the end of each semester. Requests for transcripts must be made by completing the *Request of Transcript Form* which can be accessed on the colleges website at <http://www.acupuncturecollege.edu/resources/pay-online>. At graduation, students receive a free transcript of their work and a transcript is sent to the NCCAOM without charge. Additional copies of transcripts will be provided for a fee of \$12. Official transcripts shall only be provided when all financial obligations to the college have been satisfied. The College maintains and allows access to financial aid transcripts for 5 years after a student has departed from the College. Students may obtain their financial aid transcripts by written request to the Financial Aid Director by mail, email or other means. There is no charge for this request.

INTERCAMPUS TRANSFER

A student may request a transfer from one Southwest Acupuncture College campus to another. The student must request the transfer a minimum of eight weeks before the end of the semester for possible transfer in the subsequent term. The request must be in writing by filling out the *Intercampus Transfer Request Form*. Transfers are considered on a case-by-case basis and are partially dependent on space availability in classes and clinics. Students on Academic Probation will not be allowed to request a transfer until they are no longer on probation and until they have fulfilled the terms of their Academic Contract.

If a student is not on probation the student will be considered for transfer upon initial approval of the Executive Director. If the Executive Director approves of a transfer the Dean of the originating campus will forward the student's Degree Completion Program to the Dean of the destination campus for approval by the Academic Dean of that campus.

A fee of \$150.00 is required for an Intercampus Transfer. The student will need to pay for a replacement Student ID Card for the new campus. All library books must be returned to the library. The Financial Aid Officer will be notified of the transfer. The College is not responsible for moving, living, or work arrangements in the destination city until the Intercampus Transfer has been approved.

RE-ADMISSION

Any student who has voluntarily withdrawn from the program before completing all requirements for graduation or whose Leave of Absence has expired for a period of one year may be considered for re-admission upon approval of the Academic Dean and the

Campus Director. Upon approval the student must meet the following requirements in order to be considered for re-admittance to the program without having to repeat the entire course of study:

1. Submit a current application and all supporting documents and fees.
2. Have an interview with the Academic Dean to review coursework completed and draft a plan of action and a course of study for completion of the course/clinical work.
3. Prove that he/she possesses the current expected knowledge in the field. A proficiency exam, which may be written and/or oral, will be determined by a review committee composed of the Executive Director, Academic Dean, relevant faculty and department heads.
4. Failing proof of proficiency, he/she may be required to retake classes in his/her areas of weakness at an additional cost or may be required to retake the entire program at his/her own expense.
5. Meet all requirements for graduation that are in effect at the time of re-admission regardless of what the requirements were when the student originally enrolled.

ACADEMIC POLICIES

A. ACADEMIC STATUS

The college uses and publishes on its transcripts the following terms to describe the academic status of its students:

Good Standing
Academic Probation
Dismissal

In addition to the above, the college uses the following formal communications to alert students in Good Standing to a deficiency or potential deficiency in academic status:

Academic Concern
Academic Warning

Conduct violations may also affect student status. For terms that describe students who have come under review under student conduct and process policies, see “Student Conduct” starting on page 41 of this manual.

B. GOOD STANDING

A student in Good Standing is an enrolled student who meets the “Technical Standards for Admission, Promotion, and Graduation” (starting on page 10 of this manual), has a minimum cumulative GPA of 2.0, and who is following a Degree Completion Plan that meets the maximum timeframe for degree completion.

C. ACADEMIC PROBATION CONTRACT

A student whose status is on Academic Probation must meet with the Academic Dean and sign an Academic Probation Contract, which will specify requirements to be completed by the student within an identified timeframe, to help the student regain Good Standing status. The Academic Probation Contract will be in a written format as determined by the college and signed by both the Academic Dean and the student. A student who does not satisfactorily complete the terms and conditions as set forth in the Academic Probation Contract shall be dismissed from the college.

The following requirements are examples of measures within the prerogative of the Academic Dean to use in an Academic Probation Contract. The student may be required to engage in the following, at the student’s expense:

1. Special competency examination(s);
2. A remedial course of study;
3. Independent tutoring;
4. Repeating specific courses or clinical rotation(s) even if they were previously granted transfer credit or a passing grade; and/or
5. Other requirements that would help a student regain Good Standing.

Depending on the nature of the deficiency, the categories of Academic Status may not be followed sequentially.

D. ACADEMIC CONCERN

A student whose grade falls between a 75%-79% (80%-82% in core curriculum classes) in a class/clinic will be issued a letter of *Academic Concern* by the instructor or clinical supervisor. An *Academic Concern* signals a potential problem, provides notification to

administration, and requires the student to meet formally with their instructor to discuss ways that the situation may be remedied.

E. ACADEMIC WARNING

Any student whose grade falls below a 75% in any class (80% in core curriculum classes) will be subject to written notice of *Academic Warning* from the instructor or clinical supervisor and will be required to meet jointly with the Dean and the respective teacher to discuss ways in which the situation may be remedied. If the class(es) or clinic(s) in which the student is failing is/are part of the operating body of knowledge required for clinical performance, the student may, at the discretion of the Academic Dean and Clinic Director, be removed from clinic for the remainder of the term.

If a student who is eligible for Financial Aid under any Title IV program or any other financial aid program is issued a letter of *Academic Warning*, a copy will be sent to the Financial Aid Officer. The student will be required to meet with the Financial Aid Officer to discuss the warning and its effect upon Financial Aid.

F. ACADEMIC PROBATION

Grades:

Any student may be placed on academic probation for any of the following reasons:

1. Student's cumulative Grade Point Average (GPA) falls below 2.0 in that semester;
2. Student's semester Grade Point Average (GPA) falls below 2.0 for all classes or 2.7 for core curriculum classes in that semester; or
3. The student receives a grade of "Fail" (F) for any class or clinic.
4. Habitual poor academic performance due to excessive unexcused absence from class and/or clinic as determined collaboratively by the Academic Dean and Campus Director.

Academic Probation shall be imposed for a period of one term, unless otherwise provided by the Academic Contract or by memorandum. A student on Academic Probation will meet with the Academic Dean and sign an Academic Contract. During Academic Probation, depending on the judgment of the Academic Dean and his or her assessment of achievement of required prerequisites, students may be allowed to continue permitted coursework. The maximum period on academic probation for the entire program cannot exceed two semesters. Qualifying for a third semester on probation results in dismissal from the program.

If a student who is eligible for Financial Aid under any Title IV program, VA benefits or any other financial aid program is placed on academic probation, a copy will be sent to the Financial Aid Officer and reported to the appropriate government agencies. The student will be required to meet with the Financial Aid Officer to discuss the academic probation. Students may receive Financial Aid during this academic probationary period.

G. REMOVAL FROM COURSE OR CLINIC

Removal from a course or clinic may be warranted in the case of a student's failure to achieve learning objectives, technical competencies, comply with instructions, policies and procedures, or professional expectations that may lead to the compromised safety of a patient or potential patient as a health care provider, student, staff or faculty. Removal from a course or clinic constitutes a Failure of the course or clinic regardless of previous academic achievement, and subjects the student to Academic Probation.

H. DISMISSAL

A dismissed student is one who is barred from further attendance at the college for academic reasons. A student may be subject to expulsion for disciplinary reasons separate from academic dismissal (see Expulsion, under "Student Conduct" on page 47 of this manual). A student may be dismissed for:

1. Failure to adhere to the terms of an Academic Contract.
2. Receiving an "F" grade in the same class twice.
3. Receiving an "F" grade in clinic in any two semesters.
4. Being placed on Academic Probation for a third semester.
5. Failure to attend class for 10 consecutive calendar days.

If a student who is eligible for Financial Aid under any Title IV program, VA benefits or any other financial aid program is academically dismissed, a copy of the dismissal notice will be sent to the Financial Aid Officer and reported to relevant government programs.

I. EXPULSION

Expulsion is the removal of a student from further attendance at the college for conduct violation. Conduct violations are outlined under "Student Conduct" starting on page 41 of this manual and the corresponding grievance procedures outlined under "Grievance Policy and Procedure" starting on page 51 of this manual.

J. APPEAL OF ACADEMIC DISMISSAL

Appeal of an Academic Dismissal is made to the Executive Director and is limited to factual errors. The written appeal to the Executive Director must be made within five working days of the date of the dismissal letter. The appeal must specify and include the alleged documented inaccuracy and the relevance of the fact(s).

The Executive Director will respond within 10 working days to the appeal and can only consider an appeal based on an error of fact. The decision by the Executive Director is final.

GRADUATION REQUIREMENTS

In order to graduate from the program a student must:

1. Receive at least a 75% (80% in core curriculum classes) passing grade from each teacher in each class that constitutes the academic program of Southwest Acupuncture College;
2. Receive satisfactory evaluations from each of his/her immediate clinical supervisors and a final grade of "P" (Pass);
3. Pass proficiency examinations (written and practical) as required;
4. Have faculty consensus that performance warrants graduation;
5. Have satisfactorily completed a minimum of 1,095 recorded clinical hours, at least 150 of these being observational, and a minimum of 350 actual treatments in the MSOM program and 250 actual treatments in the MSAc program performed by the student;
6. Have returned all library materials to the college;
7. Have satisfied all financial obligations to the college;
8. If Financial Aid was received while at the college, a Financial Aid exit interview is necessary.

GRADUATION CEREMONIES

Graduation is held annually at each campus in August at the end of the academic year. Students who may graduate earlier than the August date, such as transfer students or students finishing in April or December, may attend the graduation closest to the time they complete the program.

CLEAN NEEDLE TECHNIQUE

Southwest Acupuncture College requires that students take the Clean Needle Technique Course offered by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) concurrent with or following completion of Techniques of Acupuncture and Moxibustion 112. The CNT class serves four purposes:

1. preparation for techniques classes;
2. training in clinical procedures for treating in clinic;
3. a prerequisite to graduation;
4. fulfills one part of the NCCAOM Certificate and New Mexico State Board requirements.

The cost of the CNT course is not part of the tuition. Students must provide the college with a copy of their CNT certification to receive credit for the required curriculum course and to complete 200 level clinic. Students should consult www.ccaom.org for dates and locations of courses.

Please contact the CCAOM directly for further information and to obtain an application. CCAOM: P.O. Box 65120, Baltimore, MD 21209. Telephone: 410.464.6040 FAX: 410.464.6042. Website: www.CCAOM.org.

STATE AND NATIONAL EXAMS

Students at Southwest Acupuncture College have the option of graduating at various times during the year; dependent on many factors such as transfer credit or advanced standing. The college does not have substantial influence in determining the location, timing or frequency of state exams. Thereby, it is often the case that students graduate from our school at times that are not the most convenient for the student to take a state exam.

All students who have questions or need assistance, in the area of national or state exams and licensing, are encouraged to make an appointment with the Academic Dean. Contact information for various national organizations and state regulatory offices may change without notice.

State licensure requirements vary and may change without notice. A good source for links to state boards that regulate acupuncture may be found on the NCCAOM website at <https://www.nccaom.org/state-licensure/>.

NCCAOM EXAMS

The NCCAOM has instituted adaptive examinations, eliminating application deadlines, allowing students to sit for exams virtually year-round.

The exams test readiness to enter the profession. Therefore, Southwest Acupuncture College has analyzed the pass rates of its students and determined that sufficient academic and clinical skills and sufficient time for self-study are necessary for the student from our college to be successful in taking a national exam.

The NCCAOM requires that a college verify that their student has attained sufficient hours before they will be certified to sit any national exam. We therefore have adopted the following policy concerning when we will issue such a verification:

Southwest Acupuncture College will submit a transcript verifying a student's completed hours to take the Foundations and Acupuncture & Point Location modules of the NCCAOM exams for any student who is within one calendar year of their graduation date. A transcript verifying a student's completed hours to take the Biomedicine module will be submitted for any student within a year of graduation who has completed the Western Pathology and Diagnosis three-class series, Western physical Exam and Laboratory Diagnosis and Pharmacology.

Southwest Acupuncture College will submit a transcript verifying a student's completed hours to take the Chinese Herbology module of the NCCAOM exams for any student who has completed Herb Review 410.

This policy is subject to change based on NCCAOM changes and our internal evaluation.

A student must submit to the college a *Pre-Graduation Verification Request Form* 30 days before they wish to be approved to sit an exam. The form will ask the student to specify which certification they have chosen and which exams they plan on taking. Students who wish to sit for the Chinese Herbology or Biomedicine module and who submitted a previous *Pre-Graduation Verification Request Form* for other exams must resubmit a subsequent *Pre-Graduation Verification Request Form* in order to qualify for the desired module(s).

Please contact the NCCAOM directly for further information and to obtain an application. NCCAOM: 2025 M Street NW, Suite 800. Telephone: 888.381.1140. Website: www.NCCAOM.org.

NEW MEXICO STATE EXAMS

Students wishing to take any New Mexico State Exam that may be scheduled may apply for the exam after officially graduating from the program. This is a state law, not a school policy.

Please contact the New Mexico Board of Acupuncture and Oriental Medicine for information regarding applications and information. Board of Acupuncture and Oriental Medicine: 2550 Cerrillos Rd., Santa Fe, NM 87505. Telephone: 505.476.4630 FAX: 505.476.4545. Website: http://www.rld.state.nm.us/boards/acupuncture_and_oriental_medicine.aspx. Email: acuormedboard@state.nm.us.

COLORADO STATE EXAMS

The State of Colorado Department of Regulatory Agencies, Acupuncture Licensure does not require a state exam. They require the NCCAOM Diplomate in Acupuncture for Colorado state licensure. Please contact the Acupuncture Licensure office directly for further information. Acupuncture Licensure, Department of Regulatory Agencies, 1560 Broadway, Suite 1350, Denver, CO 80202. Telephone: 303.894.7800 FAX: 303.894.7764. Website: <https://www.colorado.gov/pacific/dora/Acupuncture>.

CALIFORNIA STATE EXAMS

The California Acupuncture Board requires an applicant to graduate from a California-approved school (all campuses of Southwest Acupuncture College are California-approved schools), meet certain program requirements and successfully pass their state licensure exam for California state licensure. Additional academic requirements for California licensure are offered as electives. These requirements are course work in chemistry, biochemistry and physics, and two additional 15-week clinics. Any student interested in California licensing should consult the Academic Dean for the additional program requirements early in their academic program. Due to additional reporting requirements for the state of California, a student must fill out a *Request of Transcript Form* a minimum of 30 days prior to the California application deadline. Late transcript requests may not be able to meet the application deadline. Please contact the California Acupuncture Board directly for further information. The Acupuncture Board, 1747 North Market Blvd., Suite 180, Sacramento, CA 95834. Telephone: 916.515.5200 FAX: 916.928.2204. Website: www.acupuncture.ca.gov.

For All Exams

1. While enrolled in the college, students need to fill out a *Pre-Graduation Verification Request Form* if taking the NCCAOM exam modules for the school to document your eligibility for the exams.
2. Upon graduation, students fill out a *Request of Transcript Form* for the appropriate state licensing board(s).
3. One-month prior to the application deadline for an exam or licensing, students must submit their forms to the Academic Dean, so that the college may send the appropriate documentation on time. When filling out the forms, check off the following information on the form:
 - The exam(s) you are applying for and where to send your transcript.
 - A fee is charged for each transcript.
 - If request forms are fill out with less than one month's notice, a late fee and a Federal Express mailing fee will be charged in addition to the transcript fee.
 - Any request received less than 4 days prior to the application deadline cannot be mailed in time even with overnight express.

Other Exam Notes

1. Students do not need to take the Clean Needle Technique course again for the NM State Exams. The CNT certificate is considered valid for six years for the NCCAOM certification.
2. Students are responsible for managing their timing with regard to all exams and licensing, such as applying and securing applications, etc.
3. If a student is planning on practicing in an area other than New Mexico or Colorado, the college requires that the student investigate the local licensing procedures, timing of exams and other pertinent information, prior to graduation.

STUDENT RIGHTS, RESPONSIBILITIES AND STUDENT GOVERNANCE OVERALL STRUCTURE

Students shall be free from discrimination on the basis of race, sex, national origin, religious creed, political views, sexual preference, gender orientation, serious medical conditions, disabilities, or handicaps. Students shall be free to review their educational records in the presence of a school official. All student records are kept confidential and are only disclosed to appropriate licensing agencies, institutes of higher learning or other official bodies upon request of the student. All requests for access to records must be routed through the office of administration. Records will be kept confidential according to state and federal law.

Southwest Acupuncture College has numerous mechanisms for student input into the college community based upon the nature of the issues. These seven venues and their procedures are summarized herein:

- I. Grievance
- II. Grade Review
- III. Harassment policy
- IV. Class Rep Procedures
- V. Student Council
- VI. Advisory Board and
- VII. Academic Council

I. Grievance: The Grievance Policy applies to action taken by the college in instances of suspension, dismissal or expulsion that the student may have a grievance about. The detailed procedure and appeal process is found in this manual on page 51.

II. Grade Review: Requests for review of a grade do not fall under the Grievance policy. The student is referred to the Grade Review Procedure on page 27 of this manual.

III. Harassment Policy: Issues of harassment can be found on page 43 of this manual.

IV. Class Rep Procedure:

The following procedures have been formalized in writing to ensure smooth and accurate representation of "class" issues to administration.

1. Class meetings may be held when classes feel that they have issues that they require information on, have questions to be answered, or need procedures clarified. Individual issues should be pursued with individual teachers or appropriate administration.
2. Class reps must request use of a room to hold the meeting in order to avoid conflict with already scheduled room use such as make-up exams, committee meetings, patient consultations, etc. One class rep needs to contact your Campus Director to request use of a room and obtain permission for room use. Please plan your meetings in advance since the rooms are frequently used at lunches, after class, etc.

3. Upon room confirmation, class meetings must be posted on the Student Governance Bulletin Board. They should be posted with sufficient notice so that all class members are aware of the meetings. These are optional meetings, however classes cannot expect to have their issues met if class members do not attend.
4. All meetings must be conducted in a professional and respectful atmosphere reflective of future doctors, and in accordance standards of expected classroom behavior.
5. A designated rep will record and document class issues, petitions, questions, etc. and present these in a cohesive, written report to your Campus Director. Students must sign and date the report to affirm that these are indeed the issues of the class vs. any individual or small group of people. A minority opinion should be included.
6. Upon receipt and review of the report or petition, in concert with appropriate administrators, the Campus Director in a written report will respond to issues. Issues will be responded to within a reasonable time frame, determined by the schedules of the appropriate administrators as well as by the nature of the issues.

V. Student Council: see page 41 of this manual.

VI. Advisory Board: See page 42 of this manual.

VII. Academic Council: See page 42 of this manual.

STUDENT GOVERNANCE

Purpose. A Student Council operates at each branch of Southwest Acupuncture College to provide a forum and basis for student representation in college governance. The mission of each Student Council is to confer with, advise, and communicate with the administration, the Advisory Board, faculty and student body, as is appropriate, with regard to matters of interest to the students and other matters of school-wide importance.

The Advisory Board meets three times a year. The Advisory Board assists in long range planning of the college and oversees budgetary processes and financial management. They are responsible for long range planning that implements the college's mission to provide excellence in education and offering low cost health care in the communities in which the college is located. Issues pertinent to the Advisory Board are:

1. The college mission, vision and goals and the implementation of processes and policies to meet them
2. Long-range planning and
3. Budgetary processes

The Administration at each campus consists of the officers that work centrally for all campuses: CEO, Executive Director, Bookkeeper, and Financial Aid Director, and the local officers: Campus Director, Academic Dean, Clinic Director, Clinic Manager and Administrative Director. Each Student Council will report to the local Administration of their campus, through the Campus Director. Issues pertinent to the Administration are:

1. Implementation of the college's mission, vision, and goals
2. Implementation of policies and procedures to meet the college's mission, vision and goals
3. Assignment of faculty
4. Faculty evaluation
5. Provision of facilities and materials for education
6. Provision of facilities and materials for clinic
7. Scheduling
8. Student life
9. Libraries
10. Student evaluation
11. Programmatic assessment
12. Management of each campus' budget
13. Recruitment and admissions
14. Graduate services

The Student Council should utilize the above descriptions of the duties of the Advisory Board and Administration in order to best refer their input into college governance and to obtain timely response to student issues. Issues that may be pertinent to the Student Council include, but are not limited to:

1. Student grievances
2. Student activities such as clubs
3. State and national professional student organizations
4. Charitable works such as food or clothing drives, blood drives, etc.

Representation. Students on each track (year 1, 2 & 3) will appoint or elect one Student Council Representative for every 10 students. The names of the Student Council

Representatives and contact information will be prominently posted by the Administration and made available to all students.

Officers. Each campus may elect officers as it sees fit to carry out the mission of the Student Council. At a minimum, a Chair and Vice- or Co-Chair will be identified. The Chair and/or Co-Chair are responsible for setting and conducting meetings and agendas for the meetings and for ensuring that minutes of the meetings are kept and distributed.

Meetings. The Student Council will meet a minimum of 1 time a semester. The Administration will assist in assigning a room for the meetings and announcing the time and agenda of each meeting to all students. Minutes of each meeting shall be forwarded to the Administration with 10 working days of the meeting. The Administration will be responsible for archiving the minutes and distributing or posting to all students.

Communication with the Advisory Board. The Student Council Chair and/or Vice-Chair or their appointed representative will meet with an Advisory Board Representative from their campus prior to each Advisory Board meeting to provide student input into issues pertinent to the Board.

Communication with Administration. The Student Council is encouraged to bring matters to the attention of the Administration, and may be asked for input on issues impacting student life. These communications may be informal, or formal. Informal communication may be in conversation, meeting with administrators, presentation to faculty meetings, presentation to the Academic Council meetings, announcement to classes and posting on student bulletin and email boards. Dates of the Academic Council meetings are held three times a year and are published at the beginning of the term. Student Council Reps are invited to present items at the Academic Council meetings if they have issues they want heard and have requested the items be added to the agenda.

A formal request to the Administration shall be presented to the Campus Director and shall take the form of a motion or formal inquiry, which details in writing:

1. The issue students wish to discuss
2. Any pertinent conditions that led to the issue or that are impacted by the issue
3. Possible solutions to an issue, and
4. Documentation of student support for the action taken by Student Council.

A formal motion or inquiry will be answered within 15 working days by the Campus Director, in consultation with the CEO, and will detail any actions that will be taken as a result of the motion or inquiry. All formal communications will be posted to the entire student body.

Failure to Fulfill Term. The Student Council will notify a class that a new Student Council Representative is needed when:

1. A 10:1 ratio is not met
2. A seated Student Council Representative misses 2 consecutive meetings. A Student Council Representative may be re-appointed or re-elected by their class to be a Student Council Representative one time after two consecutive absences from Student Council meetings. If the same Student Council Representative misses another two consecutive Student Representative Meetings, they will be ineligible for re-appointment.

HARASSMENT PREVENTION POLICY

I. DEFINITIONS

Harassment based on race, age, sex, creed, national origin, religion, color, gender orientation, medical condition, physical or mental handicap, serious medical condition or disability will not be tolerated at the college. This harassment policy is limited to the aforementioned categories.

The college will not tolerate any form of harassment of the categories listed above by members of the college community that creates an intimidating or hostile environment for employment, education, or participation in a college activity. Furthermore, all members of the college community are expected to take appropriate steps to support this policy and to address incidents of harassment. If you are a victim of harassment, you are urged to report it as outlined in this policy. If you see harassment, you are urged to report it as outlined in this policy.

Examples of harassment include and are not limited to:

- The telling of dirty jokes or making racist or sexist statements, racial epithets, slurs, or remarks. Offering employment benefits or academic favors in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances; and,
- Displaying of sexually suggestive objects or sexually or racist pictures, cartoons or posters.

Harassment is not limited to those individual who have authority over another. Harassment may occur between persons of the same college status such as student to student or faculty member to faculty member. In determining whether alleged conduct constitutes harassment, the college will consider all available evidence and the totality of the circumstances, including the context in which the alleged incident(s) occurred. Although repeated incidents generally create a stronger claim of harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis.

II. TERMS USED IN THIS POLICY

"Academic or administrative officer" includes but is not limited to the following:

CEO • Executive Director • Campus Director • Academic Dean • Clinic Director • Faculty Member • Registrar • Fiscal Officer • Financial Aid Officer • Bookkeeper • Administrative Director • Clinic Manager • Administrative Assistant • Librarian

"Alleged victim" means a person who allegedly has been harassed in violation of this policy.

"Complainant" means the person who brings a complaint of violation of this policy, who could be an alleged victim, a third party, or an academic or administrative officer of the college.

"Respondent" means a person who has been accused of harassment in a formal complaint.

"Specific and credible allegations" mean those allegations that provide factual details such as, but not limited to, time, place, actions, participants, and witnesses. Allegations do not have to be based on personal observation of events to be "specific and credible," but direct observation normally results in greater specificity and credibility than indirect knowledge.

"Third-party complainant" means a person who brings a complaint alleging that someone else has been harassed in violation of this policy and is not the alleged victim.

III. FILING A COMPLAINT

A complaint must state specific and credible allegations to warrant an investigation. Prompt reporting of complaints is strongly encouraged. Do not wait because the passage of time makes the investigation more difficult and people's recollection of events become less reliable. Complaints must be made in writing.

While the college will make every effort to respect the wishes of the alleged victim when determining whether to investigate a complaint, the college cannot guarantee anonymity. The college may be required by law to reveal the complaining party's name. The college may investigate claims of harassment even without consent of the alleged victim.

IV. INVESTIGATION OF COMPLAINTS

A complaint pursuant to this policy must be brought to the Campus Director, who will conduct an investigation. A complaint involving the Campus Director must be directed to the CEO, who will conduct an investigation.

The Campus Director is responsible for investigating the complaint promptly. The purpose of the investigation is to establish whether there is a reasonable basis for believing that a violation of this policy has occurred. In conducting the investigation, the Campus Director will make reasonable efforts to interview the alleged victim, the complainant (if other than the alleged victim), and the respondent, and may interview any other persons believed to have pertinent factual knowledge, as well as review any relevant documentary evidence. At all times, the Campus Director will take steps to ensure confidentiality to the extent possible. The Campus Director may ask for assistance to conduct the investigation. All members of the administrative team selected by the Campus Director must maintain confidentiality.

When a complaint is filed, the respondent will be informed of the allegations and the facts surrounding the allegations. The investigation will afford the respondent an opportunity to respond to the allegations and to provide such written evidence the respondent believes will assist in the determination process.

At the conclusion of the investigation, the Campus Director will issue a written report, which will summarize the evidence gathered, and state whether or not there is a reasonable basis for believing that a violation of this policy has occurred. The written report normally will be issued within 45 days of the date of the complaint. When it is not reasonably possible to issue a confidential report within that time frame, the Campus Director will notify the alleged victim and the respondent that the investigation will be delayed and indicate the reasons for the delay. The alleged victim and the respondent will receive a notice of the determination. Third-party complainants will be notified only that the proceedings are concluded.

V. PROCESS FOR DISCIPLINARY ACTION

After issuing the determination, the findings the Campus Director may

1. Reach a negotiated settlement of the complaint with the respondent; or
2. Initiate disciplinary action as a conduct violation

Violations of the Harassment Prevention Policy may lead to disciplinary sanctions up to and including dismissal from the program. Please refer to "Student Conduct", starting on page 41 of this manual.

VI. NO RETALIATION

Retaliation against alleged victims, complainants, and/or witnesses who provide information during an investigation pursuant to this policy is strictly prohibited and will not be tolerated. A person or persons who engage in retaliatory conduct may face dismissal or such other disciplinary measures deemed appropriate in accordance with the disciplinary policy and procedure. Any retaliation against alleged victims, complainants, or witnesses should be reported to the Campus Director.

VII. EMERGENCY POWERS OF CAMPUS DIRECTOR

The Campus Director may, at any time during or after an investigation of a sexual harassment complaint, suspend or partially restrict the activities of a student if the Campus Director finds that it is reasonably certain that serious and immediate harm will ensue if the person continues his or her activities.

VIII. FALSE ALLEGATIONS

The bringing of a knowingly false or baseless charge may subject the complainant to disciplinary action up to and including dismissal. Any such disciplinary action will be initiated by the appropriate administrator overseeing the complainant(s).

IX. CONFIDENTIALITY

Complaints and proceedings brought thereunder are confidential to the extent the law provides. The complainant, respondent and alleged perpetrator should respect the process by maintaining strict confidentiality, except where the law requires disclosure.

Dissemination of documents relating to a complaint and/or investigation is strictly prohibited, unless provided otherwise in these policies or required by law.

Failure to maintain confidentiality may be considered to be a form of retaliation and may result in disciplinary action.

STUDENT CONDUCT

Students are expected to assist in creating and maintaining an educational environment which will assure fellow students the opportunity to achieve their educational objectives without unnecessary inconvenience, and to aid in protecting the safety, welfare and property of the college and its members. Students are provided with a copy of the college *Policy and Procedure Manual* upon enrollment and are responsible for ascertaining and complying with the regulations and procedures of the college.

Conduct by a student, which interferes with academic or operational functions of the college, is prohibited and shall render a student subject to disciplinary action as a conduct violation. Students are responsible for ascertaining and complying with the regulations and procedures of the college. Failure to meet academic requirements comes under the jurisdiction of the Academic Dean. Matters concerning student conduct fall within the jurisdiction of the Campus Director.

I. DISCIPLINARY FOR CONDUCT VIOLATIONS

The college uses and publishes on its transcripts the following terms to describe the disciplinary status of its students for conduct violations:

- Good Standing**
- Conduct Probation**
- Suspension**
- Expulsion**

In addition to the above, the college uses the following formal communications to alert students in Good Standing to a need to re-direct conduct or behavior:

- Written Warning**

Disciplinary action consists of a written warning to redirect the student's behavior toward a more acceptable pattern corresponding to the standards of the college, issued by a school official, usually the Campus Director. More than one written warning regarding inappropriate behavior may result in suspension or expulsion. The disciplinary action taken will be determined by the nature of the offense. Suspension may occur without warning and expulsion may occur without warning or suspension.

A. Warning

Warnings are in written form. Depending on the severity of the conduct in question, an oral warning may be issued in immediate response to the conduct with instruction for the student to correct behavior or remove themselves from the premises. In the event of an oral warning, the school official will follow up with a written warning for documentation and follow through.

A warning does not affect a Student's status of Good Standing. A warning is not subject to appeal through the Grievance Policy.

B. Conduct Probation

Depending on the severity of a conduct violation, a student may be placed on Conduct Probation for a specified period of time. Conduct Probation is a formal disciplinary action that becomes part of a student's disciplinary file, and is reflected in the student's status reported on transcripts.

C. Suspension

Suspension is a formal disciplinary action that becomes part of a student's disciplinary file, and is reflected in the student's status reported on transcripts. Suspended students may not enter the college's premises, or externship clinics during the period of their suspension, with the exception of prearranged meetings with college administration. Students who have been suspended from school may be allowed back into the program but must make up the time, assignments and exams missed. Students suspended make up the lost time at an additional personal expense.

The college reserves the right to immediately suspend a student and request that the student leave the premises for engaging in any inappropriate behavior where the safety or well being of students, faculty, staff, patients, other individuals or school property is in question. Students who are suspended will be provided with written notice within 5 working days that shall include an explanation of the reason.

Any student who is justifiably suspended and then allowed to re-enter the program shall be placed on conduct probation for the rest of the present semester and one semester following. The student will be immediately expelled if they are again found to be displaying any conduct that renders them subject to further disciplinary action.

If a student who is eligible for Financial Aid under any Title IV program, VA benefits or any other financial aid program is suspended, a copy of the suspension notice will be sent to the Financial Aid Officer and reported to relevant government programs. A student on suspension for an entire semester is not eligible for Financial Aid.

D. Expulsion

Expulsion is a formal disciplinary action that becomes part of a student's disciplinary file, and is reflected in the student's status reported on transcripts. Students who are expelled are not allowed to re-enroll in the program at any time.

If a student who is eligible for Financial Aid under any Title IV program, VA benefits, or any other financial aid program is expelled, a copy of the expulsion notice will be sent to the Financial Aid Officer and reported to relevant government programs.

II. VIOLATIONS

Two types of violations may jeopardize a student's Good Standing status.

A. Academic Violations

Failure to meet academic requirements of the program in general and each clinic and class in particular may result in loss of Good Standing status, and may include progress probation, academic probation, or dismissal on academic grounds. Sanctions for loss of Good Standing on academic grounds and resulting appeal procedures are described under "Academic Policies" starting on page 28 of this manual.

B. Conduct Violations

The following conduct may result in a student being asked to leave the premises. Any missed class time as a result of being asked to leave the premises is an unexcused absence and will be subject to make up at the teacher's discretion and the student's expense:

1. Students may be asked to leave the classroom and/or the college if they do not conduct themselves in a professional manner.

2. Students who are more than ten minutes late may not be allowed in the classroom.
3. No disruptive conduct in the classroom will be tolerated (whispering, unnecessary talking).
4. Any behavior such as foul language or gestures or any behavior or gesture that is threatening to students, staff, patients or faculty.
5. Students are engaged in a professional program. In clinic, we expect students to adhere to the clinic dress code. (See the *Clinic Manual* or memos for proper clinical dress.) Students improperly dressed for clinic will be sent home, and incur absence for patient abandonment. In class, students are required to wear clothing that is not provocative, suggestive or offensive. A student improperly dressed for class will be issued one warning. A second offense will result in being sent home, incurring an unexcused absence, and deduction of points off their final grade.
6. No activities other than appropriate student response are allowed in the classroom (i.e. no sewing, knitting, eating, sleeping, lying down etc.).
7. Cell phone use for any reason is not allowed in class during any exams or exam review.
8. With the exception of demonstrating treatment of or treating children as assigned by an instructor as part of a regular class, children are not allowed in the classroom or clinic during classroom or clinic hours nor may students leave their unaccompanied children unattended while they conduct school business or be in attendance.
9. Dogs/pets other than service animals are not allowed on campus including in vehicles parked on the school's property for the duration of treatment, class or clinic.

Engaging in the following conduct shall render a student subject to disciplinary action and may result in warning, probation, suspension, or expulsion:

1. Supplying false information on the application for admission;
2. Honor Code violations including (For more detail, see "Honor Code" starting on page 17 of this manual):
 - a. Cheating;
 - b. Plagiarism;
 - c. Unauthorized Possession or Disposition of Academic Materials;
 - d. Fabrication or Misinterpretation of Fact;
 - e. Fraud;
 - f. Theft;
 - g. Dishonesty;
 - h. Lying;
 - i. Bribery;
 - j. Threat;
 - k. Misrepresentation; or
 - l. Misrepresentation of Self as a Professional;
3. Violations of the Harassment Prevention Policy (see "Harassment Prevention Policy" printed starting on page 43 of this Manual);
4. Actions that harm or threaten to harm or intimidate another individual or the college;
5. Posting uncharitable, derogatory, inflammatory or harassing statements on the Student Information System "Populi";
6. Behavior in class or clinic that demonstrates that a student does not meet "Technical Standards for Admission, Promotion and Graduation" (starting on page 6 of this manual);

7. Willful disregard for proper conduct, including being repetitively asked to leave the premises for reasons that include but are not limited to those detailed above;
8. Breach of patient confidentiality;
9. Uncooperative, uncharitable and/or threatening behavior towards fellow classmates, faculty or staff and/or the college (threats, foul language, spreading rumors, etc.);
10. Improper or abusive treatment that threatens or harms any person;
11. Willful neglect, misuse, destruction or theft of property, equipment, materials or supplies from the school or from students;
12. Use of alcoholic beverages on premises, except when specified by a school official for use during special student events;
13. Use of illegal drugs or controlled substances without a prescription while on the school premises or during school activities or being under the influence of recreational drugs while on the premises;
14. Possession of knives, firearms, weapons, or explosives on the school premises;
15. Falsification, misrepresentation or public subversion of the school's operations, records, procedures or of the student's status or position with the school or the profession, i.e., advertising false professional status;
16. Insubordination or failure to follow reasonable directives of a school official or any action that disrupts the operation of the school;
17. Violation of state, federal or municipal law while on the premises;
18. Conviction of any felony or misdemeanor related to a health-care profession while off school premises;
19. Performing unsupervised acupuncture treatments;
20. Privately receiving money for acupuncture treatment inside or outside the auspices of the school.

DRUG USE POLICY

Southwest Acupuncture College publishes a handbook on substance abuse and safety. See the *Policy for a Drug Free Campus* handbook at www.acupuncturecollege.edu.

ILLEGAL DRUGS

Southwest Acupuncture College prohibits the manufacture, unlawful possession, use, and/or distribution of illicit drugs and alcohol (including marijuana) by the students, faculty and staff of Southwest Acupuncture College on or off campus as part of any of the school's activities or when representing or conducting business for the college. The exception is the responsible use of alcohol at functions such as graduation or holiday parties in which case no alcohol will be served to minors.

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student, faculty or staff member is on college owned or college controlled property, and/or attending any function authorized or supervised by the college.

Students, faculty and staff are prohibited from attending class or clinic or working while under the influence of illicit drugs (including marijuana) or alcohol. Any student, faculty or staff member found to be under the influence of illicit drugs (including marijuana) or alcohol will be immediately required to leave the campus or offsite class or clinic that is controlled by the college.

LEGAL PRESCRIPTION AND OVER-THE-COUNTER DRUGS

It is the student's, faculty or staff member's responsibility to determine the potential effects of legal prescription or over-the-counter drugs on their ability to safely perform in the classroom and the clinic or at work. The ability to safely perform tasks is an essential requirement of all clinics and practicum classes, and impairment of the ability to safely perform tasks due to the use of prescribed medication cannot be reasonably accommodated. It is the student's, faculty or staff member's responsibility to use appropriate absence or leave procedures to avoid unsafe practice. See *Policy for a Drug Free Campus* handbook for a list of classifications of legal pharmaceutical medications that have known side effects that may impair an individual's ability to safely perform required tasks.

Legal prescription pharmaceuticals may be brought onto Southwest Acupuncture College property or premises only by the person for whom they were prescribed and may be used only in the manner, combination, and quantity prescribed or directed. In appropriate circumstances, Southwest Acupuncture College reserves the right to require a student, faculty or staff member provide verification from their physician or another medical doctor, about the possible effects that a prescription pharmaceutical or over-the-counter drug may have on the student's, faculty or staff member's safe performance in the classroom or clinic.

For further information on notification requirements, disciplinary sanctions, state and federal drug trafficking penalties, health risks, and available counseling and treatment programs, see the *Policy for a Drug Free Campus* handbook.

GRIEVANCE POLICY & PROCEDURE

I. POLICY

All students have certain academic rights and freedoms, including the freedom of expression and protection against improper evaluation, treatment and actions that are against policy, or actions that are capricious and arbitrary. It is the policy of Southwest Acupuncture College to provide students the opportunity to seek correction of academic records when applicable. The student has a right to challenge disciplinary (conduct) actions and decisions as provided herein. Students may also file a complaint against the College at any time for any reason. No adverse action will be taken by the College against a student for registering a complaint.

Requests for review of a grade do not fall under the grievance policy, and a student is referred to the section on Grade Review for procedures to have a grade reviewed. Issues regarding a violation of the Harassment Prevention Policy (see “Harassment Prevention Policy” starting on page 38 of this manual) will be heard following procedures pursuant to that policy. Appeals of Academic Dismissal are heard following procedures outlined under Academic Progress.

The following procedures are intended to secure as rapidly as possible an equitable solution to problems which may arise; however, nothing contained herein shall deprive the student of any legal right presently held.

II. PROCEDURE FOR STUDENTS WHO ARE SUBJECT TO SUSPENSION, DISMISSAL OR EXPULSION FROM THE COLLEGE.

1. A student will receive notice of the basis for the action. This notice shall state the action that is contemplated to be taken and reasons for the action to be taken. A student who wishes to view or obtain copies of the documents relied upon for the basis for the action must do so in writing within seven (7) calendar days of the notice. The student’s written notice should be directed to the Campus Director. The college shall have two (2) days to provide any documents to the student it has in support of the proposed action. These documents will be produced in electronic format whenever possible at no charge to the student.
2. A student shall have fourteen (14) days from the date of the notice of the action to respond to it in writing to the Campus Director. The student’s response shall state with particularity the factual basis why the proposed action is in error. The student may attach to the response any other documents the student believes indicates that the action is in error. A student’s failure to respond to the notice of action within the fourteen (14) days in writing shall constitute acceptance of the action, unless there are exigent circumstances present. An exigent circumstance is that the student is incapacitated due to physical injury, such as hospitalization. Upon receipt of the student’s appeal, the Campus Director shall forward all documentation to the CEO.
3. Upon receipt of the student’s written response a grievance committee shall be formed as provided below. The grievance committee shall allow a written reply to the student’s response from the individual that initiated the proposed action. This reply may contain such additional documentation to address the documentation submitted

by the student in his or her response. A copy of the response with documentation, if applicable, will also be provided to the student. No further response or written argument is permitted, unless the grievance committee deems, in its discretion, that an additional response will be helpful in aid of its decision making process. Oral argument and/or the conducting of an evidentiary hearing is not permitted. The decision of the committee shall be based solely upon the written submissions. The committee may not engage in its own investigation.

4. The grievance committee shall meet and decide the student's grievance within thirty (30) days of the receipt of the student's response or the individual that initiated the proposed action's reply, whichever is later. The grievance committee may overturn the action, amend or revise the action, or affirm the action. The decision of the grievance committee must be in writing and shall constitute the final action of the college. The grievance committee's decision need not explain the rationale for the decision reached. If the date due falls on a weekend or a holiday, then it shall be the next day of business.

III. APPOINTMENT, COMPOSITION AND CONVENING OF THE GRIEVANCE COMMITTEE

The CEO shall first determine whether the appeal falls within the ambits of the grievance process. If the CEO determines that it does not, then the appeal will be dismissed and this shall constitute final action of the college. If the CEO determines that the appeal does fall within the grievance process, then the CEO and/or Campus Director shall determine the members of the grievance committee.

Grievance committee members typically are members of the faculty and administration uninvolved in the subject matter of the appeal. Unless involved in the subject matter of the student's appeal, the grievance committee should consist of any three of the following: the Academic Dean, the Clinical Director, the Campus Director, the Executive Director and faculty members. The committee will make a final decision. In some instances it may not be possible to convene a grievance committee that is detached from the subject matter of the grievance. In such instances, under the rule of necessity, the members may include those individuals who may be involved in the subject matter of the student's grievance.

IV. PROCEDURE FOR COMPLAINTS AGAINST THE COLLEGE

1. Students who have a complaint against the College must file their complaint in writing to the Campus Director. If the complaint is against the Campus Director the student may file their complaint with the Executive Director. The Campus Director/Executive Director shall have ten business days to respond to the Student's complaint. If the student is not satisfied with the Campus Director/Executive Director's resolution of the matter the student may file an appeal to the CEO of the College. The CEO will establish a Grievance Committee as defined above to review the appeal. The decision of the grievance committee must be in writing and shall constitute the final action of the college.

Should a student feel that the college has not adhered to its policies or been fair in its handling of a complaint the student may contact the Accreditation Commission for Schools and Colleges of Acupuncture and Oriental Medicine (ACAOM) by filing a written complaint with said commission at the following address:

ACAOM

8941 Aztec Drive, Suite 2,

Eden Prairie, MN 55347

Phone: 952.212.2434. Website: <https://acaom.org/forms/acaom-complaint-form/>.

Students may also file a complaint with:

New Mexico Higher Education Department

Private Postsecondary Schools Division

2044 Galisteo Street, Suite 4,

Santa Fe, NM 87505.

Phone: 505.476.8418, Fax: 505.476.8453

Website : <http://www.hed.state.nm.us/institutions/complaints.aspx> or **Colorado State**

Department of Higher Education

1560 Broadway, Suite 1600

Denver, CO 80202.

Phone 303.862.3001 Fax: 303.996.1329

Website: <http://higher.ed.colorado.gov/Academics/Complaints/default.html>.