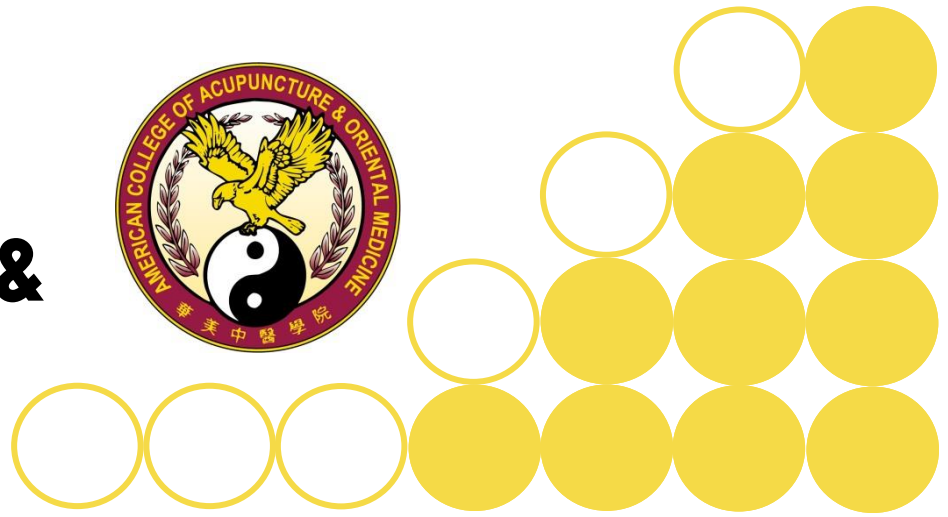


American College of Acupuncture & Oriental Medicine



Shaping The Future Of Health Care

2014-2015 Student Handbook

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American College of Acupuncture & Oriental Medicine
Student Handbook 2014-2015

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Updated 7/25/2014

Welcome

Welcome to the American College of Acupuncture & Oriental Medicine (ACAOM). Along with the student handbook, this catalog is intended to give you important information regarding the College's policies and procedures as well as course information. We hope this information will help you have a successful and rewarding academic career at the College. Please read and refer to this catalog for appropriate guidance as needed.

Mission

American College of Acupuncture and Oriental Medicine is a post baccalaureate academic institution dedicated to educating and conferring degrees upon graduating individuals having equipped them for successful careers as healthcare practitioners based on the theories, principles, and clinical applications of Traditional Chinese Medicine (TCM).

We embrace the tenets of Western science and promote the integration of TCM into mainstream biomedicine. Our clinics provide the community with affordable healthcare services while developing student skills and broadening the body of TCM research.

We are committed to excellence in teaching, research, patient care, and community service based on the finest skills, latest technologies, and the highest ethical standards of healthcare delivery.

Vision

The vision of American College of Acupuncture & Oriental Medicine is to strengthen the role of Acupuncture and Oriental medicine in providing complementary health care delivery in the United States. We believe that the collaboration of Oriental and Western medicines will yield a great number of advances and breakthroughs in the treatment of illness, resulting in better health care for all. Consequently, we are dedicated to offering our students a solid education in Traditional Chinese Medicine while at the same time providing knowledge in Western medicine to facilitate their communication with patients and physicians.

Philosophies and Objectives

The philosophies and objectives of each degree program are listed in the Catalog.

Academic Program

The curriculum is under continuous improvement, with constant feedback from graduates, healthcare professionals, faculty, and students. The Curriculum Review Committee will review all items referred to it and forward suggestions for full faculty approval to ensure that the institution is providing a quality education.

Meeting Degree Requirements

All students are encouraged to maintain an accurate record of successfully completed courses and semester hours of

credits as they progress through the curriculum. It is the student's responsibility to ensure that all required courses and semester credit hours have been successfully completed and that all graduation requirements have been met. A form can be obtained from the Registrar's Office, and the student's degree audit and transcript online in Populi can be used to assist the student in this regard.

Definition of Unit of Credit

All credits recorded on the official permanent transcripts of ACAOM students are recorded as semester hours. Class time equivalents are identified as:

1 semester hour of Didactic credit (lecture) =15 clock hours.

1 semester hour of Didactic credit (lab) =20 clock hours.

1 semester hour of Clinical Training credit =30 clock hours.

Course Descriptions

When admitted into the program, each student will receive the Catalog that will apply throughout the years of his/her education. The Catalog lists and describes all approved courses, details prerequisites, and lists the number of semester credit hours assigned to each course.

Course Prerequisites

Some advanced and clinical courses have prerequisite requirements, which must be fulfilled before enrolling. A prerequisite course requirement is satisfied only when a grade of "C" or better has been recorded for the course by the registrar on the student permanent transcript. Exemptions can be given only with the approval of the instructor and the Dean of Academic Affairs.

Course Load

The catalog will list the full time and part time load for each program.

Enrollment Policy

All student accounts must be paid in full before the end of each semester. Students with an unpaid balance will not be allowed to enroll for the next semester.

Academic Advising

Each student has an assigned academic advisor who will help monitor his/her progress through the program of studies. Each student, however, is responsible for following the catalog and completing coursework as outlined, especially regarding prerequisites. Before finalizing registration each semester, each student should meet with his/her advisor to ensure that he/she is progressing in a timely manner and will take the appropriate courses. A student who is not sure who his/her advisor is should check their student profile tab online in Populi at www.acaom.populiweb.com

Examination Policy

ACAOM follows a specific final examination schedule as noted on the semester calendar. The midterm and final

examinations will be listed on the individual course syllabus. All students are required to take final examinations and midterm examinations when scheduled. Instructors are given wider discretion for the scheduling of quizzes, which may be given at any time.

If a student fails to take the midterm or final examinations, he or she may receive a failing grade. Permission for a make-up examination is within the sole discretion of the instructor, who must sign a Make Up Exam Form to approve a make-up. Taking examinations both earlier and later than the regular scheduled date is considered a make-up examination. Make-up examinations apply to midterm and final examinations only. This policy does not apply to any other examinations. Make-up quizzes will be handled by the instructor, and the administration will not facilitate quizzes for the student.

Make-up exams must be completed within two weeks of the original scheduled date, unless the student is incapacitated, under which condition, a medical excuse may be required. There will be a charge for each make-up exam. The first make up exam for any course carries a \$30.00 fee, each additional makeup exam for that same course will be assessed a \$100.00 fee. If a missed exam is not made up within two weeks, or an extension given in writing, a grade of "F" will be assigned for that test.

Comprehensive Examination (MAOM Program)

To ensure that students acquire adequate knowledge before entering the internship, all students must pass all parts of the Comprehensive Examination prior to entering the Clinical phase of training. In order to preserve the educational standards and to protect patients, each section must be passed in order to begin clinical training.

Comprehensive exams are usually scheduled during the last month of the semester. No special administration or make-up examinations will be given for the Comprehensive Exam. If a student fails any of the components of the comprehensive exam three times or more, he/she will be required to audit courses or receive tutoring of the component in which he/she has failed as recommended by the Dean of Academic Affairs in consultation with the advisor before attempting the exam again.

Exit Examination (MAOM Program)

A written Exit Examination is given to students at the end of Clinical Internship IV. Students must pass the Exit Examination, which is given during the last two weeks of each semester, before they can graduate from the College. The Exit Examination consists of an analysis of several cases, which includes all phases of patient contact, diagnosis, treatment, care, and a practical exam which covers the whole procedure of an initial patient's visit.

Students who fail the Exit Examination are required to continue Clinical Internship IV and retake the exit

examination at the next administration during the final two weeks of the next semester. In unusual circumstances, a make-up session for this exam may be conducted.

A written Exit Examination is given to students at the end of Clinical Internship. Students who fail the Exit Examination must continue in the same level of Clinical Internship and retake the Exit Examination when offered. In unusual circumstances, a make-up session for this exam may be conducted.

Grading Policy

The instructor has the discretion to change the grading model presented below. The instructor also has the discretion to substitute other forms of student assessment for the examinations such as research papers, reports, or other projects.

Criteria and Scale

Grades each semester may be determined by the following criteria or some other criteria as adopted by the faculty member and printed in the course syllabus. (EXAMPLES)

<u>Model one</u>	15% from quizzes
	35% from midterm examination
	50% from the final examination
<u>Model two</u>	10% from papers, presentations, projects
	10 % from quizzes
	30% from midterm examination
	50% from the final examination

ACAOM has adopted the following scale for determining Final Grades:

90 - 100 = A	80 - 89 = B	70 - 79 = C
60 - 69 = D	0 - 60 = F	

Quality points are assigned to the final course grade recorded on the student transcript on the basis of a 4 point maximum for each semester credit hour as noted below:

A Excellent = 4.0	B Good = 3.0	C Average =
2.0D Poor = 1.0	F Failure = 0.0	

Also noted below are other academic activity indicators which may appear on the transcript with the designated meaning of each:

P Pass	NP No Pass	I Incomplete
W Withdraw	AU Audit	
IP In Progress*		
TC Transfer Credit by Competency Exam		
(*Data base code, not used to indicate a grade.)		

Incomplete

An "Incomplete" or "I" is given at the discretion of the instructor when a student has not completed all of the requirements for the course. An incomplete is rarely given and is contingent upon verifiable proof of unforeseen circumstances beyond the control of the student, which prevented the student from completing the coursework in a timely manner.

An incomplete is NOT automatically given if the student misses the final examination unless the "I" form is

completed and signed by the course instructor. Otherwise, a grade of "F" will be recorded on the student's record. The time period allowed to complete the coursework is limited to no longer than the end of the following semester. If the coursework is not completed by the end of the following semester, a grade of "F" will be assigned for that course.

Special Topics

Special Topic courses will have a grade of Pass/No Pass (P/NP). Students who are absent will be automatically considered as withdrawn (W), and no refund will be given.

Progress Reports/Academic Report Card

As ACAOM does not issue interim student progress reports, any inquiry about one's progress during the semester should be addressed to the particular course instructor. Final grades are provided to the student by the Registrar in the Academic Report Card issued after the completion of the semester.

Grading Problems and Changes

On occasion an error may occur in recording the grade issued by the faculty member while it is being recorded on the student's permanent transcript. If a student suspects that such an error may have been made, a request may be made of the registrar by the student to have the faculty grade sheet reviewed for accuracy by filling out a request form available in the office of the registrar. If the registrar finds a discrepancy, the error will be immediately corrected. If no discrepancy is discovered, the student should contact the faculty member to inquire further. If the faculty member discovers there was an error in the grade submission, the instructor will complete the proper form used by the registrar to document the change of grade and submit it to the registrar. The registrar is not authorized to change a student's grade without proper permission from the faculty member.

Satisfactory Progress

A student must complete each course with a grade of at least a "C" and maintain a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale in order to maintain satisfactory progress and be eligible for graduation. Students who receive a D or F will be required to retake the course the next semester the course is offered. Both the original grade and any subsequent attempt will be recorded on the transcript with hours attempted counted among total hours in determining a student's GPA.

Satisfactory Progress—Financial Aid Recipients

For financial aid recipients, the satisfactory progress requirements include both qualitative and quantitative components, which are monitored by the Financial Aid Office. See Financial Aid Office for publication listed: "Satisfactory Academic Progress Requirements for Financial Aid Recipients."

Academic Probation for Unsatisfactory Progress

A student whose cumulative academic grade point average falls below 2.5 will be placed on academic probation for the following semester. A student placed on academic probation will be counseled by the Dean of Academic Affairs prior to the beginning of the next semester. The terms of probation will be indicated on the student's permanent record, and the student will receive a letter from the Academic Dean stating the terms of the probation.

Grounds for Termination

If a student fails to achieve satisfactory progress at the completion of the first semester in which he or she has been placed on probation, his or her enrollment will be terminated. However, a student on academic probation who achieves a 2.5 GPA or better during the first semester in which he or she has been placed on probation, but has not received the required grades during that semester to achieve overall satisfactory progress for the program, may have the probationary period extended for one additional semester. If, however, such student fails to achieve overall satisfactory progress at the completion of the subsequent probationary term, his or her enrollment will be terminated. Any such continuation of probation or suspension shall again be noted in a letter to the student stating the condition of the probation or suspension.

Re-Entering the Program

A student whose enrollment is terminated for unsatisfactory progress may re-enter the program, if approved by Vice President of Academic Affairs, after a minimum of one semester has elapsed. Such student shall file a request for reinstatement setting forth a plan of action under which the student feels he/she can succeed as a student. Such student will be placed on probation for the semester in which he or she re-enters. The re-entering student who fails to maintain satisfactory progress at the end of this probationary period will be terminated from the program.

Automatic Termination Due to Nonparticipation

Leave of absence for a reasonable purpose from the program is allowed, but may not exceed three consecutive semesters (one calendar year). If the student fails to return from leave after the third consecutive semester, the student will automatically be terminated from the program. The student will then be required to reapply for admissions in order to continue the program. For those students receiving Federal Student Aid, taking leave of absence for more than one semester per year will be terminated from the financial aid program, and will be contacted by the lender for repayment of the student loans.

Policy on Clinic Training

Special policies relating to the clinical training portion of the curriculum are contained in the Clinical Training Handbook.

Additional Requirements for Clinical Training

All students should pay special attention to the requirements that should be completed prior to beginning

the clinical training experience including training in OSHA, CPR & First Aid, Clean Needle Techniques, HIPAA, as well as the receipt of a Hepatitis B vaccination.

Clinical Training Schedule

Students should be aware that the clinical training schedule is different from the regular class schedule since the clinic is not closed during breaks between semesters. All students are required to attend the clinical orientation. Students should contact the Clinic Administrator for information regarding the clinic schedule. Clinical course grades will be updated at the beginning of the new semester.

Clinical Training (MAOM)

ACAOM's clinical faculty share their knowledge and experience gained through years of practice and refinement. The acupuncture, herbal, and pain management training provides the knowledge and confidence required to move students into the field of practice. During the clinic, students will treat patients under the direction and supervision of a licensed acupuncture clinician according to patient need by utilizing acupuncture, herbs, moxibustion, electrical acupuncture, heating devices, advanced acupuncture techniques, Tui-Na, scalp acupuncture, auricular acupuncture, and other modalities. The clinic also allows students to prescribe patented herbs and granules and to prepare loose herbs. Students will learn to apply the knowledge learned from classroom studies of about 300 herbs and 200 formulas. They will learn to recognize raw herbs, diagnose and treat patients, prepare and prescribe herbal formulas.

Outreach Clinical Training

When there are openings, students will have the option to observe and treat patients in outreach facilities including Houston Methodist at the Texas Medical Center, Houston Methodist at Sugar Land, Houston Methodist at San Jacinto, Houston Methodist at Willowbrook, Houston Methodist at West Houston Hospital. Students should check with the clinic administration for details on availability and the procedure for requesting such placement.

China Hospital Training

ACAOM offers students the opportunity for an educational trip to China or Taiwan to experience the land and culture from which acupuncture originated while gaining clinical experience with premier acupuncturists of China or Taiwan. These students may rotate from one department to another in teaching hospital(s). Although the training does not count towards the Master's degree, it provides a unique learning experience that cannot be found in the United States. Scholarships may be available.

Audit Policy (MAOM)

Current active students and graduates may enroll in courses for auditing purposes if they have previously taken these courses for credit. They will not be formally evaluated and will not earn any credits. The tuition rate

will be \$50 per credit. They must meet the prerequisites for that course. Students who have not previously enrolled in a course are not allowed to audit those courses.

Non-Degree Seeking Students

A student may request non-degree seeking status or may be asked by the College to accept this status for a period of time not to exceed one year (three consecutive semesters). A non-degree seeking student must meet all admissions requirements and all prerequisites for enrolling in courses. Once accepted, the student may enroll in only first year courses unless granted an exception by the Dean of Academic Affairs. The student will not be eligible for financial aid and may not enroll for any clinic courses. The non-degree seeking status provides no guarantee to the student of being accepted as a degree seeking student at any time in the future.

A non-degree seeking student wishing to become a degree seeking student may apply to change status after successfully completing at least one semester and before the end of the third semester. The catalog to be followed by the degree seeking student will be the one in effect at the time of the change of status, which may be different.

Transfer Credit Policy

The latest transfer credit policy can be found on the website at www.acaom.edu or the most recent Catalog for each program.

Attendance Policy

ACAOM expects regular class attendance by all students. More than two absences in any semester are considered excessive. Excessive absences may result in lowering of the student's grade. Instructors, at their discretion, may work with a student who has excessive absences caused by special circumstances such as illness, injury, family tragedy, etc. In such cases, with the approval of the Dean of Academic Affairs, the instructor and the student must agree on an alternative learning plan for the missed work. This plan may include additional assignments, research, written reports, and/or tutoring. The student may be charged for make-up tutorials. Such exceptional arrangements between faculty and student must be recorded in writing, approved by the Academic Dean, and then filed in the student's permanent file.

Dropping a Course for Non-Attendance

The instructor and the Vice President of Academic Affairs in consultation have full authority to drop a student for excessive absences. When such action is taken, both the faculty member and the Vice President of Academic Affairs shall sign the drop slip and copies are to be forwarded to the Registrar for action and to the student as notification of such action.

Tardiness (On-ground programs)

All students are expected to arrive on time for all classes and to remain for the entire class period. An occasional tardiness, or early departure from class, however, will occur. In such cases, if either becomes excessive in frequency or in length of time, the student can expect to have the disturbance of the class taken into consideration when grades are written by the faculty member.

Schedule Changes During First Week Add & Drop Period

Adding and dropping of courses to improve one's schedule may continue from the day classes start (a Wednesday) until the end of the day all classes meet for the first time (the following Tuesday). Schedule changes (either to add or drop a class) should be submitted to the registrar by 9:00 p.m. on Tuesday evening. The registrar's office will remain open to complete all requests to change a schedule by adding or dropping a course.

Refer to the section entitled: "Tuition Refund Policy."

Withdrawals

A student may withdraw from a course at any time prior to taking the final examination on its scheduled date. Upon withdrawing from a course, a grade of "W" will be recorded on the student's transcript. Only one withdrawal from the same course by a student is permitted. The second attempt must be completed and a final course grade recorded on the student's transcript.

Tuition, Financial Aid and Scholarship Information

All tuition and fees are subject to change. A tuition payment plan can be arranged. Federal financial aid is also available. Tuition payment(s) can be check(s) or cash, but no credit cards will be accepted.

Federal Student Financial Aid

ACAOM participates in the Federal Student Financial Aid program, which will fund its students their entire cost of attendance including tuition, fees and living expenses through unsubsidized Stafford loans and Graduate PLUS loans. To be eligible for Federal Student Aid, a student must be degree-seeking, registered for at least a half-time academic workload, and making satisfactory progress. Eligible students may start taking financial aid any semester. These loans are processed once every two semesters and funds are disbursed early in each semester.

To comply with federal regulations, students on financial aid are required to pursue academic work continuously each semester (fall, spring, & summer) until completion. A leave of absence of not more than one semester per year is allowed, with approval of the Financial Aid Officer.

Applying for Financial Aid

To apply for financial aid a student should:

1. Complete and file the Free Application for Federal Student Aid (FAFSA)

The form is filed annually to cover the period from July 1st through June 30th of the following year. This form provides basic information for determining eligibility for financial aid. This form may also be completed via the Internet at <http://www.fafsa.ed.gov>. ACAOM's federal school code is 031533.

2. Complete Financial Aid Request

This form contains detailed information for processing financial aid. First time applicants are encouraged to submit their request one month prior to the deadline to assure timely disbursement of funds. Please check with the Financial Aid Office for deadlines.

3. Submit back-up documents if requested by the Financial Aid Office

Financial aid checks are normally issued one week after the start of each semester. Contact the Financial Aid Office if you have any questions.

V.A. Benefits

ACAOM is approved to train veterans and other eligible persons under the provisions of Title 38, United States Code.

Scholarships

There are several institutional scholarships available each semester for qualified beginning and continuing students. Beginning students automatically will be considered for a freshman scholarship if their application for admissions is filed before the deadline listed on the semester calendar. Students who have completed at least three semester' study at ACAOM are eligible for applying for the regular continuing student scholarship. Contact the Financial Aid Office for more details.

Tuition Refund Policy

All students including non-degree seeking and conditional admissions students are required to follow the tuition refund policy.

Tuition Refund Policy (For MAOM Courses 15 Weeks Long)

The amount of tuition refund for regular courses (15 weeks) will be based on the following guidelines:

- 100% of tuition charges if the student withdraws during or before the first week of classes. However, all students are afforded three days after a class meets the first time to complete dropping any class without penalty.
- At least 90% of tuition charges if the student withdraws within the first 10% of the semester.
- At least 50% of tuition charges if the student withdraws between the first 10% and 25% of the semester.
- At least 25% of tuition charges if the student withdraws between the end of the first 25% and the end of the first 50% of the semester.
- No refund after more than 50% of the semester.

Tuition Refund Policy (For MAOM Courses Less Than 15 Weeks Long)

The amount of tuition refund for short-term courses (less than 15 weeks) will be based on the following guidelines:

- Students will receive a full refund if the student withdraws more than two weeks prior to the start of classes.
- Students will receive a 90% refund if the student withdraws within two weeks prior to the start of classes.
- Students will receive a 50% refund if the student withdraws within two weeks after classes start.
- Students will receive a 25% refund if the student withdraws within four weeks after classes start.
- There will be no refund if a student withdraws more than four weeks after classes start.

Financial Aid Refund Due to Withdrawal from School

When a student who receives Federal Student Financial Aid withdraws from classes before completing the semester, ACAOM must calculate the amount of Title IV funds the student earned for the period before withdrawing, and the amount of unearned funds that must be returned to the Department of Education. A detailed procedure is outlined in the document "Return of Title IV Funds" given to the student during the Financial Aid Entrance Counseling. For details, contact the Financial Aid Office.

Graduation Requirements

Graduation requirements for each program are listed in the students' entering catalog.

Change of Name or Address

All students are responsible for keeping ACAOM aware of any changes in name or address to minimize loss or delays of important correspondence. The registrar must be notified of such changes as soon as possible. Change of name or address forms are available at the Registrar's Office.

Sexual Harassment Policy

The institution is committed to remaining free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects a staff member's employment relationship or working environment. Sexual harassment regarding students is likewise covered by this policy.

Definition

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or class grade,
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual, or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an

intimidating hostile or offensive environment.

Policy

It shall be a violation of institutional policy for anyone who is authorized to recommend or take personal actions affecting a staff member or a student to:

- Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly imposing or granting terms and conditions of employment and/or success in the school program that either favorably or adversely affect the individual's welfare.
- Grant, recommend, or refuse to take any personal action because of sexual favors, or as a reprisal against a staff member or a student who has rejected or reported sexual advances.
- Disregard and fail to investigate allegations of sexual harassment, whether reported by the staff member who is the subject of the alleged harassment, a witness, or a student and to fail to take immediate corrective action in the event misconduct has occurred.
- It shall also be a violation of this policy for any staff/faculty member to abuse another or to abuse a student through disrespectful conduct or communication of a sexual nature.

Whenever such misconduct is alleged to have occurred, the aggrieved party should immediately inform the Vice President of Operations in writing by completing a written account of the incident(s). The Vice President of Operations will immediately investigate the alleged violation and take appropriate corrective action when it is established misconduct occurred. If the Vice President of Operations is not available to address the complaint, the president may assign the Dean of Academic Affairs to investigate and take corrective action.

A staff member, faculty member, or student alleging either sexual harassment or failure by the Vice President of Operations to take immediate action on the individual's complaint of being sexually harassed may file a formal grievance. Filing a grievance or otherwise reporting sexual harassment will not cause any reflection on the individual's status as a staff member or student, nor will it affect any future employment, compensation, or work assignments of faculty and staff members, and/or the future academic success of a student.

The right to confidentiality, both to the complainant and of the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or to take corrective action when it is found that misconduct has occurred.

Student Rights and Responsibilities

The purpose of this section is to outline important rights and responsibilities of students. In general, students

should have the maximum freedom allowable under the law, in accordance with the College's responsibility for the students' well-being.

Students have the RIGHTS to:

- An appropriate and well-balanced program.
- Study under qualified instructors in an atmosphere free from bias, prejudice, and disruption.
- Appropriate advising for academic problems.
- Appropriate counseling for personal problems.
- An academic grade that reflects their academic achievement.
- Information on policies and rules of ACAOM.
- The opportunity to make-up class work within a specific length of time in case of all absences except truancy.
- Protection by legal provisions that prohibit the release of personal and academic records, which may not be released unless the student has completed and delivered a release of information card (Texas Open Records Law and Federal Privacy Act of 1974) to the registrar, expressly authorizing a person to receive said student's records.
- Religious freedom and freedom of speech.
- A student association under the direction of the ACAOM administration.
- Fair treatment and due process that does not violate their legal rights with regard to discipline in all matters.

Students have the RESPONSIBILITIES to:

- Strive for academic success by participating to the utmost of their ability, including being prepared for each class with appropriate materials and assignments.
- Contribute to the environment in which one demonstrates respect towards others, behaves in a responsible manner, and is properly attired and groomed.
- Seek academic advising if necessary.
- Seek personal counseling if necessary.
- Maintain reasonable standards of academic performance commensurate with their abilities.
- Improve their performance upon notice of unsatisfactory progress.
- Take advantage of their educational opportunities by attending all the scheduled classes and by being on time.
- Request the make-up assignments from their instructors within a specified length of time.
- Give the College any information that may be useful in making appropriate educational or emergency decisions, including current address/telephone information.
- Respect the First Amendment rights of others.
- Be alert to the needs of the school and the concerns of the student body and to work

toward responding to those needs and concerns to the best of their abilities.

- Conduct themselves according to the student conduct set forth in this catalog and Student Handbook.

Petitions

A petition is a request for the school administration to consider exceptions to stated policies. A student wishing to file an appeal to any stated policy should utilize the petition form available in the Registrar's Office. The completed appeal document should be filed with the Vice President of Operations or the Vice President of Academic Affairs.

Grievances

Providing a grievance process is for the purpose of providing a systematic and formal process to address issues of concern to members of the College community. The initial step in all grievance procedures should be an informal discussion of the issue(s) of concern between the person with a concern or grief and the person who is believed to have the capacity to provide attention and relief to the matter. Such an informal discussion often resolves all concerns, as many times the issue is a result of the lack of information or a misunderstanding of the facts regarding the issue. If this informal discussion leads to a successful resolution to the issue of concern to the aggrieved, no further action is necessary.

When the informal discussion does not resolve the issue of concern, step two should be initiated by the aggrieved. The concern should be recorded in writing and submitted to the proper individual able to address the issue, which is usually the person with whom the informal discussion was held. This written step assures that there is clarity on all issues of concern and all parties have a common point of reference. The person receiving the grievance shall have ten (10) school days to respond in writing to the written complaint (grievance). If the aggrieved is satisfied with the response, the process is completed. If the aggrieved is not satisfied with the response, he/she may appeal the matter to the appropriate Vice President within five (5) school days. The appropriate Vice President shall review the grievance and the responses and write his/her response and present it to the aggrieved within ten (10) school days. If the response is satisfactory, the process is completed. If, in the mind of the aggrieved, the issue has not been resolved satisfactorily, he/she may appeal to the President of the College within 5 school days. The President shall have ten (10) school days to respond in writing and his decision shall be final.

If not satisfied with the school's resolution of an issue or a grievance, the student may direct his or her grievance to Southern Association of Colleges and Schools Commission on Colleges Commission on Colleges

1866 Southern Lane
Decatur, GA 30033-4097
or call: (404) 679-4501

If not satisfied with SACS's resolution of an issue or a grievance, the student may direct his or her grievance to
Texas Higher Education Coordinating Board
Box 12788, Capitol Station
Austin, Texas 78711
or call: (512) 427-6225

Grievances Involving Allegations of Sexual Harassment

Filing a grievance or otherwise reporting sexual harassment will not reflect on the individual's status as a student, nor will it affect any future academic success of the student. The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or take corrective action when it is found that the misconduct has occurred.

Student Assistance and Services

When a student encounters a problem or has a question, the Registrar's office is a good place to start to seek an answer. Questions beyond the scope of the Registrar's office will be directed to other departments. The student's academic advisor can help with questions related to coursework and schedules.

Student Records

Permanent records and files are kept in the Registrar's office. A student may review his/her own files by submitting a written request. The only exception to this record review is the confidential letters of recommendation the student provided as a part of the admissions process.

Official Transcripts

Transcripts can be obtained from the Registrar's office with a written request. A complete student record must be on file and all holds and financial charges cleared before a transcript can be released. Normal process time is 48 hours; however additional time may be required at the close of the semester. Official copies of a transcript will be provided for a fee of \$5.00 each. Release of the transcript will require a written permission from the student, including a signature. A transcript request form is available in the Registrar's Office.

Personal Counseling

The Leadership Team and counselors provide basic counseling for students. For more extensive issues, the staff will refer a student to certified personnel to provide counseling.

Use of Clinic

Students who are enrolled at ACAOM for six (6) semester hours or more during a semester are entitled to acupuncture treatments in the on campus clinic at no charge. Should herbal prescriptions be needed, the student

will receive discounts on the cost of the herbs. These benefits are only for regularly enrolled and attending students during any semester they are an active student. Students receiving discounts can receive treatments when times are available. Priority in times will be given to regular patients. Students who failed to cancel their appointment 24 hours in advance will be charged a \$10 no-show fee.

E-mail address

The college's Internet website at mail.acaom.edu and the associated E-mail addresses are available to all students. This will be the primary channel of communication contact method between the institution and the members of our academic community. This will include any major announcements, school closures due to weather related emergencies, and other institutional wide announcements. All users must be responsible for their e-mail accounts and ensure that the content of the e-mails that are sent are professional. The school will not be liable for actions made by a member via the school e-mail address, but has the right to suspend any member from using their e-mail accounts due to unprofessional behavior. Students not planning to check this email regularly should forward this mail to an address checked often, the Librarian can assist with that forwarding activity.

School Cancellation and Other Announcements

Administrative bulletins and notices are posted on the College bulletin board to facilitate communication between the school and the student body during the school year. When the President decides that weather or civil emergencies require the school to be closed, an institutional-wide email will be sent to all students, staff, faculty, and board members. In addition radio and television stations will be notified. Finally, no materials, circulars, advertisements, notices, etc. may be sold or distributed on the school campus unless the materials have been submitted to the President for approval.

Wireless Internet

Wireless internet access is available free on campus. Students should follow the appropriate wireless policies and procedures. For more information, students can contact the librarian or the facilities manager. ACAOM Wireless Setup: SSID:ACAOM and security: WPA-PSK. The pass phrase may change each semester. Access code and password may be updated by the above. Access to network services and all technology resources are intended to be used only for learning, teaching, and administrative purpose consistent with the College's mission and goals. Students should refrain from non-academic use of video streaming or social networking.

Notices to Students—Criminal Conviction

All students should be aware that a criminal conviction may render the student ineligible for a license to practice acupuncture in some states.

Use of Cellular Phones

The use of cellular phones is prohibited in the clinic and in the classrooms when the classes are in session. Cellular phone owners should make sure that they are set on the silent mode before attending classes or the clinic.

Copying of Required Textbooks

Use of photocopies of required textbooks as a substitute for the actual textbook is strictly prohibited and is in violation of United States copyright laws.

Books and Supplies

Textbooks, reference books, models, charts, flashcards, T-shirts and other supplies may be available for sale in the administration. Credit cards may be used to purchase these items.

Copies

The copies at a cost of 10 cents per copy are available in the main office. Please ask for assistance from the Library or Registrar's Office.

Parking

Free parking is available in the front and back of the facility. ACAOM assumes no responsibility for stolen or damaged vehicles or items stolen from vehicles.

Student Lounge/Vending Machine

The student lounge is located in the commons area is available for student use. Please assist in keeping this area clean. A vending machine is also available across from the clinic entrance.

Drug Free Workplace & Puncture Accidents Policy

It is the policy of ACAOM to provide a safe work and learning environment, which is free from the unlawful use, consumption, sale, distribution, or possession of illegal drugs or alcohol in the workplace, on institution premises, on the premises of off campus clinics, or at any activity sponsored by the institution. Specifically, employees and students are prohibited from the unlawful manufacturing, distribution, dispensing, possession, use, or being under the influence of a controlled substance, as defined in state or federal law, during working hours or at a College related event outside normal working hours. Employees and students in violation of this policy will be subject to disciplinary action. Such action may include mandatory drug rehabilitation, suspension, or dismissal from employment or from standing as a student after granting a due process hearing to the accused.

Drug Testing

Because ACAOM is a healthcare professional preparation institution, all employees and students may be subject to random drug testing for illegal drugs.

Puncture Accidents

If any employee or student is the source of any puncture accident(s), the individual will be sent to a medical doctor identified by the College for testing within 24 hours for HIV and Hepatitis (A,B,C) at the expense of ACAOM. Any individual in violation of this drug & puncture accident policy will be subject to disciplinary action.

Prohibited Weapons Policy

All firearms, explosive devices, and other items designed and used for weapons are strictly forbidden and prohibited on campus at all times.

Non-Smoking Policy

The campus is a non-smoking facility. Smoking is not allowed anywhere on campus, or at any of the off-campus clinic sites.

ACAOM'S Honor Code of Ethical and Professional Conduct

ACAOM seeks to provide all students with an environment conducive to personal growth, academic achievement, individual responsibility, and respect for the rights and privileges of others. ACAOM takes very seriously any misconduct or unprofessional behavior of its students. Therefore, the ACAOM administration, the Board of Governors, the faculty, and the student body have adopted this Honor Code, which incorporates expectations for personal and professional conduct of all members of the college community.

The purpose of this Honor Code is to promote ethical and professional behavior among the ACAOM community. The success of this Honor Code is dependent on each student's commitment to abide by the Honor Code and his or her intolerance for violations of the Honor Code by fellow students.

ACAOM cannot list every behavior that can be considered a violation of the Honor Code. Therefore, the Code seeks to describe generally what constitutes improper or unprofessional behavior. Honor Code violations generally include, but are not limited to, the following behavior or conduct:

1. Disruptive conduct on campus or at an ACAOM Clinic—Disruptive conduct on campus includes, but is not limited to, on-campus disruptive conduct that substantially or repeatedly interferes with a faculty member's ability to teach or a student's ability to learn; on-campus conduct that is threatening; on-campus conduct that incites others to breach the peace on campus; or on-campus violation of state or federal laws, including possession of firearms, explosives, and other prohibited offensive weapons.
2. Belligerence or insubordination to a faculty member, administrator, or other staff member.
3. Violation of ACAOM's Anti-Discrimination and Harassment Policy.

4. Cheating, plagiarism, forgery of documents, records, or identification. Cheating is defined as follows:
 - a. Giving or receiving help from another student during an examination including tests, quizzes, and other forms of work done for evaluation purposes.
 - b. Using books, notes, or any other sources of information without the permission of the instructor during the examination.
 - c. Misrepresenting the facts in order to obtain exceptions to fulfillment or timing of required course work or examinations.
 - d. Unauthorized reproduction and distribution of examinations.
5. Professional dress is expected while on campus and at on- campus clinics. Additional dress code rules apply for the Clinical Training component of the program. (See Clinic Handbook.)
6. Theft, vandalism, or property damage.
7. Violation of ACAOM's policy prohibiting smoking, illegal drugs, and alcoholic beverages on the main campus or in any off- campus clinics. Violation of ACAOM's Prohibited Weapons Policy.
8. Treating or attempting to treat a fellow student or other person, except when authorized to do so in an ACAOM clinic setting under the supervision of ACAOM clinical staff.
9. Allowing another student to treat you except when the other student has been authorized to do so in an ACAOM clinic setting while under supervision of ACAOM clinical staff.
10. Failure to responsibly select, use, and discard all acupuncture needles and related materials according to clinic and federal regulations.
11. Violation of federal laws regulating the duplication of copyrighted materials.
12. Violations of the Student Handbook, the Clinical Handbook, or the ACAOM catalog.

ACAOM may place a student charged with violating the above Honor Code on probation, suspension, or expulsion. A student receiving such disciplinary action for violating the Honor Code shall have the right to due process and be given prompt notice of the charges, the conditions of probation, and an opportunity for a hearing within ten (10) school days before a tribunal of peers and ACAOM faculty chaired by the Vice President of Operations. The accused student shall have the right to counsel, the right to call witnesses, and to cross examine any who provide evidence. Restrictions may be imposed upon a student during any suspension/probation period. Violation of any condition of the interim probation or suspension shall be grounds for expulsion.

Cheating will be reported to the Dean of Academic Affairs who will decide the appropriate actions to be taken which may include suspension, probation, or expulsion. The Dean's decision is final unless appealed by the student within 48 hours after receiving notice of the decision. The

Vice President of Operations will ensure that the student in question receives due process according to ACAOM policy.

If a student is charged with a violation of any local, state, or federal law and the student's conduct involves a violation of the Honor Code, ACAOM will review the matter and decide upon disciplinary action independently of any governmental, administrative, or civil proceedings.

I have read and understand this ACAOM Honor Code and willingly sign it of my own free will and pledge to support, abide by, and uphold this code. I understand that a copy of this signed pledge is a part of my permanent record at ACAOM.

Name _____
 Date _____
 Signature _____

Student Government Association (SGA) Members

All ACAOM students become members of the Student Government Association (SGA) upon attending their first class after completing enrollment. The College embraces the concept of shared governance and values the ideas, efforts, support, and creativity of its students, faculty, and staff. The SGA provides an opportunity for all students to participate in the academic, social, cultural, planning, and leadership efforts to improve the College.

Qualifications to serve as Elected Officers

Full time students enrolled in and earning at least 12 semester hours or more—who are in good standing (GPA of 3.25 or above) and in the third semester or later as a full time student (having earned 12 semester hours for at least two previous semesters and again enrolled in 12 hours), are eligible to seek an elected position in the SGA in the annual election. The SGA annual election is held each fall semester during the second full week of November. A student may declare his/her candidacy for an SGA office by obtaining a "Declaration of SGA Candidacy" form from the registrar, filling it out, and filing it with the registrar by October 20 of each year. By October 25, of each year, the registrar will certify the declared candidates as eligible to serve as noted above if elected to the office to which they aspire.

SGA Officers

The officers of the ACAOM Student Government Association shall be as follows: President, Vice President, Secretary, Treasurer, and three at large Aldermen. The primary duties of the respective officers are as follows:

The President is the chief presiding officer of the SGA at the meetings and such specially called meetings as may be necessary, which are open to all students, faculty, staff, and interested guests.

The President is also the designated ACAOM liaison to all internal and external groups or publics (except as noted for the V. P.) and serves in the capacity of a Goodwill Ambassador for the College to all constituents.

The Vice President assists the President in any and all ways including substitution when the President is unable to fill his/her normal role. In addition, the V. P. is the designated SGA liaison to the Executive Leadership Team and meets with them when requested.

The Secretary is responsible for recording and maintaining minutes of all regular and called meetings and for posting in conspicuous places and mass emailing the announcements as to meeting dates, times, and places. The secretary is also responsible for mass emailing the draft minutes of all meetings within one week of the meeting to all ACAOM students, faculty and staff. When the draft minutes are approved at the next meeting, the secretary shall note the approval with any corrections in the next emailing of the meeting minutes. The Secretary also records and preserves the meeting minutes for the three Open Forum meetings each year.

The Treasurer works closely with the Vice President of Operations to assure that all expenditures for SGA events are within the allocated SGA budget, prepares all purchase orders for expenditures in advance, secures the signature of the Vice President of Operations before processing the request, and provides an invoice to the Vice President of Operations so that all bills may be approved and paid in a timely fashion and in compliance with generally accepted accounting principles of the American Institute of Certified Public Accountants (AICPA) and local institutional auditors.

The three Aldermen shall serve as event chairs for one annual major event (Chinese New Year, Graduation, Continuing Education) and one minor event each year (New Student Welcome/Open Forum) held each semester. The President shall consult with the elected aldermen and the Vice President of Operations before naming the respective chairs of the events.

Terms

Terms for all SGA elected officers are for one (1) year and run from January 1, following the election, to December 31, following the next election. Elected officers are eligible to serve a maximum of two (2) consecutive terms, but may seek another office after serving two (2) terms in the first office.

A student who encounters an academic problem and is placed on probation shall be allowed to continue to hold the office to which he/she was elected until the end of the next semester by which time the student must have returned to good academic standing or he/she will be declared ineligible and must resign the office. SGA officers are also to remain full time students during their term of office by

successfully completing twelve (12) semester hours each semester.

Vacant Office/Special Election

Any elective SGA office that becomes vacant shall be filled with a special election if more than two (2) months remain in the term of the vacant position before the next regular annual election. The Vice President of Operations shall officially declare the position vacant and call for Declarations of Candidacy for the position to be filled by a special election. The Vice President of Operations shall set the date for the special election, provided, however, that at least two weeks shall be allowed from the time of the declaration of a vacancy until the date of the special election. Students wishing to file for the vacant position must possess the credentials of the candidates for the regular election and follow the procedure set forth for the regular election, except the registrar will certify all eligible candidates within two (2) days of filing their declarations.

SGA Sponsor

The SGA shall have a mentor/sponsor from the Executive Leadership Team which will normally be the Vice President of Operations unless the President designates someone else to serve in that capacity. The Vice President of Operations shall work with the SGA Officers to review all activities and to plan new events and activities which benefit all students and the College. Specifically, the SGA shall annually review the following documents and offer advice on needed changes, addition, deletions, or revisions:

- 1) SGA Constitution and By-Laws,
- 2) The College Catalog,
- 3) The Student Handbook, and
- 4) other publications as requested.

Further, the SGA shall assure that accurate minutes are recorded and kept of all meetings and actions taken.

SGA Functions/Responsibilities

The SGA shall work with College personnel to assure success in all planned College activities and events such as, but not limited to:

- 1) Recruiting events/efforts
- 2) Orientation of new students each semester
- 3) New Student Welcome each semester
- 4) Open Forum each semester
- 5) Planning and conducting the annual election

- 6) Planning and celebrating the annual Chinese New Year celebration
- 7) The annual graduation in September of each year
- 8) The two annual Continuing Education events sponsored and held each year on the College campus
- 9) Other special events as identified and approved by the College

Intellectual Property

ACAOM encourages the production of scholarly works through research and other intellectual endeavors. These activities often result in the invention of new technology or the creation of new copyrighted material. Such results may have commercial value. While the production of commercially valuable intellectual property is not necessarily the purpose of ACAOM research and educational activities, nor the duty of anyone engaged in such activities, the Board of Governors desires that both society and the College, under the governance of the Board use all knowledge to the greatest possible benefit. Accordingly, when appropriate, the College will protect all intellectual property rights in technology and copyrighted material and use diligent efforts to make productive use of such rights for the good of the public, the author, and the College.

This Policy applies to faculty, staff (including student employees), graduate students, and contract employees (including visiting faculty, affiliate and adjunct faculty, consultant, etc.) who participate in research projects at this institution.

General Statement of Ownership

Except as noted below, all intellectual property shall be owned by the College if significant College resources were used or if it is created pursuant to a research project funded through corporate, federal or other external sponsors administered by the College.

(Eg: The College hires a person to perform a specific task which yields a product—written or invented—and the College provides the salary or the employee is paid from a grant, the property, invention, copyright, or patent belongs to the college.)

Exceptions to the General Statement of Ownership

The author shall retain ownership of the intellectual property developed without a significant use of College resources.

(Eg: The College hires an individual to teach courses and supervise students in the Clinical Training portion of the program and that individual publishes a book of his/her theories of how to enjoy a better night of sleep by using acupuncture. The individual owns the book copyright.)

Income Sharing

The College shall share royalties, equity and other income derived from the licensing of patented inventions and other transfers of technology (including licensing of non-patented technology, material transfer agreements, etc.) with the author, unless prohibited or restricted by a third party agreement. Details of the agreement will be reached prior to marketing the intellectual properties to the public or third party.

(Eg: An employee agrees to produce a product—written or invented—if granted released time from normal duties. An agreement, reduced to writing, should be concluded in advance to share the royalties, equity, or other income.)

The Vice President of Operations (or his/her designee) shall carry out the intellectual property policy of the College as set forth and shall be charged with the following responsibilities:

- To determine whether or not the College has an interest in any invention or discovery made by a member of the faculty or staff, and shall act in accordance with the policy here set forth, and, when necessary, shall advise the President and the Board of Governors of the College what steps should be taken to protect, and, where desirable, to exploit the College's interest.
- To make such recommendations to the President with respect to any changes in the intellectual property policy of the College as may, from time to time, be deemed advisable.
- Should a claim of ownership become contested, the issue, if unable to be resolved amicably by the parties, shall be submitted to the American Association of Arbitrators (or another mutually agreed upon recognized neutral arbitrator association) for a resolution with the College and the employee mutually sharing equally the expense of the arbitration. The arbiter's decision shall be final.
- All funds received by ACAOM which are derived from intellectual property shared by ACAOM and an employee or student, shall be dedicated to professional development of ACAOM faculty and staff.

National Examination/State Licensing Information

Information regarding enrollment for the NCCAOM national certification examination can be obtained from the Registrar's office. NCCAOM can be reached at:

76 South Laura Street, Suite 1290
 Jacksonville, FL 32202
 Phone: 904-598-1005
 Fax: 904-598-5001

Enrolling for the CCAOM CNT Examination

Information regarding enrollment for the CNT Examination can be obtained from Registrar's office. The CCAOM

(Council of Colleges of Acupuncture and Oriental Medicine)
can be reached directly at:

600 Wyndhurst Ave., Suite 112
Baltimore, MD 21210
Phone: (410) 464-6040
Fax: (410) 464-6042

444 N. 3rd St., Suite 260
Sacramento, CA 95811
Phone: 916-445-3021
Fax: 916-445-3015
Email: acupuncture@dca.ca.gov

Applying for licensure with the Texas State Board of Acupuncture Examiners

As a part of licensure requirements, you must take and pass the full NCCAOM examination. The legal requirements for licensure in Texas and entry into the profession can be obtained from the Texas State Board of Acupuncture Examiners, P.O. Box 2018, MC-231, Austin, Texas 78768. (512) 305-7030.

Applying for licensure with the California State Acupuncture Board

The legal requirements for licensure in California and entry into the profession can be obtained from:
California Acupuncture Board

ACAOM graduates will be allowed to sit in on the California licensing examination if they have also completed undergraduate courses in General Chemistry or Biochemistry, Biology and Physics. The legal requirements for licensure in California and entry into the profession can be obtained from the California Acupuncture Board, 1747 N. Market Blvd., Suite 180, Sacramento, CA 95814. (916) 515-5200.

Applying for Acupuncture licensure in other states

Each state has its own regulations for applying for acupuncture licensure. You may obtain the information from the library in the reference section.

CALENDAR

FALL 2014

Application Deadline	August 12, 2014
Late Application Deadline	September 3, 2014
Registration Date	August 4-8, 2014
Late Registration Ends	September 9, 2014
New Student Orientation	August 28, 2014
Classes Start	September 3, 2014
Clinic Begins	September 3, 2014
Last Day of the Semester	December 16, 2014
Clinic Ends	January 6, 2015

Fall Semester Holidays

Labor Day	September 1, 2014
Thanksgiving	November 27-29, 2014
Christmas	December 24-25, 2014
New Year's Day	January 1, 2015

SPRING 2015

Application Deadline	December 9, 2014
Late Application Deadline	January 7, 2015
Registration Date	December 1-5, 2014
Late Registration Ends	January 13, 2015
New Student Orientation	January 2, 2015
Classes Start	January 7, 2015
Clinic Begins	January 7, 2015
Last Day of the Semester	April 21, 2015
Clinic Ends	May 5, 2015

Spring Semester Holiday

Martin Luther King Day	January 19, 2015
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SUMMER 2015

Application Deadline	April 7, 2015
Late Application Deadline	May 6, 2015
Registration Date	March 30-April 3, 2015
Late Registration ends	May 12, 2015
New Student Orientation	April 30, 2015
Classes Start	May 6, 2015
Clinic Begins	May 6, 2015
Last Day of the Semester	August 18, 2015
Clinic Ends	September 1, 2015

Summer Semester Holidays

Memorial Day	May 25, 2015
Independence Day	July 4, 2015