

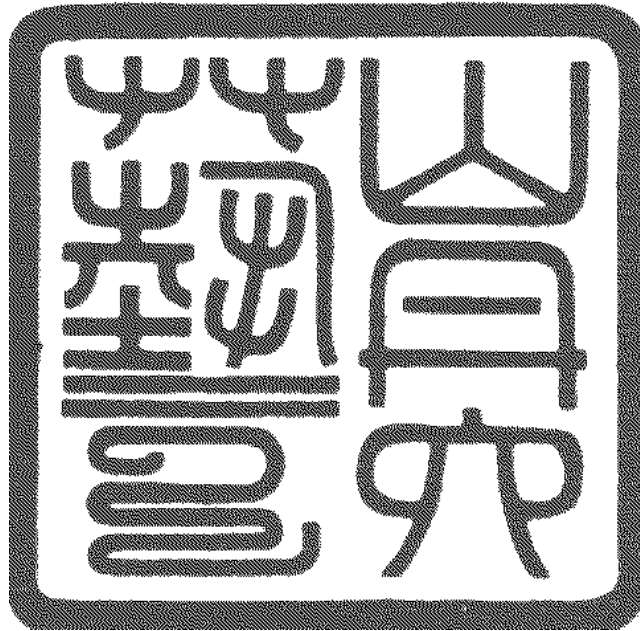
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**STUDENT HANDBOOK**

**2010-2011**

**Year of the Tiger & Rabbit**

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## INTRODUCTION

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The *Student Handbook* is a supplement to the *Catalog*. It is a source of information for students detailing policies on the following topics: Administrative Organization; Student Code of Conduct; Disciplinary Procedures; Academic Policies and Procedures; Student Services; Financial Aid, etc. Students are responsible for the knowledge and application of the information contained in the *Student Handbook*. The Institute may add, amend, or revoke any of the rules, policies, regulations, and instructions, with or without notice, as circumstances and the good of the Institute and its administration, faculty, and students may require.

### EDUCATIONAL OBJECTIVES

Consistent with our purpose, the Institute has adopted educational objectives that provide measurable traits/qualities that we expect students to attain by the time they graduate. These objectives are relatively broad and give general guidance for the development of the curriculum and the measure of its success. Our graduates will be able to:

- ❖ demonstrate knowledge of Oriental Medicine theory in the context of Taoist tradition;
- ❖ demonstrate skills in diagnosis and treatment planning;
- ❖ demonstrate effective use of appropriate treatment techniques;
- ❖ evaluate the effectiveness of treatment;
- ❖ make appropriate referrals to other health care professionals;
- ❖ pass National certification examinations in Acupuncture and Herbology and qualify for Hawai'i State Licensure; and
- ❖ apply the teachings of the Taoist tradition to promote personal well-being, such as found in the study of the Tao, yin yang, neo-world, and Lao Tzu's philosophy of the *Tao Teh Ching*.

## ADMINISTRATIVE ORGANIZATION

*Board of Directors.* The highest governing body of the Institute is the Board of Directors. Members of the Board share their varied experiences and expertise to ensure the Institute fulfills its mission and purpose, and the development of the organization. This includes the educational, healing, and spiritual activities in its objectives. The Chair provides leadership, the Taoist Master affords spiritual guidance, and the President follows through with the Board's directives.

The Board meets quarterly. Specifically, the Board of Directors serves three main functions:

1. approving the chief administrative members of the Institute;
2. approving the budget and long-range financial planning for the Institute; and
3. as the highest authority, approving all plans, policies and procedures of the Institute.

*President.* The President of the Institute has the ultimate responsibility for financial management, planning and administrative policies, and generally all major academic and administrative appointments.

*Other Administrative Positions.* Other administrative positions include the CFO, Vice-President, Academic Dean, Clinic Director, Dean of Students, and Administrator. These include both full-time and part-time personnel who may also hold faculty positions at the Institute. Faculty positions are defined as those whose role is primarily instructional and include classroom instruction and clinical supervision.

*Administrative Council.* The Council represents all voices of the Institute. It is chaired by the President. Members include administrators, faculty and at times, invited student representatives. The Council discusses policies, program of study, ACAOM and State rules and regulations, evaluations, Institute services, student concerns, formal grievances, and other matters in need of a vehicle through which to be heard, and addressed.

*Support Staff.* The administration of the Institute is supported by the Clinic Faculty and Intern Supervisors; Academic Faculty; Admissions Director and Admissions Coordinator; Registrar; Librarian; Assistant Dean of Students; Administrative Assistant and Computer Technology Support; and the Financial Aid Officer, Auditor, Treasurer and Bookkeeper.

*Taoist Master.* The Taoist Master is the spiritual leader of the Institute, and a member of the Board. She retains exclusive responsibility for the establishment, development, stability, and maintenance of spiritual policies and programs. The Master signs all degrees of graduation conferred by the Institute. As a member of the faculty, she teaches or co-teaches courses in Taoist Medicine and Herbal Medicine. The Taoist Master also participates in all self-study reports and review processes.

## **ACADEMIC POLICIES AND PROCEDURES**

### **ATTENDANCE**

Attendance at class and clinical sessions must be both regular and prompt, with attendance worth 10% of the final grade. Tardiness longer than 15 minutes will be considered an absence. An absence may be deemed to be an "excused absence", and thus not held against a student, at the sole discretion of the Academic Dean. It is the responsibility of the student to arrange to make up any missed coursework, academic hours, quizzes, and exams. Students with less than 70% class attendance will receive an F grade for the course.

Registered courses are for paying, registered students only. Anyone who is not an admitted, paying student registered for a course may be denied access to class meetings. Each instructor has the right to monitor classroom attendance and deny access to anyone who has not registered for the course. Currently enrolled students and alumni are permitted to audit classes when space permits, with permission from both the instructor and Academic Dean.

Students who participate in Institute activities that require classes to be missed will be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to Institute activities does not relieve students from responsibility for any part of the course work required during the period of the absence.

### **GRADING SYSTEM**

Evaluation of students will be made by letter grade each semester. Semester grades will be based on evaluation of coursework and final course examination or course notebook. Instructors will assign grades as follows:

A =	90 – 100%	Completing coursework with the highest excellence
B =	80 – 89%	Completing coursework with high quality
C =	70 – 79%	Completing coursework satisfactorily
F =	0 – 69%	Failure to complete coursework satisfactorily
I =		Incomplete
W =		Withdrawal from a course
+ =		Awarded for top 2% in a grade range
- =		Awarded for bottom 2% in a grade range

### **SATISFACTORY ACADEMIC PROGRESS**

Students are responsible for fulfilling the requirements of each course to the satisfaction of the course instructor. Students must maintain a minimum "C-" average in each course of study and cumulatively within the program to remain in good academic standing. Students who do not meet the Institute's academic standards violate the Student Code of Conduct and will have sanctions placed upon them.

Students who do not meet the "C-" minimum on quizzes or exams will be allowed one retake of the quiz or exam for a satisfactory letter grade. A student who does not meet the minimum grade in a course will receive an "F" and be required to retake the course for a satisfactory letter grade and course credit; no additional credit toward the degree will be granted. While the Institute makes every effort to help students who may be experiencing difficulties, a student who does not meet requirements will not be allowed to participate in clinical

training programs, and may be terminated from matriculation. The student must wait one semester before reapplying for admission.

#### **INCOMPLETES**

WMI does not issue Incompletes for coursework or course grades, except in cases of medical emergencies and/or at the sole discretion of the Academic Dean. All coursework is required to be submitted by the last day of class, except in the case of an agreed Incomplete when the uncompleted portion of the semester's work is required to be submitted by the end of the following semester. A student who is unable to comply with this policy will receive a grade of "F" for the course and will be required to retake the course for a letter grade and course credit. However, no additional credit towards the degree will be granted.

#### **EXAMINATIONS**

Final examinations are required in all classes during the period scheduled. A final examination may be defined as a final presentation, a final paper, a final project, etc. An examination does not necessarily have to be given in the form of a final written test. Final exam week is included in the classroom hour calculation that defines the unit of credit.

It is recommended that students be evaluated on the basis of more than just midterm and final examinations. Quizzes of such length and frequency as the instructor deems wise should be given, and other appropriate evaluative procedures may be used such as: research papers, book reviews, presentations, quizzes, and independent written work. All student requirements are outlined in the course syllabus accompanied by the instructor's grading procedures.

#### **NOTEBOOKS**

Students of the Institute may be required to turn in a copy of class notes, coursework, and research on the last day of classes in any course of study. Students may work on notebooks either individually or in groups. Notebooks must be typed and legible. The instructor and course syllabus shall outline the grading criteria for notebooks, including quantity of material expected per person, and guidelines for usage of material that have come from related classes.

All patient information is confidential. Patient names shall not be contained within notebooks. If actual patient information is included in the notebook, the reference shall include age/sex/ syndrome only (no name).

#### **FAILING STUDENT POLICY**

Probation will be imposed on any student who receives an "F" grade in a minimum of one (1) class during any one given semester. Students must pay for and repeat any failed course for a letter grade and course credit. The probationary period in such case will last for one semester, within which the student has the chance to regain academic proficiency. During the probationary period, the Academic Dean, Faculty, and Dean of Students will facilitate and monitor student progress. Academic counseling, and all necessary modes of assistance on the part of the Faculty will be provided, including, but not limited to, personal, family and medical counseling when required. All instructors are available to discuss class work and help provide for the academic needs of students. When necessary or upon a student's request, the Dean of Students may arrange special tutoring. Special tutoring is an additional student expense payable to the Institute.

A student, who fails a minimum of one (1) class in two (2) successive semesters, will be subject to suspension or release from the program. The student must wait one semester before reapplying for admission. The President will determine admission with recommendations by the Academic Dean, Dean of Students, and Faculty.

#### **PAYMENT POLICY**

Students must pay for the full 8 semesters of the program, regardless of hours earned. In the case of a medical or family emergency, students may within that year make up the hours missed without paying for an additional semester.

Full tuition is due two weeks before the first day of the semester, otherwise a \$20 administration charge will be due and a 1% administrative charge will be assessed monthly on the unpaid balance. All other fees must be

paid at the time required or agreed upon. Any student who has an overdue and outstanding financial obligation to the WMI will not be allowed to register for a new semester of instruction or to participate in clinical training program.

### **COURSE EVALUATIONS**

Each semester, every student is required to participate in the Institute's program course evaluation form for each class attended. The procedure has been set up to assure students' ability to respond forthrightly and anonymously. Someone other than the instructor will collect the evaluations. Instructors will not see the evaluations or its summary prior to submitting grades for the course.

### **GRADUATION REQUIREMENTS**

After successfully completing all program requirements and proficiency exams, students are ready to graduate and become licensed for independent clinical practice of Acupuncture and Oriental Medicine. A student who wishes to graduate at the end of any semester should file a written petition to graduate with the Academic Dean at the beginning of that semester. Failure to submit a petition for graduation will delay the graduation until the semester in which the written petition is received.

A student may graduate after completing all program credit and course requirements with a minimum grade of "C-". The student, in addition, must pass all required examinations; attendance requirements throughout the eight semesters of study; and meet all financial obligations to the Institute fully, including tuitions, library fines, etc.

A graduation fee of one hundred dollars (\$100.00) is required to cover the costs of administrative processing, graduation examinations, and degree. The **Master of Acupuncture and Oriental Medicine** degree is awarded at the graduation ceremony performed by the Taoist Master at the end of each semester. At times, a graduation ceremony may be postponed to the next festival date such as Chinese New Year's or Celestial Heavenly Master's Day (Tien Shih Jie).

### **STUDENT PRIVACY RIGHTS**

All Institute employees are legally obliged to protect the privacy rights of students and the confidentiality of educational records, in accordance with Federal law and Institute policy. Except in limited circumstances or when authorized by the student, the release of information from student records is prohibited.

### **BREAKS**

Classes are expected to begin on time, break on time, resume after break on time and end on time. A ten-minute break is to be provided after each fifty (50) minutes of instructions or a twenty-minute may be provided after one hundred minutes (100) of instruction.

### **STUDENT FINANCIAL AID**

The Institute is a participant in the Federal Family Educational Loan Program (FFELP), which includes Subsidized, Unsubsidized, and Parent Loans for Undergraduate Students (PLUS). WMI also has state approval for veterans' benefits (Veterans Administration Education Entitlement VA 21-4255). A student's ability to borrow is determined through the submission of a Free Application for Federal Student Aid (FAFSA) to the Federal processor; this Federal entity will calculate a student's Expected Family Contribution (EFC), which will then be used by the Institute to determine the loan amount available to a student. The borrowing capability of a student is also affected by current outstanding Federal loans from previous Institutes attended. FFELP loans are only available to U.S. citizens who are enrolled at least halftime and are not in default of any previous Federal loans. Please contact the Financial Aid Officer, *prior to enrollment*, for information about financial aid availability and procedures. All students receiving financial aid for a minimum of one semester *must* submit to an exit financial aid interview upon graduation or leaving the Institute. Official transcripts will not be released until the financial aid process is complete.

## REFUNDS

Refunds are made in compliance with State and Federal requirements. A percentage of tuition will be refunded to students who formally withdraw in writing to the Institute. Refunds will be issued no later than thirty (30) days following the receipt of a formal withdrawal letter. An *automatic cancellation and withdrawal fee* of \$35.00 per course is charged to each student who withdraws from classes. Refunds will not be granted to late arrivals for whom space has been reserved and if full credit has been given for a semester's coursework. Less the non-refundable cancellation and withdrawal fee, a percentage of the total tuition balance will be refunded, based upon the date the student's official withdrawal letter is received and processed by the Institute:

<b>Before the semester begins</b>	<b>100%</b>
<b>Within the first two weeks of the semester</b>	<b>80%</b>
<b>Within the third to fourth weeks of the semester</b>	<b>40%</b>
<b>After the fourth week of the semester</b>	<b>No refund</b>

Students receiving financial aid who withdraw or partially withdraw from the program may be required to repay all or part of the financial aid received. A recalculation of award based on Federal guidelines will be done to determine if an over award exists. Financial aid over-award repayments are made in accordance with Federal guidelines.

Students who completely withdraw will have all or part of their refund applied first to any Title IV financial aid received in the following order, according to Federal regulations: Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, and Federal PLUS Loans. Any remaining funds will be returned to the State, Institute, and student, in that order.

The Institute will also calculate a Pro-Rata refund for students receiving Title IV funds for the first time, if the student withdraws on or before the 60% point of the enrollment period. The Institute will compare the existing refund calculation with the Federal Pro-Rata Refund calculation, in accordance with federal regulations, in order to determine the largest refund to the student.

For students whose funding source is the Department of Veteran Affairs, refunds are calculated as the difference between the total tuition and other charges less 10% above the exact pro rata portion of the tuition fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL AID**

Students receiving financial aid must remain in good academic standing with a minimum G.P.A. of 2.5 in order to continue receiving federal aid.

## **STUDENT CODE OF CONDUCT**

We consider it to be a privilege to be a student of the CAHM program. This privilege provides the student the opportunity to learn and to participate in the Acupuncture and Herbal Medicine programs offered at WMI. With that privilege, the student is expected to be responsible towards and respect the special mission of the institution.

The purpose of the Student Code of Conduct is to set forth standards of conduct expected of students who choose to join the Institute community. The integrity of the Institute community is contingent upon students engaging in behaviors that promote and protect the educational environment. Students who violate these standards will be subject to disciplinary sanctions in order to maintain standards of professional development and to ensure the learning environment for the Institute community, and to maintain order and stability on campus.

Students are expected to be disciplined and professional, and to have an attitude of respect for themselves, faculty, students, the staff and patients of the clinic. In clinic, on campus and on field trips as well, students represent CAHM; therefore, they are obliged to conduct themselves honorably, responsibly, and maturely.

#### **DRESS CODE**

WMI respects the style and manner of all students; however, high standards of neatness and cleanliness are expected of all students. The Institute uniform is required apparel for all classes held in the Temple. This represents the respect and appreciation of the tradition and heritage of the Institute and provides for community and unity in the learning environment. Students are also required to wear proper clinical attire as outlined in the *Clinic Training and Internship* section of this handbook. Students failing to wear the required attire may be marked absent or receive a lower grade during any particular class or event upon the discretion of the instructor.

#### **EATING AND DRINKING IN ACADEMIC AREAS**

Eating in the Institute Clinic, Temple and Libraries is prohibited. Eating and drinking is also prohibited in classrooms unless authorized by the faculty member assigned to the class, e.g. herb formulas to sample, etc.

### **ACADEMIC HONESTY**

The integrity of an institution depends upon academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, and plagiarism. The following are examples of violations that may result in suspension or expulsion from the Institute.

#### **PLAGIARISM**

Plagiarism includes, but is not limited to, submitting to satisfy an academic requirement any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes (a) obtaining and using clinical data from other students without the expressed consent of the instructor, (b) utilizing clinical data and write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

#### **COPYRIGHTED MATERIAL**

The copyright law of the United States (Title 17, U.S. Code) governs the reproductions of copyrighted works. For information on the law regarding copyrights, contact the United States Copyright Office at 202-707-3000. It is prohibited to copy any copyrighted material in whole or in part without prior consent of publisher/author.

### **AFFIRMATIVE ACTION**

#### **NON-DISCRIMINATION POLICY**

The Institute is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, gender, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. The Institute is committed to equal opportunity in all personnel and student actions.

The Institute recognizes its obligation to provide overall program accessibility for persons with disabilities. Please contact a member of the Institute administration directly for information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

#### **SEXUAL HARASSMENT**

The Institute prohibits sexual harassment by employees and students and will not tolerate sexual harassment that unlawfully interferes with an individual's work or educational performance or unlawfully creates an

intimidating, hostile, or offensive working, learning, or residential environment. Violations of this policy may result in disciplinary action up to and including termination for employees, and in sanctions including suspension or expulsion for students. Violations of this policy by persons who are not employees or students of the Institute will be referred to the appropriate regulatory authorities.

### **General Harassment**

In addition to sexual harassment, slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's gender, race, color, sexual orientation, religion, national origin, age, physical or mental disability, or veteran status will be treated as a disciplinary matter.

For student misconduct, or any other matter that might be detrimental to the Institute, any of its employees or the Tai Hsuan Foundation, students are required to complete a WMI Incident Form and submit it to the President. The President will conduct an investigation into the issue of harassment.

### **DRUG-FREE ENVIRONMENT**

It is the goal of the Institute to provide a drug-free environment for all students and employees. To achieve this goal and to comply with federal law, the Institute prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any of its activities.

Every student and employee must abide by the terms of this statement, abide by applicable policies of the Board and Institute, and abide by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol. Sanctions will be imposed on a student who violates the Institute's drug or alcohol policy; those sanctions may require that the student participate in a drug rehabilitation program. Federal laws regarding financial aid prohibit the awarding of federal financial aid money to individuals convicted of felony drug crimes.

### **STUDENT GRIEVANCE PROCEDURES**

Student grievance procedures guide the fair and uniform enforcement of the Student Code of Conduct and allow for fact-finding and decision-making in the context of an educational community and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the Institute.

Students are encouraged to resolve differences through self-reflection, consultation, and mediation. However, if a resolution cannot be reached, the Institute provides for an established grievance procedure to resolve any Institute-related concerns of a student. Any student with an unresolved grievance against the faculty or administration of the Institute may submit a written explanation of the grievance to the Dean of Students and request a hearing with the Administrative Council. If the complaint is still unresolved the student may communicate with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at 7501 Greenway Center Drive, Suite 820, Greenbelt, MD 20770 (301) 313-0855

## **DISCIPLINARY PROCEDURES**

Disciplinary procedures guide the fair and uniform enforcement of the Student Code of Conduct allowing for fact-finding and decision-making, as well as encouraging students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the interests of the Institute.

### **INITIATION OF CHARGES**

Disciplinary charges are initiated by the submission of a signed, written referral using a WMI Incident Form by a member of the faculty or staff to the President. The President will convene an Administrative Council consisting of not less than three members of the Institute Administration and Faculty. The referral must state sufficient facts to enable the Administrative Council to make a determination, or to conduct further fact-finding if required.

### **INTERIM ACTION**

Following the submission of a written referral, the Administrative Council will send a letter to the student describing the alleged misconduct. The student will be required to respond in writing and/or in a personal interview with the Dean of Students in order to provide a reasonable opportunity for the student to comment upon the charges made.

### **ACTION**

The Administrative Council will review the original referral and the student's response to determine whether there is reasonable cause to believe that a violation of the Student Code of Conduct has occurred and, if so, what appropriate disciplinary sanction to apply. In determining the sanction, the President shall consider any mitigating factors, including prior violations of the Code.

The Administrative Council will inform the student of the decision, in writing, within three (3) business days from the date the decision was made. Written decisions will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is final, unless the student requests an appeal to review a decision, in which case the student has ten (10) days to file, an appeal in writing, with the Administrative Council. The Administrative Council will hear the appeal. Following the hearing, a final decision will be made by the President, in writing, within three (3) business days.

## **SANCTIONS**

Sanctions will be imposed based upon a consideration of mitigating and aggravating factors, including prior disciplinary record, the nature of the offense, the severity of damage, injury, or harm resulting from the violation, the payment of restitution to the Institute or to any victims, or any other factors deemed appropriate. Repeated violations of the Code may result in the imposition of progressively more severe sanctions. One or more of the following sanctions may be imposed for any violation of the Code.

### **TERMINATION**

This represents permanent separation of the student from the Institute. An indication of termination may appear on the student's transcript. The expelled student will not be able to participate in any Institute-sponsored activity and shall be barred from Institute property.

### **SUSPENSION**

This represents temporary separation of the student from the Institute for a specified period of time and/or until specific conditions, if imposed, have been met. An indication of suspension shall appear on the student's transcript. Except where prior approval has been granted by the President, a suspended student will not be able to participate in any Institute-sponsored activity and will be barred from Institute property.

### **PROBATION**

This represents the removal of the student from good disciplinary and/or academic standing. Probation shall last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these or other rules during the probationary period will subject the student to further disciplinary procedures, including suspension or termination as described above. Except where prior approval has been granted by the President, a student on probation may not be able to participate in any Institute-sponsored activity and will be barred from Institute property.

### **WARNING**

This represents a written statement advising the student that a violation of the Code has been committed and that further misconduct may result in more severe disciplinary action.

## **PROHIBITED CONDUCT**

The rights and privileges afforded to all students are subject to their assumption of responsible and reasonable behavior. Behavior that results in harmful or reckless action(s), whether intended or unintended, is a violation of the community trust and respect. Any student who attempts to commit an act of misconduct prohibited by these rules is subject to sanctions to the same extent as the completed acts. Examples of misconduct, subject to disciplinary action, which may result in suspension or expulsion from the institution, include, but are not limited to:

- disrupting any class, clinic, library, administration, public service activities or any other Institute authorized activities;
- displays of aggression and/or slander against the Institute, its administration, faculty or fellow students;
- illegal use, possession or distribution of drugs or alcohol on Institute premises and attendance under the influence of alcohol or drugs;
- conviction of a felony;
- theft, malicious damage, or misuse of Institute property, or the property of any other person located on Institute and Institute-used premises;
- unauthorized entry into or use of the Institute's facilities, including buildings, desks, files, equipment, etc.;
- providing false or misleading information to the Institute;
- forgery of, unauthorized alteration, unauthorized access or use of Institute documents, records or identification;
- unlawful conduct;
- failure to comply with clinical and academic policies and regulations of the Institute;
- failure to comply with dress and professional standards as may be set by the Institute;
- practicing acupuncture without having an Intern Permit or License, or being under the direct supervision of a qualified licensed acupuncturist supervisor;
- engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapped condition, national origin, race, religion, sexual orientation, or veteran status;
- off-campus conduct resulting in a conviction involving the sale or distribution of illegal drugs, physical assault, or violence which may present a clear and present danger to the safety of the Institute or to members of the Institute community;
- detrimental initiation or repetition of unsubstantiated gossip or rumor;
- violating the terms of any disciplinary sanctions previously imposed; and
- disrespect or violation of the spirit of Taoist teaching.

## **STUDENT SERVICES**

### **LIBRARY OFFICE HOURS**

Monday – Saturday      9AM – 6PM

### **LIBRARY POLICY**

The Institute's reference library book collection on Acupuncture and Chinese Medicine, Herbal Medicine, Philosophy, Western Sciences, and Business Practice is available for your use. Members of the student body may borrow up to two (2) books from the library concurrently while enrolled at the Institute.

- A maximum of **TWO (2) BOOKS** may be borrowed at any given time.
- Books may be signed out for a period of **TWO (2) WEEKS**.
- Books must be returned and signed in promptly at the end of the two-week period.
- Books may be renewed once for an additional **TWO (2) WEEK** period.
- Reference material must be signed for, however, they may not be taken out of the library.
- Students will be responsible for immediate payment of fines or the replacement cost of books. All fines must be paid for continued library privileges.
- All library fines and charges must be paid before graduation and in order to receive a transcript.
- **Overdue materials will be assessed: \$1** dollar per day overdue
- **Lost (over 30 days) or damaged materials:** The list price of the book plus the cost

- of replacement.
- Failure to receive an overdue notice, for whatever reason does not remove this responsibility.
- **Please leave large bags and backpacks outside of the Library in the lockers provided.**

### STUDENT RECORDS AND TRANSCRIPTS

The Federal Family Education Rights and Privacy Act of 1974 (the Act) accords to persons who are currently, or were formerly, in attendance at the Institute as enrolled students, a right to access to their educational records which contain information directly related to them. Individuals who unsuccessfully apply for admission to the Institute are not covered by the Act. The Act also restricts the individuals to whom the Institute may disclose a student's education records without the student's written permission.

A student may review the contents of his or her file except for letters of reference, which remain confidential even as to the student. The review of the file must take place in the presence of a designated Institute administrator. Students may not remove records from the office.

Transcript requests must be received in writing. A student will not be permitted to receive his or her transcript or academic record if an outstanding financial liability exists (e.g. outstanding tuition receivable, outstanding fees, ad defaulted financial aid loan status, library fines, etc.). One academic transcript will be provided free of charge to each student upon completion of the program or upon withdrawal from the Institute, within ten days of the request, provided that the student does not owe a financial liability to the Institute. Additional transcripts are available from the Institute at a cost of \$15 per transcript.

### CONSUMER RIGHT TO KNOW ACT

Federal regulations state that all prospective and current students have a right to know specific information about the Institute they are considering or currently attending. The following list includes where one can obtain the appropriate information at the Institute:

General:	<i>Catalog</i>
Policies and Procedures:	<i>Catalog; Student Handbook; Administration &amp; Staff Handbook; Faculty Handbook</i>
Financial Aid:	<i>Catalog; Student Handbook; Financial Aid Director</i>
Refund Policy:	<i>Catalog; Student Handbook</i>
Cohort Default Rate:	Financial Aid Officer
Graduation Rates:	Administrator
Examination Pass Rates:	Administrator
Transfer Out Rates:	Administrator
Drug Free Campus Findings:	Administrator
Job Placement Rates	Official job placement services are not offered to students
Campus Security Report:	Through the year ended June 30, 2006, the Institute has had no reported instances of crimes performed on campus property over the course of the past three years.

### TAI HSUAN FOUNDATION TEMPLE

For students interested in experiencing a Taoist environment to complement and enrich their study in the philosophy of Chinese Medicine and the roots of the Six Taoist healing Arts, the Institute holds many, but not all of its classes at the Tai Hsuan Foundation Temple training hall. The Temple is a sacred place for the reverence and practice of the Tao. Bringing flowers and fruit for offerings, preparing and presenting altar tea and incense, and participating in temple ceremony, ritual, or practice are privileges to which students may be attracted. Students are invited to attend ceremonies and celebrations held in the altar room.

### TEMPLE ETIQUETTE

To maintain the standards, which promote the spiritual environment, guidelines have been developed over the many years of experience. Self respect and respect for others is the first consideration. When at the Temple always greet and welcome guests with courtesy and aloha. The CAHM uniform should be worn at the temple. Ceremony, chi kung, meditation, and chanting may be part of the early morning and evening sessions. Whether

done in a group or by individuals, please respect these activities. While residents are responsible for the well being, housekeeping, and maintenance of the temple, please don't leave your personal items laying around, making work for others. Your efforts to keep our temple clean and tidy are greatly appreciated.

## ADMINISTRATIVE STAFF

<b>Taoist Master</b>	Chang Yi Hsiang, L. Ac., D.Ac. (Hawai'i)
<b>President</b>	Chang Yi Hsiang, L. Ac., D.Ac. (Hawai'i)
<b>Vice-President</b>	James Lawrence, L.Ac. (Hawai'i)
<b>Academic Dean</b>	Gayle Todoki, L. Ac., D.Ac. (Hawai'i)
<b>Clinic Director</b>	Eric Ono, L.Ac., D.Ac. (Hawai'i)
<b>Dean of Students</b>	Frank Gonzales, L. Ac.
<b>Chair of Department of Biomedicine</b>	Wasim Siddiqui, Ph.D.
<b>Financial Aid Officer</b>	Frank Silva
<b>Admissions Director</b>	Paul L.T. Sun
<b>Administrator</b>	Kyong-Ho Lee, L.Ac. (Hawai'i)
<b>Treasurer</b>	Gayle Todoki, Lic. Ac., D.Ac. (Hawai'i)
<b>Librarian</b>	Irene Kanda, MS
<b>Registrar</b>	Carla Kuo, L.Ac. (Hawai'i)
<b>Intern Supervisors</b>	Kyong Lee, L.Ac. (Hawai'i) Yuko Hikichi Lc.Ac. (Hawai'i)