New York College of Traditional Chinese Medicine
Acupuncture & Oriental Medicine Degree Programs
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NYCTCM Core Values

**COMPASSION**
仁愛

In addition to knowledge of TCM theory and mastery of techniques necessary to apply that theory, NYCTCM graduates will bring the emotional qualities of empathy, respect and compassion to all their treatment sessions.

**TRADITION**
傳承

NYCTCM graduates will have a thorough understanding of and deep respect for traditional Chinese principles of treatment, including their cultural and philosophical context.

**INTEGRATION**
融匯

NYCTCM graduates will have a fundamental understanding of the Western medical approach, and will be able to integrate their practice of TCM within the Western health care system.

**INNOVATION**
啟新

NYCTCM graduates will have a spirit of innovation that enables them to adapt a 4,000-year-old medicine to 21st-century needs.

NYCTCM Mission Statement

NYCTCM’s mission is to prepare compassionate practitioners who are solidly grounded in the tradition of Chinese medicine, who are able to integrate this tradition within the Western health care system, and who have a spirit of innovation that enables them to adapt a 4,000-year-old medicine to 21st-century needs.

**QUOTE FROM THE NEI JING**

“Yin and Yang are the natural order of the universe, the great outline of all things, the father and mother of all changes, the root of life and death, and the palace of the spirit. Treatment of diseases should be based upon roots.”

– Chapter Five, Inner Classic of the Yellow Emperor
Dear Prospective Students,

On behalf of the faculty and staff at NYCTCM, I welcome your interest in our Masters degree programs that prepare you to be a practitioner of acupuncture and Chinese herbology.

This is the 21st anniversary of NYCTCM, which was established in 1996 by Dr. Chi Chow. Dr. Chow’s vision was to have a school where students study Traditional Chinese Medicine (TCM) much as it is taught in China and to relate this approach to western medical practice.

I have been associated with the college as Academic Dean, and later as President, since its establishment. My approach to educating students is to provide a thorough foundation in Chinese Medicine theory through a practice-based learning program taught in a genuine TCM style.

I view the expertise of our faculty and their authentic approach to teaching TCM as the strengths of our school. We have an outstanding TCM faculty averaging more than 30 years of experience in the integrative practice of acupuncture and Chinese herbology in China, with many having taught or done research there. In small classes these master practitioners mentor students in the philosophy and practice of Chinese Medicine. They enjoy the challenge of teaching students the philosophical context of time-honored TCM classics as they role-model TCM practice in a contemporary medical setting. They are committed to working diligently to help you become a qualified, caring TCM practitioner. I continue to be pleased when I hear from so many of our more than five hundred graduates affirming the strength of their understanding of TCM as a result of their studies at the college.

Compared with a 4,000-year history as an integral part of medical practice in China, acupuncture has been recognized and accepted in America for only 38 years. But acupuncture and Chinese herbology have already been confirmed for their efficacy and safety, as well as for offering a cost-effective alternative within the American health care system, resulting in more and more Americans accessing this approach to promoting their health and wellness.

My vision for the college is to put NYCTCM in the forefront of the evolution of American acupuncture and Oriental Medicine education with a commitment to excellence. As a strong advocate of student participation in the educational experience, my door is open to share viewpoints and experiences that enable us to work with you and serve you effectively.

With an exceptional TCM program that adapts to most schedules, I believe you will find NYCTCM the ideal place for you to access this profession as your new career. I look forward to welcoming you to the school.

With best regards,

Yemeng Chen, Ph.D. (China), L.Ac., FICAE

President
New York College of Traditional Chinese Medicine teaches acupuncture and herbal medicine much as they are taught in China, while helping students relate this approach to the contemporary Western healthcare system.

The fully-accredited three year Masters Program in Acupuncture and four year Masters Program in Oriental Medicine (acupuncture plus Chinese herbology) prepare students for licensure and professional practice within New York and throughout the U.S.

NYCTCM also offers two certificate programs for licensed acupuncturists who seek further study. Our Chinese Herbology Program and Medical Qigong Practitioner Certificate Program will enable students to incorporate herbal treatments and energy work in their practice.

The excellent faculty, most of whom were trained in China and have extensive teaching and clinical experience in both China and the U.S., combined with small classes and master-apprentice type teaching relationships in the school’s teaching clinics, means that this ancient knowledge is carefully transmitted to the students who will make up the next generation of master practitioners.

NYCTCM offers flexible scheduling with classes mostly on weekends and a friendly family-style atmosphere that encourages stress-free learning.

The main campus, located in Mineola, Long Island, is easily accessible by LIRR, bus and auto. For Manhattan-based students, the Manhattan clinic/classroom facility offers the possibility of completion of up to 50% of the program in Manhattan.

NYCTCM accepts new and transfer students at the beginning of each trimester, in September, January and May.

History

NYCTCM was started in 1996 by Dr. Chi Chow. Dr. Chow felt that the New York City area had need for a school which taught Traditional Chinese Medicine (TCM) much as it is taught in China, and which at the same time could help students relate this approach to Western medical practice. Her vision included small classes, master-apprentice type teaching relationships in clinic, and the flexibility to accommodate students’ schedules by offering classes mostly on weekends. From its first trimester in Spring of 1996, NYCTCM has embodied this approach.

NYCTCM is Unique

- Faculty trained in China with over 30 years of clinical and teaching experience in both China and the U.S.
- Premier Traditional Chinese Medicine college on the East Coast
- Offers courses in major Chinese Medicine classics - Nei Jing, Nan Jing, Shang Han Lun, Jin Gui Yao Lue
- Master-apprentice type teaching relationships in our classes and clinics
- Integrative training of acupuncture & Chinese herbology in the clinic
- Multiple teaching clinic locations
- Visits and lectures by grandmasters of Traditional Chinese Medicine from China
- Small college - extra personal attention
- Flexible scheduling - weekend curriculum that accommodates students with full-time working schedules
- Easily accessible facilities - Mineola Campus is just 2 blocks away from Mineola Train Station on LIRR; Manhattan Center is just 5 minutes away from Grand Central Terminal
Educational Objectives

1. Graduates of NYCTCM will be able to evaluate a patient’s condition, decide on the most effective treatment strategy, and provide TCM treatment to the patient.

2. Graduates of NYCTCM will qualify to sit for and be able to pass the NCCAOM examination, as well as be able to meet all state requirements for licensure.

3. Graduates of NYCTCM will have a fundamental understanding of the Western medical approach.

4. Graduates of NYCTCM will understand the Chinese cultural and philosophical context to the basic TCM training and will be able to integrate it into their practices.

5. Graduates of NYCTCM will be able to set up a successful and ethical practice which affects the community in positive ways.

Programs

NYCTCM currently offers four programs through which it seeks to fulfill the above objectives:

1. Acupuncture Program [Three Years]
   Bachelor of Professional Studies/Master of Science in Health Science/Acupuncture - which prepares students for licensure and professional practice of Acupuncture.

2. Oriental Medicine Program [Four Years]
   Bachelor of Professional Studies/Master of Science in Health Science/Oriental Medicine - which prepares students for licensure and professional practice of both Acupuncture and Chinese Herbology.

3. Chinese Herbology Certificate Program
   Designed for licensed acupuncturists or graduates from an accredited Acupuncture Program - prepares students to sit for the NCCAOM Chinese Herbology examination.

4. Medical Qigong Practitioner Certificate Program
   Designed for licensed acupuncturists or graduates from an accredited Acupuncture Program - enables students to achieve better health, enrichment and harmonization of life by including energy work into their practice.

Authorizations

NYCTCM has been approved by the New York State Education Department and was granted an absolute charter on November 9, 2001. On April 29, 2003, the Board of Regents authorized NYCTCM to confer the Bachelor of Professional Studies and Master of Science degrees. The New York College of Traditional Chinese Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental Medicine that offer such programs. The professional Masters program in acupuncture and Masters program in Oriental Medicine of the New York College of Traditional Chinese Medicine are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55437. Tel (952)212-2434; Fax (952)657-7068.

NYCTCM has been approved by the U.S. Department of Education and the New York State Education Department to administer financial aid programs, and has been authorized under Federal law to enroll nonimmigrant alien students.
Board of Trustees

New York College of Traditional Chinese Medicine is a 501(c)(3) non-profit higher education institution. It is governed by a Board of Trustees. The NYCTCM Board of Trustees was established on April 24, 1996. It currently consists of ten members who provide adequate representation of the public interest. It is within the scope of the Board of Trustees to direct the accomplishment of the purpose for which the institution was founded (see above under Mission Statement).

The Board of Trustees is responsible for establishing policies, short and long range planning, appointing and reviewing the performance of the president, developing financial resources, approving major expenditures, and exercising ultimate and general control over the institution's affairs. In addition, the Board of Trustees reviews the effectiveness of the institution and determines the employment and retention of staff in accordance with required needs. The Board convenes regularly as needed, and meets once a year for a review of purpose, educational evaluation, and planning.

The Board of Trustees currently consists of the following members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Constituency</th>
<th>Term Expiration</th>
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<tbody>
<tr>
<td>Ms. Lois Beckerman, R.N.</td>
<td>Acupuncturist</td>
<td>Alumni, Practitioner</td>
<td>October, 2018</td>
</tr>
<tr>
<td>Ms. Nicole Degregorio</td>
<td>Acupuncturist</td>
<td>Alumni, Practitioner</td>
<td>October, 2018</td>
</tr>
<tr>
<td>Mr. Lawrence Jones</td>
<td>Attorney</td>
<td>Public</td>
<td>October, 2019</td>
</tr>
<tr>
<td>Mr. Steve Legum</td>
<td>Attorney</td>
<td>Public</td>
<td>October, 2019</td>
</tr>
<tr>
<td>Dr. Sun F. Pei</td>
<td>D.O., Certified Acupuncturist</td>
<td>Practitioner</td>
<td>October, 2019</td>
</tr>
<tr>
<td>Ms. Carole Roble</td>
<td>CPA</td>
<td>Public</td>
<td>October, 2018</td>
</tr>
<tr>
<td>Ms. Tammy Tsao</td>
<td>Acupuncturist</td>
<td>Alumni, Practitioner</td>
<td>October, 2019</td>
</tr>
<tr>
<td>Hon. F. Dana Winslow</td>
<td>Judge</td>
<td>Public</td>
<td>October, 2019</td>
</tr>
<tr>
<td>Dr. Libang Zhang</td>
<td>Acupuncturist, Professor</td>
<td>Institutional</td>
<td>October, 2019</td>
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Administration

The Administration carries out the day-to-day running of the school, and is charged with ensuring that all of the resources of the school are devoted to achievement of its stated purpose. The members of the Administration are as follows:

Executive Staff

Dr. Yemeng Chen    President
Ms. Megan Haungs  Administrative Dean
Dr. Sunny Shen    Academic Dean

Administrative Staff

Ms. Lynn Bai       Admissions Manager
Ms. Susan Su       Records Manager
Ms. Elise Ma       Financial Aid / Administrative Coordinator
Ms. Lingling Chang Operations Manager
Ms. Kathy Zhou     Financial Director
Ms. Lily Zou       Financial Manager
About NYCTCM

Academic Staff

Dr. Libang Zhang  Chief Advisor of TCM
Dr. Mona Lee-Yuan  Clinic Director
Ms. Yiping Zhao  Clinic Manager
Dr. Sharon Zhao  Acupuncture Department Chair
Dr. Yan Xu  TCM Foundation Department Chair
Dr. Catherine Tortorella  Biomedicine Department Chair
Dr. Ada Wang  Chinese Herbology Department Chair
Dr. Bin Xu  Continuing Education Coordinator

Consumer Information

Campus Security Report
As mandated by the U.S. Department of Education, by October 1 of every year NYCTCM publishes and distributes to all enrolled students and current employees its annual campus security report. NYCTCM also compiles and submits to the USDE on a yearly basis statistics on campus crime. The NYCTCM Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the USDE. In addition, students can view the USDE website where such statistics are available for perusal: http://ope.ed.gov/security/ The Administrative Dean is authorized to provide such statistics for NYCTCM; he can be reached at (516)739-1545 ext. 216.

Graduation Rate
The graduation rate is the percentage of students who have completed the program in the most recent graduating cohort. These statistics are tabulated each year and submitted to ACAOM as part of the school's yearly report. The graduation rate for NYCTCM in its most recent (2015) report was 74.3% for the Acupuncture Program and 87.5% for the Oriental Medicine Program. For current graduation rates, please contact the Administrative Dean at 516.739.1545 x216.

FERPA-Family Education Rights and Privacy Act
Students and parents of dependent students have the right to review a student’s educational records and/or request amendments to a student’s educational records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. The college designates the following items as Directory Information: student name, address, telephone number/s, email address, place and date of birth, dates of attendance, diploma and awards received, and most recent school attended. The college may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 30th of the current academic year.

Title IX Sexual Harassment and Sexual Misconduct Policy
New York College of Traditional Chinese Medicine prohibits sexual assault, dating violence, domestic violence, stalking and sexual harassment and does not discriminate on the basis of sex in its education programs and activities. Sexual misconduct of any kind is a form of discrimination and is unacceptable at the College. We cultivate an atmosphere of freedom of expression, yet such an environment is only possible in conjunction with the responsibility to observe the rights of others. The President and the College community will not tolerate sex discrimination nor condone it in any form, and are committed to providing and preserving an atmosphere free from sexual misconduct and sexual harassment.

What is Title IX? Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities which receive Federal financial assistance. Title IX law protects students, employees, and vendors from sex discrimination, including age, gender identity, and sexual orientation. The College must promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence.

Sex Discrimination – behaviors and actions that deny or limit a person’s ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of a person’s sex. This includes but is not limited to sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. Employees should report sexual harassment that they observe or become aware of to the Title IX Coordinator, Ms. Megan Haungs at 516-739-1545 ext. 216.
About NYCTCM

Sexual assault is defined as a physical sexual act or acts committed against a person’s will and consent, or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape,” whether forcible or non-forcible, “date rape” and “acquaintance rape.” Nothing contained in this definition shall be construed to limit or conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to: repeated offensive and or unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the unwanted display of sexually suggestive objects or pictures; or any offensive physical contact, such as patting, pinching, or brushing against another’s body.

Sexual Violence – physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.

Preponderance of the Evidence – the standard of proof in sexual harassment, sexual violence and sexual assault cases, which asks whether it is “more likely than not” that the sexual harassment, sexual assault or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

Affirmative Consent - a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

c. Consent may be initially given but withdrawn at any time.

d. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

f. When consent is withdrawn or can no longer be given, sexual activity must stop.
Policy for Alcohol and/or Drug Use Amnesty - The health and safety of every student at NYCTCM is of utmost importance. NYCTCM recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYCTCM strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to NYCTCM’s officials or law enforcement will not be subject to NYCTCM’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. Nothing in this section shall be construed to limit an institution’s ability to provide amnesty in additional circumstances.

Students’ Bill of Rights - All students have the right to: 1. Make a report to local law enforcement and/or state police; 2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously; 3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution; 4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard; 5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available; 6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations; 7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident; 8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution; 9. Access to at least one level of appeal of a determination; 10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Transcript Notations - For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), NYCTCM will make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from NYCTCM while such conduct charges are pending, and declines to complete the disciplinary process, NYCTCM will make a notation on the transcript of such students that they “withdrew with conduct charges pending.”

No Contact Orders - NCO’s are temporary directives issued by the Administrative Dean prohibiting communication between or among designated students. NCO’s are issued when, in the judgment of the dean, there is reason to believe that an order would be in the best interest of all parties and the community for promoting peace and civility. NCO’s do not become part of a student’s conduct record unless he or she violates the order as determined by the student conduct system. NCO’s prohibit all forms of communication between designated students, direct or indirect, written, electronic or through a third party. The duration of an NCO is determined by the Administrative Dean, and students may request to have an NCO lifted after an appropriate sustained period of compliance.

Continuing Threat - NYCTCM is obligated to issue timely warnings of crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). The Administrative Dean is charged with determining when an individual poses such a continuing threat. A reporting individual will never be identified in a timely warning.
Interim Measures - NYCTCM will assist students, faculty and staff who report sexual violence, sexual harassment, stalking, dating violence and/or domestic violence in obtaining medical support and information regarding available legal resources, as well as counseling and support services. The college will also assist students, faculty and staff in notifying the local police if the assistance of law enforcement is requested. If requested by the survivor, and if reasonably available, the college may assist the survivor in (1) assisting the student survivor with exploring options to address academic concerns, such as transferring class sections, taking an incomplete in a class or filing a grade grievance, or (2) dealing with financial concerns, including providing financial aid guidance. Requests for such accommodations may be made to the Title IX Coordinator.

Title IX Coordinator. The College has a duty to promptly address complaints of sex discrimination, including sexual harassment, sexual assault and sexual violence, to limit the effects of the discrimination, and to prevent its recurrence. Any faculty or staff member who receives a complaint of sex discrimination, or who wishes to file such a complaint on his/her own shall report the complaint to the Title IX Coordinator, Ms. Megan Haungs at 516-739-1545 ext. 216 (admin_dean@nyctcm.edu). If an employee or student feels that he/she has been a victim of sexual harassment, the incident may also be addressed informally with an NYCTCM staff member, who in turn will notify the Title IX Coordinator. These discussions will be handled professionally and with discretion. If appropriate, an attempt will be made to resolve the problems informally and/or formally through the use of NYCTCM’s Grievance Procedure.

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender - harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual’s protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities.

Filing a Sexual Harassment or Sex Discrimination Complaint - The New York College of Traditional Chinese Medicine, in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action.

Investigation Process - Pursuant to NYCTCM’s Discrimination Complaint Procedure, the complaint will be investigated expeditiously by the Title IX Coordinator. Confidentiality shall be maintained whenever possible. However, absolute confidentiality is not always possible. Complaints are handled with discretion according to the principles of due process and fundamental fairness as follows: 1. A person bringing a complaint in good faith will suffer no retaliation. 2. The complaint should be in writing and sufficiently detailed. 3. The person charged will be promptly notified and given an opportunity to respond. 4. An individual will have up to 90 days after the alleged incident(s) to file a complaint. Complaints beyond the 90-day period will be evaluated on a case-by-case basis. If a complaint is found to be valid, appropriate administrative action shall be taken, which may include, but is not limited to, counseling referrals, termination, demotion, reassignment, suspension, reprimand, or training, depending on the severity of the behavior. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the Title IX Coordinator. Sexual harassment in the workplace is a prohibited practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1973. Inasmuch as the Equal Employment Opportunity Commission holds supervisory personnel liable for the actions of their employees and outsiders with respect to the above policy, supervisory personnel are required to inform their staff of the institutional policy and of the seriousness of the issue.
Our Programs

Acupuncture Program

The nine-trimester (3-year) 141-credit Master’s Degree Program in Acupuncture prepares students for licensure and professional practice of acupuncture. The program contains three strands of courses -- Traditional Chinese Medicine (TCM), Acupuncture, and Western Biomedical Sciences -- each of which consists of an ordered progression of material:

Traditional Chinese Medicine Strand

The Traditional Chinese Medicine strand begins with the basic theories of TCM Physiology based on Yin and Yang and the five phases (elements). It then progresses in a step-like fashion through Pathogenesis, Diagnosis, Syndrome Analysis, Treatment Principles, and Clinical Acupuncture Therapeutics. Each successive course builds on the information presented in prior courses until a grand synthesis is reached in the Clinical Acupuncture series.

Acupuncture Strand

The Acupuncture strand deals more with the practical aspects of TCM. It begins with a three-course series on Meridians and Point Location. It then moves on to Needle Technique and culminates in Case Analysis, which is the more practical counterpart to Clinical Acupuncture Therapeutics.

Western Biomedical Science Strand

The Western Biomedical Science strand consists of Medical Terminology, Musculo-skeletal & Palpatory Anatomy, Western Physiology, Musculo-skeletal Evaluation, Clinical Neurology, Clinical Pathophysiology, Pharmacology, Clinical Nutrition, Western Diagnosis, and Western Medicine Case Analysis. In addition, before formally entering the program, students are required to complete 9 credits of bioscience prerequisites. These courses consist of Human Biology, Topical Anatomy, and Chemistry for Health Sciences (see Bioscience Course Prerequisites). The purpose of this strand is to familiarize the student with Western medical practice to the extent that he or she can effectively communicate with patients and with Western health care providers, and can identify conditions which require referral to Western physicians.

Clinical Training

The clinical aspect of the acupuncture program consists of four phases:

1. Observation (4 credits/120 hours)--in this phase the student observes the acupuncturists and interns in all aspects of their practice: patient intake, questioning, checking pulse and tongue, diagnosis, treatment strategy, and needling.
2. Assistantship (2 credits/60 hours)--in this phase students begin to assist the acupuncturists in treatment procedures such as moxibustion and cupping, and can withdraw needles from the patient.
3. Junior Internship (8 credits/240 hours)--in this phase students begin to needle patients under close supervision, and perform diagnoses with guidance from the clinical instructor.
4. Senior Internship (10 credits/300 hours)--in this final phase students diagnose and treat patients with more minimal supervision.

Before entering the clinic as an Observer, students must take the class “Introduction to Clinical Observation”, in which they are introduced to clinic procedures and expectations, including patient intake, record keeping, different clinic levels and attendant responsibilities, and general rules of cleanliness and deportment.

As a prerequisite to becoming an intern, students must attend the course “Introduction to Internship”, which focuses on clinical competency training for junior and senior interns.

Before beginning their Junior Internship, students must pass a Clinic Entrance Examination which tests all areas of TCM and Acupuncture studied up to that point. Clean Needle Technique and CPR certification is also required before treating patients in the clinic. Students must pass a Clinical Skills Assessment Test and submit a detailed Case Report before progressing to Senior Intern. There is also a Senior Comprehensive Test which students are required to pass at the end of their program.

As an adjunct to the clinical training component of the program, Acupuncture students must complete six Grand Rounds. During these sessions, faculty present interesting or difficult cases and demonstrate appropriate treatment techniques.

Additional Courses

In addition to these three strands, additional courses on energy work (Tai Chi & Qigong), History & Philosophy of Chinese Medicine, Chinese Classics (Nei Jing), Tui Na (Chinese massage), Eastern Nutrition, Herbology (Intro. to Chinese Herbology and Patent Herbs), Clinical Counseling, Professional Ethics, Practice Issues and Clinical Safety Management are required, along with four credits of elective courses.
<table>
<thead>
<tr>
<th>Semester</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
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<tbody>
<tr>
<td>Traditional Chinese Medicine</td>
<td>101 TCM Diagnosis (60 hr / 4 cr)</td>
<td>102 Meridians &amp; Point Location 2 (45 hr / 3 cr)</td>
<td>103 Meridians &amp; Point Location 3 (45 hr / 3 cr)</td>
<td>104 Syndrome Analysis (45 hr / 3 cr)</td>
<td>105 Treatment Principles (60 hr / 4 cr)</td>
<td>106 Clinical Acupuncture Therapeutics 1 (60 hr / 4 cr)</td>
<td>107 Clinical Acupuncture Therapeutics 2 (60 hr / 4 cr)</td>
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<td>203 Meridians &amp; Point Location 3 (45 hr / 3 cr)</td>
<td>205 Adv. Needle Technique (45 hr / 3 cr)</td>
<td>207 Advanced Western Physiology (60 hr / 4 cr)</td>
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<td>209 Clinical Safety Management (15 hr / 1 cr)</td>
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<td>309 Clinical Nutrition (45 hr / 3 cr)</td>
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<td>003 Chemistry for Health Sciences (30 hr / 2 cr)</td>
<td>004 Medical Term. (15 hr / 1 cr)</td>
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<td>109 Intro to CH (30 hr / 2 cr)</td>
<td>110 Tongue/Pulse W (15 hr / 1 cr)</td>
<td>402 Eastern Nutrit. (30 hr / 2 cr)</td>
<td>403 Patent Herbs (45 hr / 3 cr)</td>
<td>502 Clinical Couns. (30 hr / 2 cr)</td>
<td>503 Practice Issues (30 hr / 2 cr)</td>
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<td>Energy Practice</td>
<td>601 Tai Chi (15 hr / 1 cr)</td>
<td>603 Qi Gong (15 hr / 1 cr)</td>
<td>605 Foundation of Tui Na (30 hr / 2 cr)</td>
<td>607 Tui Na Clinical Application (30 hr / 2 cr)</td>
<td>602 Tai Chi (15 hr / 1 cr)</td>
<td>604 Qi Gong (15 hr / 1 cr)</td>
<td>504 Clinical Safety Management (15 hr / 1 cr)</td>
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</table>

Please note: This table represents only one possible scenario for program completion. Each student's actual program may vary in terms of courses and clinical hours taken during any given trimester. Students who have already satisfied the 9 credits bioscience prerequisite requirements can complete the program in 8 trimesters.

Total Clock Hours: 2475 (Didactic: 1755; Clinic: 720)  Total Credits: 141 (Didactic: 117; Clinic: 24)
Our Programs

Oriental Medicine Program

The twelve-trimester (4-year) 184-credit Master's Degree Program in Oriental Medicine prepares students for licensure in and professional practice of acupuncture and Chinese herbology. This program is similar to the acupuncture program, with the addition of one further strand of courses.

Chinese Herbology Strand

The Chinese Herbology strand consists of two series of courses, the first of which introduces the student to approximately 400 individual herbs and the second of which presents 250 or so herbal formulas or combinations of individual herbs.

Oriental Medicine Program students must take Oriental Medicine Therapeutic Strategies, which is parallel to Treatment Principles in the Acupuncture Program. In addition, they also have to take Clinical Herbal Therapeutics 1 & 2 and OM Case Analysis 1 & 2, which are specially devoted to the application of herbal treatment to various cases commonly seen in the clinic. Two courses in Chinese Herbal Classics - Shang Han Lun and Jin Gui Yao Lue - are also required, as is a course in Toxicity and Safe Use of Herbs. Oriental Medicine students must take two additional credits of elective courses that are related to OM study.

Clinical Training

The clinical progression is basically the same as in the Acupuncture Program, except that Oriental Medicine Program students must have an additional 120 hours of Junior Internship and 60 hours of Senior Internship (graduates of the Acupuncture Program returning for the OM Program must complete 180 hours each of Junior Internship and Senior Internship). Oriental Medicine students must pass a test on Herbal Formulas before they are allowed to progress from Junior to Senior Intern. The clinical duties of Oriental Medicine Program students differ from those of Acupuncture Program - Assistants spend time preparing formulas in the herbal pharmacy, and Interns spend a large part of their time prescribing herbal formulas.

Acupuncture & Oriental Medicine Completion Requirements

In order to graduate from NYCTCM, students must complete, with a grade of “C” or higher, all of the required courses of either the Acupuncture or the Oriental Medicine Program and must complete 4 credits of elective courses for the Acupuncture Program or 6 credits of elective courses for the Oriental Medicine Program (2 credits of which must be related to Oriental Medicine studies). In addition, students must complete 24 credits (720 hours) of clinical training for the Acupuncture Program or 30 credits (900 hours) for the Oriental Medicine Program. Acupuncture program must complete six Grand Rounds and Oriental Medicine program must complete eight Grand Rounds.

Graduates of the Acupuncture Program returning for the OM Program must complete 180 hours in each of the Junior Internship and Senior Internship phases, making the total number of 38 required clinic credits (1140 hours) and four Grand Rounds. Students in both programs must also achieve a grade of 70% or higher on both the Clinic Entrance Exam and the Senior Comprehensive Test At the beginning of their next-to-last trimester, students should schedule a pre-graduation advisement with Administrative Coordinator to make sure that everything is in order for program completion and to resolve any problems before entering the final trimester.
<table>
<thead>
<tr>
<th>Trimester</th>
<th>Traditional Chinese Medicine</th>
<th>Acupuncture</th>
<th>Chinese Herbology</th>
<th>Western Biomedical Science</th>
<th>Other Courses</th>
<th>Clinic Practice</th>
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<tr>
<td>1st</td>
<td>101</td>
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<td>202</td>
<td>Meridians &amp; Point Location 2 (60 hr / 4 cr)</td>
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<td>Meridians &amp; Point Location 3 (60 hr / 4 cr)</td>
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<td>Meridians &amp; Point Location 3 (60 hr / 4 cr)</td>
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<td>109</td>
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</table>

Please note: This table represents only one possible scenario for program completion. Each student’s actual program may vary in terms of course and clinical hours taken during any given trimester. Students who have already satisfied the 9 credits bioscience prerequisite requirements can complete the program in 11 trimesters.
## OM for Acupuncture Graduates - Program Roadmap

(Updated: Fall 2016)

<table>
<thead>
<tr>
<th>Trimester</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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<tbody>
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<td>404</td>
<td>Individual Herbs 1 (45 hr / 3 cr)</td>
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<td>Individual Herbs 3 (45 hr / 3 cr)</td>
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<td>Herbal Formulas 2 (45 hr / 3 cr)</td>
<td><strong>418</strong> OM Therapeutic Strategies (30 hr w/ 2 cr)</td>
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<tr>
<td>405</td>
<td>Individual Herbs 2 (45 hr / 3 cr)</td>
<td>407</td>
<td>Herbal Formulas 1 (45 hr / 3 cr)</td>
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<td>Herbal Formulas 3 (45 hr / 3 cr)</td>
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<table>
<thead>
<tr>
<th><strong>Other Courses</strong></th>
<th>Elective (15 hr / 1 cr)</th>
<th>Elective (30 hr / 1 cr)</th>
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<table>
<thead>
<tr>
<th><strong>Clinic Practice</strong></th>
<th>Clinical Observer [Herb. Dispensary] (60 hr / 2 cr)</th>
<th>Junior Internship (180 hr / 6 cr)</th>
<th>Senior Internship (90 hr / 3 cr)</th>
<th>Senior Internship (90 hr / 3 cr)</th>
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</thead>
</table>

**Please note:** This table represents only one possible scenario for program completion. Each student’s actual program may vary in terms of courses and clinical hours taken during any given trimester.

<table>
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<th>Didactic</th>
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</table>

**Total Clock Hours:** 1020 (Didactic: 600 including 30 elective hours; Clinic: 420); **Total Credits:** 54 (Didactic: 40; Clinic: 14)
Our Programs

Chinese Herbology Certificate Program

The Chinese Herbology Certificate Program is designed for licensed acupuncturists and graduates of acupuncture degree programs who wish to add herbal expertise as a component of their professional practices without having to complete an entire Oriental Medicine degree program.

Details of the program are given in the table. There are a total of 34 credits (510 hours) of didactic courses and 12 credits (360 hours) of clinical training in the program, offered over a span of five trimesters (one year and eight months). The didactic courses introduce the student to over 400 individual herbs and 250 major formulas, including patent formulas, and move on to herbal treatment strategy, application of the herbal formulas for treatment of commonly seen clinical syndromes, consideration and analysis of specific cases, and toxicity/safe use of herbs.

The clinical progression moves from Observation and Assistantship, where students learn herbal pharmacy skills, to Internship, where students assume responsibility for the diagnosis and treatment of patients. Certificate Program students will have to take exams to qualify for Junior Internship (focusing on individual herbs), for Senior Internship (focusing on herbal formulas), and for graduation from the program. By the end of internship training, students must also submit a minimum of 100 case reports.

NYCTCM’s Chinese Herbology Certificate Program meets ACAOM guidelines for Herb Certificate Training Programs and qualifies students to sit for the NCCAOM Chinese Herbology examination. Passing the Chinese Herbology examination will qualify licensed acupuncturists to apply for Diplomate status in Chinese Herbology and (in most cases) Oriental Medicine. Although the practice of herbal medicine is currently not a licensed specialty in New York State, there are legislative initiatives going forward in this area; achievement of certification in Chinese herbology would be a good way to anticipate future licensing requirements.

<table>
<thead>
<tr>
<th>Chinese Herbology Certificate Program</th>
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</thead>
<tbody>
<tr>
<td><strong>Trimester One</strong></td>
</tr>
<tr>
<td>Individual Herbs 1</td>
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<td>Individual Herbs 2</td>
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<tr>
<td><strong>Trimester Two</strong></td>
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<tr>
<td>Individual Herbs 3</td>
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<tr>
<td>Herbal Formulas 1</td>
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<td>Herbal Clinic Observation (including herbal dispensary training)</td>
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<td><strong>Trimester Three</strong></td>
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<td>Herbal Formulas 2</td>
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<td>Commercial Herbal Formulas</td>
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<td>Herbal Clinic Junior Internship</td>
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<td><strong>Trimester Four</strong></td>
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<td>OM Therapeutic Strategies</td>
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<td>Herbal Clinic Junior Internship</td>
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<td><strong>Trimester Five</strong></td>
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<td>Clinical Herbal Therapeutics 1</td>
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<td>OM Case Analysis 2</td>
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<tr>
<td>Herbal Clinic Senior Internship</td>
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<tr>
<td><strong>Trimester Six</strong></td>
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<td>Clinical Herbal Therapeutics 2</td>
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<td>Toxicity/Safe Use of Herbs</td>
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<tr>
<td>Herbal Clinic Senior Internship</td>
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<td><strong>Total Credits</strong></td>
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# Chinese Herbology - Certificate Program Roadmap

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<thead>
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<td>Clinical Observer [Herb. Dispensary]</td>
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<td>Junior Internship</td>
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<td>Senior Internship</td>
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**Please note:** This table represents only one possible scenario for program completion. Each student's actual program may vary in terms of courses and clinical hours taken during any given trimester.

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</tbody>
</table>

**Total Clock Hours:** 870 (Didactic: 510; Clinic: 360)  **Total Credits:** 46 (Didactic: 34; Clinic: 12)
Our Programs

Medical Qigong Practitioner Certificate Program

The Medical Qigong Practitioner Certificate Program is a New York State Department of Education approved multi-module program designed to help people achieve better health, enrichment, harmonization of life and to utilize Qigong as a healing modality in their acupuncture practice. It was developed by Linda Y. Qiu based on the teachings of Grandmaster Ming Pan, founder of Zhineng Qigong, and Junfeng Li, founder of Sheng Zhen Qigong. This program combines the essence of many traditional Qigong practices, including Daoist Qigong, Buddhist Qigong, Confucian Qigong and Martial Arts Qigong to address the physical, mental, emotional and spiritual aspects of health.

Module 1 (45 Hours/3 credits):
Self Cultivation and Healing 1
Master the Body Mind Method. Grasp the basic concepts, principles and functions of Medical Qigong. Master the ability to use optimal body posture adjustments, diet therapy and Qigong techniques for health cultivation and self healing.
Prerequisite: None

Module 2 (45 Hours/3 credits):
Self Cultivation and Healing 2
Master the Lift Qi Up Pour Qi Down Method, Three Centers Merge Standing Exercise and Zhen Qi Yun Xing Fa for mental concentration and Qi circulation. Unleash the power of mind for healing. Cultivate the higher Self for emotional and spiritual health.
Prerequisite: None

Module 3 (45 Hours/3 credits):
External Qigong Healing 1
Master the Lying Down Meditation and Health Preservation Massage Qigong. Master the Niwan Breathing Exercise for development of energetic sensitivity. Learn hand postures & manipulations for external Qi healing.
Prerequisite: Modules 1 & 2

Module 4 (45 Hours/3 credits):
External Qigong Healing 2
Master the 6 Healing Sound Qigong and 5 Element Meditation. Practice sound healing and mind power healing. Practice Qigong healing for different health concerns such as insomnia, asthma, poor digestion, hypertension, reproductive health, pain management, stress, anxiety, cancer care, etc.
Prerequisite: Modules 1 & 2

Note: Module 1, 2, 3 & 4 are open to the public and allied healthcare providers, including but not limited to Massage Therapists, Physical Therapists, Reiki Practitioners, Nutritionists, Clinical Psychologists, etc.

Module 5 (60 Hours/4 credits): Clinical Theater 1
 Clinically apply therapeutic knowledge and practical techniques gained from classroom teachings. Observe, assist and perform Qigong therapy under guidance. Deepen understanding through case studies.
Prerequisite: Modules 3 & 4

Module 6 (60 Hours/4 credits): Clinical Theater 2
Deepen understanding of Qigong therapy & improve healing skills. Practice diagnostic skills (observing, listening, asking, palpating & scanning) and perform external Qigong therapy under guidance. Practice teaching patients Qigong exercises.
Prerequisite: Modules 3 & 4

Upon completion of Modules 5 & 6, a Medical Qigong Practitioner Certificate will be issued.
**Western Bioscience Prerequisite Courses**

The following three courses must be completed before or during the first three trimesters at NYCTCM.

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**001 - Human Biology**

Human biology is the study of the body’s components and their development, composition and function, including a description of how life begins and basic embryological development. There will be a focus on the human cell, its organelles and their functions, as well as a description of the organization of cells into tissues, tissues into organs, and organs into systems. The course will include a basic treatment of genetics and inheritance.

- 3 Credits (45 Hours)
* Prerequisite: None

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**002 - Topical Anatomy**

This course provides entry-level students a knowledge of biological terminology and location of anatomical parts in the areas of osteology, myology, neurology, and circulatory systems. Emphasis will be placed on the anatomy of surface structures, which will aid in acupuncture point location.

- 4 Credits (60 Hours)
* Prerequisite: None

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**003 - Chemistry for Health Sciences**

This course explores the fundamental principles of inorganic chemistry, including properties of elements, states of matter, modern atomic and bonding theory, concentration and dilution of solutions, reaction rates and electrochemistry, acids and bases, redox reactions, equilibria, and nomenclature of elements and inorganic compounds. Properties of the elements and their compounds are discussed in terms of structure. Also included are basic principles of organic chemistry, including organic chemical nomenclature.

- 2 Credits (30 Hours)
* Prerequisite: None

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Please note that course offerings may vary from trimester to trimester; courses listed may not be available in any given trimester.
Course Descriptions

Traditional Chinese Medicine Courses

100 - History & Philosophy of Chinese Medicine
This course covers the history of the development of Traditional Chinese Medicine and its fundamental philosophical contents, Yin-Yang & Five-Phase theory. The class will review the formation of TCM and its most important achievements over its 4,000-year history. Comprehensive works and the special contributions of important TCM practitioners to this medicine will be discussed. The class will also discuss the modern development of TCM and provide a chronological comparison of western and eastern medicine.

- 1 Credit (15 Hours)
* Prerequisite: None

101 - TCM Physiology
This course presents a general introduction to the fundamental theories of TCM, including Yin and Yang and 5-phases theories, and their application in medicine. It will also introduce fundamental body substances such as Essence, Qi, Blood, Body Fluid (Jin & Ye), and the relationship between these substances. Internal organ functions and their relationships, the relationship between essential materials and the internal organs, and the relationship of Essence, Qi and Shen will also be introduced.

- 3 Credits (45 Hours)
* Prerequisite: None

102 - TCM Pathogenesis
This course introduces the concepts of health, illness and the etiology of disease. The six external pathogens, seven emotional factors and five endogenous factors, the pathogenesis of illness, the imbalance of Yin-Yang, and physical, mental, and spiritual disharmonies will be presented for study. Further topics include the dysfunction of the internal organs and meridians, abnormal relationships between the organs, and the pathogenesis of common symptoms and signs.

- 3 Credits (45 Hours)
* Prerequisite: TCM Physiology

103 - TCM Diagnosis
This course introduces the four traditional diagnostic methods in TCM: inspection, auscultation / olfaction, inquiry and palpation. Students will focus on tongue and pulse diagnosis. The four methods will be used to determine symptoms and signs and then the diagnosis of the underlying disharmony or imbalance.

- 4 Credits (60 Hours)
* Prerequisite: TCM Pathogenesis

104 - TCM Syndrome Analysis
This course is essential for the analysis and treatment of patients in the clinic. The four diagnostic methods will be discussed to determine the symptoms and signs, then pathogenesis will be used to analyze the underlying disharmony or imbalance syndrome.

- 4 Credits (60 Hours)
* Prerequisite: TCM Syndrome Analysis, Meridians & Point Location 1, 2, 3

105 - Acupuncture Treatment Principles
This course will cover the methods used in syndrome analysis including analysis according to eight principles, five phases, six meridians and four levels. The special methods of triple burner, and Qi, Blood and Body fluid will also be covered.

- 4 Credits (60 Hours)
* Prerequisite: TCM Diagnosis
Course Descriptions

Traditional Chinese Medicine Courses Continued

106, 107, 108 - Clinical Acupuncture Therapeutics 1, 2, 3
This is a series of three courses which will briefly review the etiology, symptoms, signs and pathogenesis of common diseases, and will summarize the syndrome or syndromes to which they may belong. The courses will cover treatment strategy and point selection in detail. The courses will also introduce other adjunctive treatment. Considerable time will be spent in these courses discussing Western views of these same diseases, and relating the Western and TCM approaches.

Clinical Acupuncture Practice 1 & 2 cover common internal organ diseases, pediatrics, dermatology, ENT and eye diseases. Clinical Acupuncture Practice 3 covers gynecology.
- 4 Credits (60 Hours) Each
* Prerequisite: Acupuncture Treatment Principles
* Note: Clinical Acupuncture 1, 2, 3 may be taken in any order.

110 - Tongue and Pulse Diagnosis Workshop
This class will present live and photographic demonstrations of different tongue features as well as live demonstrations of different pulses. Each category of tongue feature and pulse will be reviewed and demonstrated in detail, and the procedures of tongue inspection and pulse palpation will be demonstrated as well. Small group practice will be offered.
- 1 Credit (15 Hours)
* Prerequisite: TCM Diagnosis

111 - TCM Syndrome Analysis Workshop
This course will study cases based on the basic TCM syndromes which have been discussed in TCM Syndrome Analysis. It is designed as a review and practice of TCM syndrome analysis, and serves as a bridge between the TCM Syndrome Analysis course and the Case Analysis courses.
- 1 Credit (15 Hours)
* Prerequisite: TCM Syndrome Analysis

109 - Introduction to the Yellow Emperor's Classic of Medicine (Huang Di Nei Jing)

This course will introduce the student to the Huang Di Nei Jing, one of the most important classics of TCM. This treatise contains a wealth of knowledge about etiology, physiology, diagnosis, treatment and prevention of disease, as well as an in-depth investigation of such diverse subjects as ethics, psychology and cosmology.
- 2 Credits (30 Hours)
* Prerequisite: TCM Pathogenesis
**Course Descriptions**

**Acupuncture Courses**

201, 202, 203 - Meridians & Point Location 1, 2, 3

This series of three courses introduces the classical meridians and meridian theory. The superficial and deep pathways and their branches are covered, and palpation, anatomical landmarks and the acupuncture units of measurement are introduced in order to allow the student to locate points. The functions of points are also discussed.

Meridians & Points 1 covers the GV and CV extra channels and the LU, LI, and ST meridians. The course includes both lecture and practice.

Meridians & Points 2 covers the SP, HT, SI, BL, KI, PC, and TE meridians. The course includes both lecture and practice.

Meridians & Points 3 covers the GB and LR meridians, the six extra meridians, and extra points. The course also provides a general regional review of all points taught in Meridians & Points 1, 2, and 3.

- 3 Credits (45 Hours) Each

* Prerequisites: Meridians & Point Location 1 and 2 are prerequisites for Meridians & Point Location 3.

* Co-requisites:
  Topical Anatomy is a corequisite for Meridians & Point Location 1. Musculo-skeletal & Palpatory Anatomy is a corequisite for Meridians & Point Location 2.

* Note: Meridians & Point Location 1, 2, 3 should be taken in sequence. However, a student may take 1 and 2 at the same time.

204 - Needle Technique

This course covers the preparation of the patient for treatment, the insertion and withdrawal of needles, gaining the Qi, and tonification and reduction methods. The course also covers the prevention and management of needling complications, the forbidden points, contraindications of needling, and ancient needle techniques. Lecture, demonstration and student practice.

- 3 Credits (45 Hours)

* Prerequisites: TCM Physiology, Merid. & PL 1

205 - Advanced Needle Technique

This course introduces auricular therapy, scalp acupuncture, electro-acupuncture and other methods. Some new methods of acupuncture will also be introduced. Lecture, demonstration and student practice.

- 3 Credits (45 Hours)

* Prerequisite: Needle Technique

206, 207 - Acupuncture Case Analysis 1, 2

These two courses allow students to apply the knowledge they have gained in TCM theory courses by analysis of actual clinical cases. Emphasis will be on practical application of acupuncture treatment, and students will be expected to present their own analyses of difficult cases.

- 2 Credits (30 Hours) Each

* Prerequisite: TCM Synd. Analysis

* Note: Case Analysis 1 & 2 may be taken in any order.

208, 209 - Point Lab 1, 2

These two courses allow students to review their knowledge of point location. Point Lab 1 is designed as a review of M. & Pt. 1, 2 & 3, and should be taken prior to commencement of clinic internship. Point Lab 2 is a preparation for the Point Location portion of the NCCAOM examination, and should be scheduled for the term prior to taking this exam.

- 1 Credit (15 Hours) Each

* Prerequisites: Meridians & Point Location 1, 2, 3

210 - Meridian Theory & Clinical Applications

This course will emphasize the concept, characteristics, composition, function and distribution of 12 regular channels, collaterals, divergent channels, extraordinary vessels, muscular channels, and cutaneous regions. The course also introduces the ancient theory of Root and Branch and will cover case rationale related to clinical application of meridian theory especially the meridian pathology. The course will also include contemporary research on biophysical phenomena of meridians, body surface-organ inter-relationships, and Meridian Sensitive Persons’ survey since the 1970’s.

- 3 Credits (45 Hours)

* Prerequisite: Meridians & Point Location 1, 2 & 3
Course Descriptions

Western Biomedical Science Courses

301 - Medical Terminology
This course will introduce students to key word parts associated with body systems, disorders, conditions, procedures, and medical specialties. It will show students how to decipher difficult medical terms by breaking them down into these basic components. Pronunciation of the terms will also be emphasized.
- 1 Credit (15 Hours)
* Prerequisite: None

302-1 - Musculoskeletal & Palpatory Anatomy
This course will train the student in practical skills of examination through touch. Instruction will be given in identification and location of musculo-skeletal landmarks and practical techniques to differentiate varied textures and tones in soft tissues, in order to aid in diagnostic procedures as well as point location.
- 3 Credits (45 Hours)
* Prerequisite: Topical Anatomy

303, 304 - Western Physiology 1, 2
These two courses cover internal organs and systems of the human body. They introduce the physiological functions of the internal organs from a Western medical point of view, and emphasize the nervous system for acupuncture and pain management. Other topics include circulation, respiration, oxygen and carbon dioxide exchange, the generation of blood cells in the bone marrow, and kidney function to maintain water and electrolytes equilibrium.
- 3 Credits (45 Hours)
* Prerequisites: Human Biology, Topical Anatomy, Medical Terminology, Musculoskeletal & Palpatory Anatomy
* Note: Western Physiology 1, 2 may be taken in any order.

307A - Musculoskeletal Evaluation
This course familiarizes students with musculo-skeletal evaluation methods so that they can deal with common acupuncture indications of musculo-skeletal disorders in their future practice. The course will include an overview of musculo-skeletal physiology and anatomy. The course will introduce basic structures, muscular components and gross physical examination, biomedical disorders, and specific orthopedic assessments. The above contents will be introduced for the regions of upper extremities, lower extremities and spine, respectively. Students will need to participate in practical screening examination workshops for each region. Hands-on training will be offered.
- 2 Credits (30 Hours)
* Prerequisites: Musculoskeletal & Palpatory Anatomy, Western Physiology 1, 2

307B - Clinical Neurology
This course will provide a general overview of the neurological system. Instruction will be given in Western diagnostic tests used to clinically evaluate a patient with potential neurological problems. Hands-on training will be offered.
- 2 Credits (30 Hours)
* Prerequisites: Musculoskeletal & Palpatory Anatomy, Western Physiology 1, 2

308 - Clinical Pathophysiology
This course covers the pathological changes which occur in disease: the symptoms, signs and manifestations of disease based on the pathologic changes of the organs. The cardiovascular system will be emphasized; benign and malignant tumors will also be discussed.
- 4 Credits (60 Hours)
* Prerequisites: Western Physiology 1, 2
Course Descriptions

Western Biomedical Science Courses Continued

309 - Pharmacology
This course will survey Western pharmacology, with an emphasis on the classification, major action and side-effects of commonly prescribed medications. Antibiotics, steroids, anti-depressants, and anti-allergic drugs will be discussed.
- 3 Credits (45 Hours)
* Prerequisite: Clinical Pathophysiology

310 - Clinical Nutrition
This course will focus on the use of dietary therapy for the treatment and prevention of many illnesses and disorders, as well as on wellness. The course will also briefly introduce principles of western nutrition, the biochemical process of nutrition, the importance of various components of food in nourishing the body, as well as the digestion and assimilation of carbohydrates, proteins and fats, and the role of vitamins and minerals in these processes. Dietary assessment and the evaluation of nutrition status from a Western perspective will be discussed. The course will introduce the strategy and application of nutrition for common illnesses and disorders, and will discuss dietary therapy applied for general health promotion.
- 3 Credits (45 Hours)
* Prerequisites: Western Physiology 1, 2

311 - Western Diagnosis
The first half of this course introduces Western physical diagnostic methods such as inspection, palpation, percussion and auscultation. The methods for taking a case history, the present history and physical examination findings will be taught as components of Western diagnosis. The course will also introduce basic methods for taking temperature and blood pressure, and for performing a simple eye, ear, nose and throat examination. Some important symptoms and signs which contraindicate acupuncture treatment will be emphasized.

The second half of the course covers blood analysis, urinalysis and stool examination and their use in making a simple Western medical diagnosis. Also presented will be Western laboratory procedures and interpretation of laboratory results and reports. The course will also briefly touch upon technological examination methods used in modern medicine such as EKG, X-ray, MRI, and ultrasound. This course will enable graduates to understand Western medical treatment and diagnosis, and to communicate effectively both with Western practitioners and with patients.
- 4 Credits (60 Hours)
* Prerequisite: Clinical Pathophysiology

312 - Western Medicine Case Analysis 1
This course introduces students to commonly encountered diseases in clinical medicine from the standpoint of case presentations. Each week a category of disease will be analyzed from the perspective of signs and symptoms, as is typically seen in office based practices and outpatient clinics. This includes discussions on risk factors, epidemiology, pathogenic mechanisms, long term complications, treatment and prevention.
- 2 Credits (30 Hours)
* Prerequisites: Western Diagnosis, Pharmacology
* Note: Western Medicine Case Analysis 1, 2 may be taken in any order.

313 - Western Medicine Case Analysis 2
This course introduces students to commonly encountered diseases in clinical medicine from the standpoint of case presentations. Each week a category of disease will be analyzed from the perspective of signs and symptoms, as is typically seen in office based practices and outpatient clinics. This includes discussions on risk factors, epidemiology, pathogenic mechanisms, long term complications, treatment and prevention.
- 2 Credits (30 Hours)
* Prerequisites: Western Diagnosis, Pharmacology
* Note: Western Medicine Case Analysis 1, 2 may be taken in any order.
Course Descriptions

Chinese Herbology Courses

401 - Introduction to Chinese Herbology
This course introduces the student to the history of Chinese Herbology, the measurement units of herbs, herbal classification, properties, flavors and meridian affinity, and herbal preparation and processing.
- 2 Credits (30 Hours)
* Prerequisite: None

402 - Eastern Nutrition
A study of nutrition is presented from the perspective of Traditional Chinese Medicine. This course will study the Chinese dietary foods that are characterized by the dual nature of medicine and food. The course will also discuss various groups of foods in terms of TCM and the use of TCM dietary therapy recipes for the treatment and prevention of common illnesses.
- 2 Credits (30 Hours)
* Prerequisites: TCM Syndrome Analysis, Introduction to Chinese Herbology

403 - Patent Herbs
This course introduces over 100 different patent herbal formulas which are commonly used, including the Chinese name, the function, indication, contraindication and the dosage.
- 3 Credits (45 Hours)
* Prerequisites: TCM Syndrome Analysis, Introduction to Chinese Herbology

404, 405, 406 - Individual Herbs 1, 2, 3
This series of three courses covers 400 individual herbs, including their botanical name, Chinese name in pinyin, their classification, property, flavor, meridian affinity, dosage, prescription examples, actions, indications, and contraindications. Identification of herbs is also covered.
- 3 Credits (45 Hours) Each
* Prerequisites: TCM Physiology, Introduction to Chinese Herbology
* Note: Individual Herbs 1, 2, 3 may be taken in any order. A student may take two individual herbs classes at the same time.

407, 408, 409 - Herbal Formulas 1, 2, 3
Building on the knowledge of individual herbs, this course introduces the concept of herbal formulas. 250 major formulas, including their components, indications, major modifications and common methods of preparation are covered. In Herbal Formulas 3, the eight principle methods of herbal treatment and the preparation of herbal decoctions are introduced.
- 3 Credits (45 Hours) Each
* Prerequisites: TCM Syndrome Analysis, Individual Herbs 1, 2, 3
* Note: Herbal Formulas 1, 2, 3 may be taken in any order. A student may take two herbal formulas classes at the same time or take one herbal formula class at the same time as Individual Herbs 3.

410, 411 - Clinical Herbal Therapeutics 1, 2
These two courses will briefly review the etiology, symptoms, signs and pathogenesis of common diseases, and will summarize the syndrome or syndromes to which they belong. The courses will cover treatment strategy and formula selection in detail. Considerable time will be spent in these courses discussing Western views of these same diseases, and relating the Western and TCM approaches.
- 4 Credits (60 Hours) Each
* Prerequisites: Herbal Formulas 1, 2, 3, OM Therapeutic Strategies and OM Case Analysis 1 & 2
[OM Case prerequisites not applicable to 2nd Degree OM & Chinese Herbology Certificate programs]
* Note: Clinical Herbal Therapeutics 1, 2 may be taken in any order.
Course Descriptions

Chinese Herbology Courses Continued

412, 413 - OM Case Analysis 1, 2
These two courses allow students to apply the knowledge they have gained in TCM theory courses by analysis of actual clinical cases. Emphasis will be on practical application of herbal and acupuncture treatment, and students will be expected to present their own analyses of difficult cases. OM Case Analysis 1 will focus on herbal treatment and OM Case Analysis 2 will include both acupuncture and herbal treatment.
- 2 Credits (30 Hours) Each
* Prerequisites: Herbal Formulas 1, 2
* Co-requisite: OM Therapeutic Strategies [co-requisite not applicable to 2nd Degree OM & Chinese Herbology Certificate programs]
* Note: OM Case Analysis 1, 2 may be taken in any order.

414 - Shang Han Lun
This course will give students a basic knowledge of the classical treatise Shang Han Lun (Discussion of Cold-Induced Disorders), written 1700 years ago by Zhang Zhongjing. The principles of six-channel transmission will be discussed, as will the many practical cases and formulas presented in the treatise.
- 2 Credits (30 Hours)
* Prerequisites: Individual Herbs 1, 2, 3
* Co-requisite: TCM Syndrome Analysis

415 - Jin Gui Yao Lue
This course will give students a basic knowledge of the classical treatise Jin Gui Yao Lue (Essentials from the Golden Chamber), written 1700 years ago by Zhang Zhongjing. Many miscellaneous disorders are covered in this book, and tongue and pulse diagnosis, symptom complexes, and treatment principles are all described in detail. The wide range of cases and formulas presented provide valuable guidance to the modern practitioner.
- 2 Credits (30 Hours)
* Prerequisites: Individual Herbs 1, 2, 3
* Co-requisite: TCM Syndrome Analysis

416 - Commercial Herbal Formulas
This course introduces over 100 different commonly-used patent herbal formulas, including both those which are based on classical formulas and those which are modern innovations.
- 1 Credit (15 Hours)
* Prerequisites: TCM Syndrome Analysis, Individual Herbs 1, 2

417 - Toxicity / Safe Use of Herbs
This course will introduce basic toxicology as it relates to the study of Chinese herbology. Traditional knowledge of toxicity for Chinese herbs will be compared to modern scientific chemical analysis. Issues of purity and production standards for Chinese patent herbs will also be covered.
- 1 Credit (15 Hours)
* Prerequisites: Pharmacology, Individual Herbs 1, 2, 3

418 - OM Therapeutic Strategies
This class will review the principles of treatment in TCM, Root and Manifestation of Disease, Normal and Contrary Treatment, Different Treatments for the Same Disease/Same Treatment for Different Diseases, and Treating Disease according to the Season, Environment and Individual. It will introduce in detail the therapeutic strategies of Eight Methods: Sweating, Vomiting, Draining Downward, Harmonizing, Warming, Clearing, Reducing and Tonifying, and their clinical applications. The types of formulation of Chinese herbs will be mentioned. The class will also discuss the appropriate use of Chinese herbs, acupuncture, Tui Na and dietary therapy in different cases.
- 2 Credits (30 Hours)
* Prerequisites: TCM Syndrome Analysis, Herbal Formulas 1, 2
Course Descriptions

Professional Development Courses

501 - Professional Ethics
This course considers questions of ethics, jurisprudence, malpractice and other current issues which confront modern health care providers, and endeavors to develop communication and consulting skills for use in practice.
- 2 Credits (30 Hours)
* Prerequisite: None

502 - Clinical Counseling
This course deals with the clinical relationship between practitioner and patient. Topics include the importance of a systematized practice, new patient intake, initial patient review, appropriate draping of patients, bedside manner, and after-treatment procedure. Basic counseling skills will be presented, including reflective listening, basic stress management techniques, dealing with different styles of communication, and referral skills. SOAP charting and HIPAA privacy regulations will also be covered.
- 2 Credits (30 Hours)
* Prerequisite: Professional Ethics

503 - Practice Issues
This course reviews legal and professional issues such as malpractice insurance, and how to manage and operate a professional office. It will also cover marketing, record keeping, professional liability, patient consent, records, and advertising.
- 2 Credits (30 Hours)
* Prerequisites: Clinical Counseling, Acupuncture Treatment Principles

504 - Clinical Safety Management
This course is intended to train students how to implement practical strategies for safety management and the avoidance of risks in the clinic. Topics will include blood borne pathogens and communicable diseases such as HBV, HCV, HIV, MRSA, VRE, and TB, vectors of infection, accidental needle-stick protocol, and basic knowledge of universal precautions and how to apply them, basic CPR protocol and management of basic clinical emergencies.
- 1 Credit (15 Hours)
* Co-requisite: Practice Issues

Energy Practice Courses

601, 602 - Tai Chi 1, 2
This is a popular gentle energy movement exercise. It combines exercise with the Chinese philosophy of Qi circulation. The aim is to put students in touch with their own Qi, which will enable them to understand the role of Qi in the maintenance of health in the human body.
- 1 Credit (15 Hours) Each
* Prerequisite: None

603, 604 - Qigong 1, 2
This is another energy exercise system which can strengthen body resistance to prevent common illnesses and can also be used for the treatment of various illnesses.

605 - Foundations of Tui Na
Tui Na is an ancient method of Chinese therapeutic bodywork for bony structure disorders as well as soft tissue illnesses. This course combines lecture in the classroom with practice on classmates in order to acquire the necessary fundamental manipulation skills for the practice of this art.
- 2 Credits (30 Hours)
* Prerequisites: TCM Physiology, Meridians & Point Location 1

607 - Tui Na Clinical Applications
This course builds on the skills learned in Foundations of Tui Na by teaching the application of the various manipulations to patient conditions commonly encountered in the clinic.
- 2 Credits (30 Hours)
* Prerequisites: Foundations of Tui Na, Acupuncture Treatment Principles
Course Descriptions

Elective Courses

General

**721 TCM Psychology (Constitutional Theory)**

This course introduces the concepts of TCM constitutional theory, which describes the constitutional formation of a human being, the characteristics of the individual, and the different types of personality, as well as the relationship between the different constitutions and disease pathogenesis, diagnosis, treatment and prevention of disease.

- 1 Credit (15 Hours)
* Prerequisite: TCM Pathogenesis

**802 Major TCM Schools (Ge Jia Xue Shuo)**

This course will introduce the features of different schools of TCM, especially the four typical ones from the Jin and Yuan dynasties—the School of Cold and Coolness founded by Liu Wansu, the School of Attacking or Purging headed by Zhang Congzheng, the School of Spleen and Stomach represented by Li Dongyuan, and the School of Nourishing the Essence founded by Zhu Danxi. The special theories of each school and corresponding typical herbal formulas will be introduced in detail.

- 1 Credit (15 Hours)
* Prerequisites: TCM Physiology, Introduction to Chinese Herbology

Acupuncture

**703-1, 703-2 - Practical Needling 1, 2**

Students in these courses will learn how to needle some of the important but difficult points. The courses will help students to build self-confidence when needling points on various parts of the body. Course 1 introduces the points on the extremities, chest, abdomen, head, face and neck region and course 2 covers the points on the back, sacrum, Huato Jiaji and joints areas.

- 1 Credit (15 Hours)
* Prerequisites: Needle Technique, Meridians & Point Location 1, 2, 3

**704 Special Acupuncture Therapeutics 1: Acupuncture in Shang Han Lun**

This course will discuss the significance of some important pattern syndromes and the associated acupuncture treatments.

- 1 Credit (15 Hours)
* Prerequisites: TCM Synd. Analysis, Meridians & Point Location 1, 2, 3

**705 Special Acupuncture Therapeutics 2: Japanese Acupuncture**

This course will introduce the basic concepts of Japanese acupuncture and the basic principles of Meridian Therapy, as well as clinical application. Practice workshop included.

- 1 Credit (15 Hours)
* Prerequisites: Needle Technique, Meridians & Point Location 1, 2, 3

**706 Special Acupuncture Therapeutics 3: Ancient Acupuncture Cases**

This course will discuss some acupuncture cases selected from ancient classics. The case discussion includes the significance for clinical acupuncture practice and importance of the core of TCM, setting up the treatment based on the syndrome and pattern differentiation.

- 1 Credit (15 Hours)
* Prerequisites: TCM Synd. Analysis, Meridians & Point Location 1, 2, 3

**707 Special Acupuncture Therapeutics 4: Clinical Application of Auricular Acupuncture**

This course will introduce the detailed clinical application of auricular therapy including clinical indications and needle techniques. Workshop included.

- 1 Credit (15 Hours)
* Prerequisites: Needle Technique, Meridians & Point Location 1, 2, 3
Course Descriptions

Elective Courses Continued

711 - Introduction to Chinese Language
This course will offer students a basic concept of the Chinese language, pronunciation, Pinyin, and Chinese characters related to TCM and daily use. Students who attend the class are expected to gain fundamental knowledge of the Chinese language and be able to read and write simple Chinese words by correctly using the Chinese-English dictionary.
- 1 Credit (15 Hours)
  * Prerequisite: None

713 - Neurologic Acupuncture
After giving a brief introduction to the general fundamentals of neurology, this course will introduce details about the neurological mechanisms of acupuncture. Special needle techniques and point selection based on knowledge of these mechanisms will be presented, as well as acupuncture treatment for some neurological disorders.
- 1 Credit (15 Hours)
  * Prerequisites: Clinical Neurology, Acupuncture Treatment Principles, Meridians & Point Location 1, 2, 3

715 - Acupuncture Classics: The Classic of Difficulties
The Classic of Difficulties will introduce some important chapters of this historical acupuncture textbook so that students will better understand some special needle techniques and acupoint selection.
- 1 Credit (15 Hours)
  * Prerequisites: TCM Synd. Analysis, Meridians & Point Location 1, 2, 3

716 - The Systematic Classic of Acupuncture and Moxibustion
This course will introduce some important chapters from this classic work, especially emphasizing point selection for different indications. Students will be given a better understanding of the method of acupoint selection in ancient times.
- 1 Credit (15 Hours)
  * Prerequisites: TCM Synd. Analysis, Meridians & Point Location 1, 2, 3

722 - Five Element Acupuncture
This course will introduce students to 5-Element Acupuncture Theory. Topics will include 5-Element history and development, Five-Phase Correspondences, the Four Cycles, Mother and Child points, the 12 Officials, Aggressive Energy Treatment Methods, Entry-Exit points, Spirit points, Internal and External Dragons, 5-Phase Transporting points, Horary points, the 7-Emotions and Internal causes of Disease, 5-Phase Abdominal Reflexes and Pulses, and 5-Element Patterns and Pathologies.
- 1 Credit (15 Hours)
  * Prerequisites: TCM Physiology, Meridians & Point Location 1, 2, 3
Elective Courses Continued

Oriental Medicine

803 - Treatise on Warm-Febrile Diseases (Wen Bing Xue)
This course will introduce the definition of Wen Bing (Warm Diseases), its basic characteristics and different types and etiologies. The Four Level differentiation, Defensive-Qi-Nutrient-Blood, San Jiao differentiation, and the corresponding herbal treatment for different contagious diseases will be considered in detail.
- 1 Credit (15 Hours)
* Prerequisites: TCM Synd. Analysis, Individual Herbs 1, 2, 3

804 - Special Herbal Therapeutics 1: Paired Herbs
This course will introduce the paired herbs which were commonly used by the master practitioners of Traditional Chinese Medicine. It will include individual herbal actions and superiority of combination as well as clinical applications.
- 1 Credit (15 Hours)
* Prerequisites: Individual Herbs 1, 2, 3

806 - Special Herbal Therapeutics 3: New Pharmaceutical Research on Chinese Herbs
This course will introduce state-of-the-art research information about Chinese herbs, including their effective pharmaceutical actions.
- 1 Credit (15 Hours)
* Prerequisites: Individual Herbs 1, 2, 3
Clinical Training Courses

NYCTCM offers clinical training at four sites—at the Mineola campus and Manhattan Center clinics, the Health & Wellness Center of SUNY Farmingdale, and Gouveneur Healthcare Services. The Mineola clinic contains a complete herbal dispensary with a state-of-the-art quality control system.

This series of clinical practice levels includes Clinical Observation, Clinical Assistantship, Junior Internship and Senior Internship. Before starting the Junior Internship, in Trimester 5 or 6 of the Acupuncture Program, or Trimester 6 or 7 of the Oriental Medicine Program, the student will have to take a Clinic Entrance Examination. In addition, before embarking on their Senior Internships, all students will have to pass a Clinical Skills Assessment Test and OM students will have to pass a test on herbal formulas.

Before entering the clinic as an Observer, students must take Introduction to Clinic Observation. As a prerequisite to becoming an intern, students must attend Introduction to Internship, which focuses on clinical competency training for junior and senior interns.

**901 - Intro. to Clinic Observation**

This course prepares students for entering into the NYCTCM clinic. It focuses on clinical expectations for observers and assistants. It introduces the clinic settings/facilities/operations, policies, procedures, and patient scheduling issues. The course also reviews HIPAA, the clean field concept, and cautions regarding the use of moxibustion. For OM program students, the course introduces herbal dispensary techniques including powder and capsule.

- 0.5 Credit (7.5 Hours)

**902 - Introduction to Internship**

This course prepares students for internship in the NYCTCM clinic. It focuses on clinical competency training for junior and senior interns. It reviews ethical and interpersonal skills, CNT skills, acupuncture needling techniques, and palpation skills. Demonstration and student practice are included.

- 0.5 Credit (7.5 Hours)

**Clinical Observation**

This level of clinical practice provides an orientation to the acupuncture clinic and herbal pharmacy. During the observation period, students observe interns as they conduct patient interviews, take the pulse and examine the tongue, make a diagnosis, and carry out an acupuncture and/or herbal treatment. In addition, Oriental Medicine students learn herbal dispensary skills in the herbal clinic. A minimum of 165 treatment observations are required by the end of the 120 clock-hour clinic observation period.

**Clinical Assistantship**

Clinical Assistantship consists of a total of 60 hours. The students assist the acupuncturist in some minor procedures such as cupping, moxibustion, Tui Na and other non-invasive TCM techniques. Assistants may also assist the acupuncturist to withdraw the needles and help to chart the points on the patient’s file. In the herbal clinic, OM students continue improving their herbal dispensary skills in the herbal clinic.

**Junior Internship**

The Junior Internship period is 240 hours for students in the Acupuncture Program, and 300 hours for students in the Oriental Medicine Program (180 hours for Acupuncture Program graduates returning to pursue the OM degree). Junior Interns may treat patients in the clinic, but only under very close supervision of the Clinic Supervisor.

**Senior Internship**

This is the highest level internship and consists of 300 hours of practice for students in the Acupuncture Program and 360 hours of practice for students in the Oriental Medicine Program (180 hours for Acupuncture Program graduates returning to pursue the OM degree). Senior Interns may diagnose and treat patients with approval of the supervisor. 250 patient treatments are required during the period of Junior and Senior Internship for Acupuncture Program students, 350 patient treatments for OM Program students, and 150 patient treatments for acupuncture graduates returning OM students

**Grand Rounds**

As an adjunct to the clinical training component of the program, a student must attend a minimum number of Grand Rounds relative to his/her program.

- Acupuncture - 6 Grand Rounds
- 1st Degree OM - 8 Grand Rounds
- 2nd Degree OM - 4 Grand Rounds
Faculty Profiles

Guidun Bai - Dipl. OM (NCCAOM), L.Ac.
Dr. Bai was born in a family of western medicine in China. He has studied the knowledge and wisdom of Traditional Chinese Medicine (TCM) since childhood and began his academic training in TCM theories; Chinese herbs, acupuncture and tuina as a teenager follow by several veteran TCM doctors. In 1980, Guidun came to America and graduated from University of Kansas with a degree in Microbiology. In 1985, he received a diploma of Acupuncture from the Maryland Institute of TCM in 1998. He is currently practicing TCM at Long Island, and also teaching acupuncture at both Pacific College of Oriental Medicine and at New York College of Traditional Chinese Medicine.

James Bare - Ph.D., Dipl. OM (NCCAOM), L.Ac.
Dr. Bare graduated from Johns Hopkins University in 1970 and received his Ph.D. in Linguistics from the University of Michigan in 1975. He has held academic positions at Lawrence University, Oberlin College, Carleton College, SUNY New Paltz, and the University of Minnesota, and has lived and worked abroad in Taiwan, India, Singapore, and Korea. He graduated in 1998 from NYCTCM, and is currently licensed to practice acupuncture in New York State.

Yongshun Bei - O.M.D. (China), L.Ac.
Dr. Bei graduated from Shanghai University of TCM in 1985, and completed postgraduate study at Fujian College of TCM in 1995. From 1985 until 2001 he taught at Fujian College of TCM, and served as Assistant Dean and later Vice Dean of the Acupuncture and Chinese Tui Na Department and Director of the Chinese Tui Na Section from 1994 until 2001. He has authored and edited numerous books and articles, most of which focus on the modalities of acupuncture and tui na. Dr. Bei is currently licensed to practice acupuncture in New York State.

Yemeng Chen - Ph. D. (China), Dipl. OM (NCCAOM), L.Ac., FICAE
Dr. Chen graduated from Shanghai University of Traditional Chinese Medicine in 1985. After that he worked as an instructor in Shanghai Medical University and practiced as a physician in the affiliated Huashan Hospital, becoming the Director of the Acupuncture Department in 1989. He completed his Ph.D. in Traditional Chinese Medicine at Beijing University of Traditional Chinese Medicine in 2012. Dr. Chen has more than 30 research papers published in various medical journals in different countries and has also published ten acupuncture books, including two large-scale reference works. He has been the Academic Dean at New York College of Traditional Chinese Medicine since 1996, and was appointed President of the school in 2006.

He was a member of the New York State Board of Acupuncture, appointed by the New York State Education Department from 2000 to 2010, elected Vice-Chair of the Board after 2007 and was also the Editor-in-Chief of the American Journal of Traditional Chinese Medicine. Dr. Chen serves as a Commissioner (Educator Member) of Accreditation Commission of Acupuncture & Oriental Medicine (ACAOM), elected as the Secretary in February 2015 and is also the Executive President of the National Federation of Chinese TCM Organizations (NFCTCMO). He is currently a guest professor in the International Education College at Shanghai University of Traditional Chinese Medicine.

Peizhu Cheng - O.M.D. (China), L.Ac.
Dr. Cheng graduated from Beijing Traditional Chinese Medical College in 1982 and apprenticed with the famous TCM doctor Master Shenyu Zhu. After graduation she practiced and taught Chinese medicine at Peking Union Medical College Hospital until 1986. After coming to the U.S., she has conducted a private acupuncture practice as well as teaching at several New-York-area TCM schools. Dr. Cheng is currently licensed to practice acupuncture in New York State.

Jack Coleman - M.S., L.Ac.
Prof. Coleman received his master's degree in acupuncture from The New York College for Wholistic Health Education and Research and his master's degree in Oriental Medicine from the New York College of Traditional Chinese Medicine in 2008. He has been a New York State licensed acupuncturist since 1998. He maintains a private practice and treats patients with acupuncture, tui na, shiatsu, Amma therapy and herbology. He teaches at the New York College of Traditional Chinese Medicine and is a faculty adviser to the SGA.
Faculty Profiles Continued

**Ai Deng - O.M.D. (China), L.Ac.**

Dr. Deng received his O.M.D. from Shanghai College of Traditional Chinese Medicine in 1982. He was a Resident Doctor from 1982 to 1991 at Shanghai Hu Nan Hospital and at Shanghai Nan Shi Hospital of TCM, and an Attending Doctor at Shanghai Nan Shi Hospital of TCM. He has been teaching as a clinic supervisor at Pacific College of Oriental Medicine since 1999. He joined NYCTCM as a clinic supervisor in 2012. Dr. Deng is currently licensed to practice acupuncture in New York State.

**Lei He - O.M.D. (China), L.Ac.**

Dr. He graduated from Hubei University of Traditional Chinese Medicine in 2010. He is currently licensed to practice acupuncture in New York State and specializes in orthopedic disorders.

**Woo-Yup Kang - D.C., MSTOM, Dipl. OM (NC-CAOM), L.Ac.**

Dr. Kang earned his doctorate of chiropractic from New York Chiropractic College and his Master of Science degree in Traditional Oriental Medicine from Pacific College of Oriental Medicine. He has practiced as a chiropractor since 1998 and as an acupuncturist in New York since 2001.

He specializes in Huang Di Nei Jing and is the president of So Mun Academy New York, which studies Huang Di Nei Jing. He is also an independent Medical Examiner for Chiropractic and Acupuncture in New York State. Dr. Kang is currently licensed to practice acupuncture in New York State.

**Stephen Kaplan - M.S., L.Ac.**

Prof. Kaplan graduated from the Swedish Institute of Massage Therapy in 1993 and received his Master’s Degree in Traditional Chinese Medicine from the Five Branches Institute of TCM in 1997. He currently teaches at Pacific College of Oriental Medicine as well as at NYCTCM, and conducts a private practice in both acupuncture and massage. Prof. Kaplan is currently licensed to practice acupuncture in New York State.

**Mona Lee-Yuan - M.S., Dipl. OM (NCCAOM), L.Ac.**

Dr. Lee-Yuan attended University of Miami from 1979 to 1983 for her studies in physical therapy. She received her B.S. Degree with a specialty in Pediatrics in 1983 and has been a pediatric physical therapist for more than three decades. Because of personal experience of benefits from acupuncture and herbs, she decided to study acupuncture and graduated from NYCTCM in 2006. After graduation, she returned to NYCTCM part-time in 2007 to pursue studying herbs and graduated in 2011. In 2006, she established her company Mind, Body, Spirit Acupuncture & Holistic Health in Oceanside, NY and specializes in women's health/infertility, orthopedic and neurological diseases. She joined NYCTCM as a faculty member in 2014.

**Lance Li - M.S., L.Ac.**

Prof. Li received his Master’s degree in Oriental Medicine from Pacific College in 2000 and since then has worked in various acupuncture clinics in the New York metro area. He is currently affiliated with the Cardiac Rehab Center at New York Hospital Queens and serves as a clinic supervisor at Pacific College of Oriental Medicine, as well as teaching at NYCTCM. Prof. Li is currently licensed to practice acupuncture in New York State.

**Haoyue Lu - O.M.D. (China), L.Ac.**

Prof. Lu graduated from Hubei University of Traditional Chinese Medicine in 2011 with a Master’s Degree in Acupuncture and Tui Na. She worked as an acupuncturist at Wuhan Central Hospital in 2009 and Wuhan Hospital of Traditional Chinese Medicine in 2010.

**John Pai - M.D. (Taiwan), L.Ac.**

Dr. Pai received his M.D. in 1983 from China Medical University, Taichung, Taiwan, and his Master of Medical Science in 1985 from the Institute of Chinese Medical Research associated with that same institution. From 1983 until 1997 he practiced in Taiwan as a General Practitioner and became a Board Certified Psychiatrist in 1989. He was on the faculty of China Medical University from 1993 to 1997. From
NYCTCM Faculty

Faculty Profiles Continued

1995-97, he was the Director of the Acupuncture Department at China Medical University Hospital.

Since coming to North America in 1998, he has continued in private practice of TCM and has been an instructor and clinical supervisor at various TCM schools in Canada and the U.S. Dr. Pai is currently licensed to practice acupuncture in New York State.

Kaihong Qiu - O.M.D. (China), Dipl. OM (NCCAOM), L.Ac.

Dr. Qiu graduated from Fujian University of TCM in 1991. With over 20 years of clinical experience, she utilizes a combination of TCM techniques in her practice and customizes them based on each patient. Her specialties include pain management, facial rejuvenation, chronic fatigue, women's health, etc. Dr. Qiu is currently licensed to practice acupuncture in New York State.

Yuxia Qiu - O.M.D. (China), L.Ac.

Dr. Qiu received her medical training from Hebei Medical University and Chengdu University of TCM from 1991 to 1999. She taught at Huguosi Teaching Hospital of Beijing University of TCM from 1999 to 2000. She was an instructor and clinic supervisor at the Academy of Oriental Medicine from 2001 to 2010. She also acted as Director of the Integral Studies Department from 2007 to 2010. Since 2011 she has been teaching at Pacific College of Oriental Medicine and NYCTCM. She is a member of the World Academic Society of Medical Qigong and the American Organization of Bodywork Therapies of Asia. She has published many papers in several research fields, including Qigong acupuncture, history of Chinese medicine, fundamental theory of Chinese medicine, and acupuncture treatment of various diseases. Dr. Qiu is currently licensed to practice acupuncture in New York State. She is currently the director of the Medical Qigong Practitioner Program at NYCTCM.

John Scalice - M.S., L.Ac.

Prof. Scalice received his B.S. from Excelsior College and then completed a Master’s degree in Acupuncture at New York College of Traditional Chinese Medicine, graduating in 2004. In 2012 he returned to NYCTCM to join the inaugural class in the Medical Qigong Advanced Certificate Program, earning a Medical Qigong Practitioner certificate in 2014. He continues to study, practice and teach Qigong and Medical Qigong. He is licensed to practice acupuncture in New York State.

Lin Shen - M.D. (China), P.A., L.Ac.

Dr. Shen received her M.D. degree from Shanghai Second Medical University in 1991 and practiced in China until coming to the U.S. in 1993. She received her Masters in Health Science and her Physician Assistant Certificate from Quinnipiac University in 2000 and completed her studies in acupuncture at NYCTCM in 2004. She is currently licensed to practice acupuncture in New York and is licensed as a Physician Assistant in both New York and Connecticut.

Martin Silber - M.S., L.Ac.

Prof. Silber received his Master’s degree from Tri-State College of Acupuncture in 1995. In 1997, he received his Acupuncture Detoxification Specialist certification and Registered Trainer status in 1999. He is responsible for creating the original Long Island chapters for ASNY in 1997, 1999 and 2007. He has been the head acupuncture supervisor for Nassau County’s Department of Drug and Alcohol Detoxification program for the past 15 years. In 2002, he created and supervised the first acupuncture detoxification program for Catholic Charities in Commack, NY. He became a Clean Needle Technique instructor and examiner for the CCAOM in 2009 and has been an instructor and clinic supervisor at the NYCTCM since then. With over a decade of teaching and supervising experience and more than 30 years of clinical experience in the tri-state area, he is currently licensed to practice acupuncture in New York.

Catherine Tortorella - D.C., L.Ac.

Dr. Tortorella graduated from C.W. Post College and New York Chiropractic College. She has practiced as a Chiropractor in New York since 1981. A 2002 graduate of NYCTCM, she is currently licensed to practice acupuncture in New York State.
## NYCTCM Faculty

### Faculty Profiles Continued

**Catherine Vecchione - D.C., M.S., BSN, RN**

Dr. Vecchione graduated from Northwestern University and New York Chiropractic College. She has practiced as a Chiropractor in New York since 1995.

**Ada Wang - Ph. D. (China), L.Ac.**

Dr. Wang graduated from the doctoral program at Shanghai University of Traditional Chinese Medicine in 2009. She was a visiting research scholar in the U.S. in 2011. Her research has been focused on comparative study between Chinese medicine and western medicine. She has more than 10 research papers published in Chinese top-level medical journals. Her specialties are pain management, dermatology and gastrointestinal disorders. She is currently licensed to practice acupuncture in New York State.

**Dorothy Wong - MSTOM, L.Ac.**

Dorothy Wong is fourth generation acupuncturist and Chinese herbalist. She currently is a candidate for the Doctoral Program at Pacific College of Oriental Medicine. She received her Master's degree at Pacific College of Oriental Medicine in the United States has training in advanced clinical courses at Guang Zhou University of Traditional Chinese Medicine in China. She received her Bachelor's Degree of Science from State University of Stony Brook with a double major in Biology and Philosophy and served as an EMT for three years. Currently, her family runs an herbal pharmacy, China Yua Choi, Inc. in Chinatown, New York and she practices in Manhattan, Long Island and is affiliated with various medical facilities. She has served as a faculty, administrator and clinic supervisor at Pacific College of Oriental Medicine, a guest lecturer at various universities, medical schools and community outreach programs and instructs CPR/First Aid for the American Heart Association for 17 years. She is a published editor for Beijing University of TCM. She currently teaches Syndrome Analysis for NYCTCM.

**Bin Xu - Ph. D., O.M.D. (China), L.Ac.**

Dr. Xu received his Bachelors and Masters in Medicine from the Harbin Medical University, his Diploma of Acupuncture and TCM from the University of Heilongjiang, and his Ph.D. in Medical Science from Kanazawa Medical University in Japan. He worked as a physician in China from 1990 to 1993, and since 1993 has been employed as a Research Scientist in the New York City area. He is the author of numerous articles on both TCM and Western Medicine, and is currently licensed to practice acupuncture in New York State.

**Yan Xu - O.M.D. (China), Dipl. OM (NCCAOM), L.Ac.**

Dr. Xu graduated from Beijing University of TCM in 1983, and received her Master’s in Health Science (Acupuncture) from NYCTCM in 2003. She served as an instructor and a physician in charge in the affiliated hospital of Beijing University of TCM before coming to the US in 1996. She has been practicing acupuncture and Chinese herbal medicine for more than 20 years. Currently, she is licensed to practice acupuncture in both New York and Connecticut. Her specialties are allergies, women’s health and pain management.

**Fang Yang - M.D. (China), L.Ac.**

Dr. Yang received his M.D. from Chongqing University of Medical Sciences in 1982, and his Master Of Medical Sciences from West China University of Medical Sciences In 1987. Until 1991 he worked as an medical instructor at School of Medicine and attending physician at Teaching Hospital, West China University of Medical Sciences. He came to state as the visiting professor at Albany Medical College in 1991 and he did research work in the Field of cardiovascular disease. He currently work at Department of Pathology and Laboratories, Nassau University Medical Center. He has been a faculty member of NYCTCM since 2002 and he has practiced acupuncture in New York State since 2003.
Faculty Profiles Continued

Libang Zhang - O.M.D. (China), L.Ac.

Dr. Zhang graduated from Shanghai University of Traditional Chinese Medicine in 1966 and worked as a physician in China from 1968 to 1980. After three further years of study and research at Shanghai University of TCM, he received a Master’s Degree in 1983. As Director of the Institute of Hepatic Diseases of Shanghai University of TCM, he conducted extensive research on hepatic diseases between 1983 and 1988, and authored several academic papers about the mechanism of fibrogenesis. From 1988 to the present, he has worked on and published papers about oncogenes and Alzheimer’s disease. He has been working at New York College of Traditional Chinese Medicine for over 15 years as a professor, clinic supervisor, Oriental Medicine Program Director, and Chief Traditional Chinese Medicine Adviser. Dr. Zhang has over 50 years of clinical experience and is currently directing the special clinic for respiratory disorders at NYCTCM.

Helen Zhang - Ph.D. (China), L.Ac.

Dr. Zhang received her Ph.D. in 1990 from China Academy of Traditional Chinese Medicine. She has participated in NCCAOM Acupuncture and Chinese Herbology Item Writing from 1998 to 1999, and was a commissioner of NCCAOM from 2000 to 2005. She is currently a member of the Eligibility Committee at NCCAOM. Dr. Zhang has been teaching at both Tri-state College of Acupuncture and Pacific College of Oriental Medicine since 1997. She joined NYCTCM in 2011. She is currently licensed to practice acupuncture in New York State.

Sharon Zhao - Ph.D., O.M.D. (China), L.Ac.

Dr. Zhao received her O.M.D. from Guangzhou College of Traditional Chinese Medicine in 1985, her B. S. from Hunter College School of Health Science in 1996, and her Ph.D. from Guangzhou University of TCM in 2005. She worked as an internist in China from 1985 to 1989, and has worked as a Medical Technologist in this country since 1993. She is currently licensed to practice acupuncture in New York State.
Admissions

Requirements for Admission

Candidates for admission to NYCTCM must demonstrate a sincere commitment to embark on a program to become a practitioner of Traditional Chinese Medicine. They must possess personal qualities and a level of academic achievement that reflects the skills and aptitude necessary to successfully complete a TCM curriculum.

All applicants must have completed 60 undergraduate credits in an institution accredited by an agency recognized by the U.S. Department of Education and must have achieved a minimum GPA of 2.5.

Candidates must be at least 18 years of age.

In accordance with New York State guidelines, candidates must hold United States citizenship, be an alien lawfully admitted for permanent residence in the U.S., or hold a valid visa. Alien applicants must provide proper documentation in order for their applications to be considered.

Citizens of foreign countries, or foreign-born U.S. citizens or residents must be able to demonstrate achievement of English proficiency. This can be done in one of three ways:

- Proof of at least two years of study (60 credits) at a U.S. college or university (or at a college or university located in another country where English is the primary language and where English was the medium of instruction). These credits cannot include any courses in English as a Second Language.

- Proof of professional licensure in New York State as an M.D., Dentist, Chiropractor, Physical Therapist, R.N., Nutritionist, Physician Assistant, Occupational Therapist, Pharmacist, Psychologist, Veterinarian, or Massage Therapist. Other healthcare professionals may submit licensing credentials for review by the NYCTCM Admissions Office in order to support their claim of English language proficiency.

- Score of 61 or higher on the Internet Based Test (IBT) of English as a Foreign Language (TOEFL), with a minimum speaking exam score of 26 and a minimum listening exam score of 22; or a level of 6.0 on the International English Language Testing System (IELTS) exam.

New York State Department of Health Compliance

New York State law requires students born on or after January 1, 1957 who are enrolled for six or more chargeable credits at a N.Y. State college to provide proof of immunization against two Measles, one Mumps and one Rubella. This proof includes either immunization documentation, serological proof of immunity (copy of the laboratory report) or proof of having had the disease from the treating physician (not acceptable for Rubella). In addition, students must provide information to their schools concerning their Meningitis vaccination status. NYCTCM requires this documentation as part of the application for admission.

Bioscience Course Prerequisites

New York State requires students to have nine credits of bioscience courses prior to enrolling in NYCTCM, or to complete them concurrently with their first year of study at the college. At NYCTCM Human Biology (3 credits), Topical Anatomy (4 credits), and Chemistry for Health Sciences (2 credits) are bioscience courses that satisfy the prerequisite nine credits of bioscience required for a NYS acupuncture license. These courses enhance students’ understanding of concepts in the biosciences and related acupuncture courses.

Students who lack one or more of these prerequisite courses are required to complete the course(s) concurrently with their first year (three trimesters) of full- or part-time study at NYCTCM. Course transfer credit may be granted for equivalent coursework completed at an institution accredited by an agency acceptable to NYCTCM and the NYS Education Department.
Application Process

Admission to NYCTCM is considered on a continuous basis. New students are admitted to the College for Fall (September), Winter (January), and Spring (May) trimesters. Prospective students are encouraged to apply for admission well in advance of the start of classes due to limited class size. Students needing financial aid should apply at least 90 days prior to the start of the trimester. Prospective students are invited to attend an NYCTCM Open House for an overview of the programs, a tour of the facility, open discussion, and information on the application process.

Application for admission includes:
• A completed application form
• Three letters of professional/personal recommendation
• Two passport size photos
• Official transcripts from each school listed on the application
• Copies of current licenses (for health professionals)
• MMR immunization history
• Statement of purpose (a short essay on the candidate’s vision of becoming a TCM practitioner and his or her reasons for applying to NYCTCM)
• A personal interview, suggested, not required
• Application fee

Applicants who completed their postsecondary education in foreign countries must complete regular application procedures and in addition must provide the following documentation to NYCTCM:
• Evaluation and certified English translation of educational credentials by an appropriate agency
• Certification of English proficiency (via TOEFL or IELTS score)
• Valid visa (unless a permanent resident or citizen of the U.S.)

An application form is available online for download and from the NYCTCM Admissions Office.

Licensure Requirements

Candidates for admission are advised to understand and comply with the licensure requirements of all states in which they intend to become licensed prior to matriculating.
Admissions

International Applicants

NYCTCM is authorized under Federal law to enroll nonimmigrant alien students. Non-immigrant alien applicants are required to complete the regular application process and, in addition, must submit an I-20 application and an affidavit of financial support verifying that they have adequate resources to cover all expenses for one academic year and, barring unforeseen circumstances, that funds will be available for subsequent years. Permanent residents or refugees should use the regular application and admission procedures.

The I-20 will be issued when the application is complete and the student has been accepted into one of NYCTCM’s programs. Non-immigrant students transferring from another approved school within the U.S. must also provide a copy of their current I-20, visa, and I-94 card upon application along with the completed school transfer information form. Non-immigrant students are not eligible for U.S. federal financial aid. More information on the application process for international students is available from the NYCTCM Admissions Office.

Transfer Students

Candidates wishing to transfer from other professional schools of Acupuncture or Oriental Medicine must complete regular application procedures and in addition supply the following documentation to NYCTCM:

- Official transcripts from all graduate and/or professional schools attended
- Complete course descriptions and/or school catalogs from said schools

Prospective transfer students should schedule an interview with the Admissions Manager and/or the Academic Dean to review this documentation as the basis for possible transfer credit. In order to receive a degree in Acupuncture or Oriental Medicine from NYCTCM, the final academic year of the program must be completed at NYCTCM.

Transfer Credit Policy

Coursework and clinical hours submitted for transfer credit will be evaluated for applicability to the NYCTCM curriculum and to the professional licensure requirements of New York State. This evaluation will be reviewed by the Academic Dean and the Admissions Manager. Granting of transfer credit will be subject to the following guidelines:

- Course transfer credit may be granted for equivalent coursework completed at an institution accredited by an agency acceptable to NYCTCM.
- Coursework completed at a non-accredited institution may be granted course transfer credit with approval of the Academic Dean.
- Only coursework passed with a “C” grade or better may be evaluated for course transfer credit.
- Coursework completed more than five years prior to admission may receive course transfer credit with approval of the Academic Dean.
- Coursework completed at international colleges may receive course transfer credit with approval of the Academic Dean. Assessment of education completed in foreign countries will require submission of documentation to appropriate agencies for evaluation and/or to the New York State Department of Education for review.
Admissions

In addition to providing documentation of completed coursework, a student may be required to pass an advanced placement examination to receive credit. A grade of 80% on the advanced placement examination is required for course credit. Students scoring less than 80% will have to take the course as required review.

Transfer course equivalence assessments will be completed and credit granted by the end of the first academic trimester. Students dissatisfied with transfer credit decisions may appeal such decisions to a Transfer Credit Review Committee, which will be comprised of the Admissions Manager, the Academic Dean, and faculty members from the appropriate disciplines. The appeal should be made in writing and should clearly present the case for reconsideration. The Committee will meet within two weeks of receiving notification and will issue its decision in writing.

Prior Learning Assessment

NYCTCM may accept up to 50% of credit towards its admission requirement through Credit by Examination if that assessment was performed and credit was awarded by an institution (other than NYCTCM) accredited by an institutional agency recognized by the Secretary of Education.

Non-Matriculated Students

Some NYCTCM courses such as Tai Chi, Qi Gong, and History & Philosophy of Chinese Medicine, along with special seminars and short courses, are open to enrollment by the general public with no special prerequisites. Students can enroll in these courses without going through the regular application process, there is no application or registration fee, and, upon request, a certificate is issued on completion of the course rather than a full-blown transcript.

Certain other lower-level courses are open to enrollment by non-matriculated students if they satisfy all program entry requirements as well as all prerequisites for the particular desired course. Students who enroll under these conditions must go through the regular application process and pay the normal application and registration fees. Upon completion, a transcript of courses taken will be issued upon request.

Non-matriculated students will not be allowed to sit for the Clinic Entrance Exam or to embark upon their internship in the clinic. As far as didactic courses are concerned, non-matriculated students will not be allowed to enroll in the Acupuncture Treatment Principle course, nor will they be allowed to progress past the Herbal Formulas series of courses in the OM Program.

Selection of Candidates & Notification of Admission

A candidate’s application file is evaluated by the Admissions Manager with input as needed from the Academic Dean. Candidates accepted into a program are notified in writing within 30 days of receipt of their completed application. Upon acceptance a student may defer his/her admission to a subsequent trimester with approval of the Admissions Manager. Candidates not selected for admission may reapply when recommendations made by the Admissions Manager are met.

Conditional acceptance can be granted upon review of unofficial transcript copies submitted with the application form prior to the receipt of official transcripts. This might apply, for example, to candidates accepted for late registration during the first week of a new trimester. Unofficial transcripts will only be accepted from regionally accredited colleges in the U.S. In order for students granted conditional acceptance to receive course credit as matriculated students for their first trimester and advance to their second trimester they need to be in full compliance with the College’s admissions requirements by the end of their first trimester.
Student Services

NYCTCM offers the following services to its students:

New Student Orientation

During the first week of classes, new students are introduced to NYCTCM, its staff and faculty, and its policies and procedures.

Advising / Counseling

The Administrative Coordinator, other staff and faculty are available on an appointment basis for academic advising and career counseling. Students are encouraged to make use of available expertise before making difficult academic or career choices.

Financial Aid

NYCTCM has been approved by the U.S. Dept. of Education to participate in the Direct Loan Program. In connection with this, we provide a full range of financial aid advising and administrative services to students.

Communications

Each student and faculty member has a physical mailbox at school and there are bulletin boards for general announcements. Class schedules and the academic calendar are posted on our website. Emergency notifications are posted on our website and sent to student email accounts.

Email Account

All matriculated students are assigned an NYCTCM email account that is used to maintain official communication with the school, staff, faculty, and each other.

Note: Each student must use the NYCTCM email account or have emails forwarded to personal account to receive important communications from the college.

Licensing Information

The school provides students with information on professional licensing regulations and procedures of New York State. This is also available directly from The University of the State of New York, The State Education Department, Office of Professional Credentialing, Professional Licensing Services, 89 Washington Avenue, Albany, NY 12234 (telephone 518-473-0221).

Copy Machine

A photocopier machine is available for student use.

Clinic

Students are welcome as patients in NYCTCM’s clinic. All students can receive three treatments per trimester at the clinic free of charge; subsequent treatments are available at $15 per treatment. Students also have a 50% herbal discount.

Cafeteria

Tables for eating, refrigerator, microwaves and hot & cold water are available for student use.

Chi Chow Library / Bookstore

The newly renovated library and study lounge are available to students. Our growing collection includes thousands of books, journals and videos covering both Eastern and Western Medicine. Students can check books out of the library for up to two weeks for personal reference. There are also computers available for student use in the study lounge as well as wi-fi throughout the facilities. NYCTCM keeps an inventory of textbooks, patent herbs, and acupuncture supplies, which are available for student purchase. All of our students, faculty and alumni have access to following online research databases. Log in and passwords can be attained from the Librarian.

NOVEL/EBSCO Research Databases

The EBSCO database package (MasterFILE Select, Primary Search, General Science Collection and TOPICsearch) offered through NY State Library’s NOVEL Project.

Thomson Gale Databases

Reasonable Accommodations for Students with Disabilities

NYCTCM will provide reasonable accommodations to enrolled students with documented disabilities. Such accommodations will be determined on an individual basis. To accommodate a student under the Americans with Disabilities Act, documentation must be submitted upon acceptance to the program. For further information on reasonable accommodations, contact: New York State Division of Human Rights, 175 Fulton Avenue, Suite 211, Hempstead, NY 11550, Tel.: 516-538-1360.
Financial Information

NYCTCM Tuition

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<th>Trimester 3</th>
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<th>Trimester 4</th>
<th>Trimester 4</th>
<th>Trimester 5</th>
<th>Trimester 5</th>
<th>Trimester 6</th>
<th>Trimester 6</th>
<th>Trimester 7</th>
<th>Trimester 7</th>
<th>Trimester 8</th>
<th>Trimester 8</th>
<th>Trimester 9</th>
<th>Trimester 9</th>
<th>TOTAL</th>
<th>Academic Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,970.00</td>
<td>$2,970.00</td>
<td>$4,785.00</td>
<td>$4,785.00</td>
<td>$5,280.00</td>
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<td>$5,610.00</td>
<td>$5,610.00</td>
<td>$5,445.00</td>
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<td>$5,445.00</td>
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<td>$4,060.00</td>
<td>$4,060.00</td>
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<td>$4,060.00</td>
<td>$4,060.00</td>
<td>$65,880</td>
</tr>
</tbody>
</table>

Please note that the trimester-by-trimester tuition amounts are based on the “typical” programs given on page 14 & 16 (does not include 9-credit bioscience prerequisites).

Actual tuition amounts will vary according to each student’s specific program pace and are currently calculated at $330 per credit ($545 per credit for clinic internship credits). These rates are subject to change.

Tuition Payment Policy

Matriculated Students

NYCTCM allows qualified students to pay their tuition in two installments. Students must pay half the tuition before classes begin and the second half by the sixth week of the trimester. Payments received after the due dates are subject to a late fee of $25 plus 1% per month on the total amount due. Students with an account balance are not permitted to take their mid-term exams until the balance is cleared.

I-20, VA/GI, and Non-Matriculated Students

I-20 students, students certified for VA/GI Bill tuition assistance and non-matriculated students must pay their full tuition on or before the first day of classes.

Financial Aid Students

Financial aid students are notified when funds are received and credited to their accounts. Each trimester, students utilizing financial aid are responsible for confirming/maintaining their financial aid eligibility (satisfactory academic progress) as well as their account balance including tuition, fees and purchases charged by the school.
Financial Information

Tuition Refund Policy

Refunds/credits will be made according to the following schedule if students drop any courses after the tuition is already paid/charged.

Before the 1st day of the trimester ..................................100%
During the 1st, 2nd & 3rd weeks of the trimester .............100%
(Add/drop fee may be applied during this period)
During the 4th week of the trimester ..............................35%
During the 5th week of the trimester ..............................25%
Starting the 6th week of the trimester ....................No Refund

*Seminar fees are not refundable if the seminar is missed.

A maximum of three missed clinic shifts per trimester can be made up, upon approval of the Clinic Manager. All such shifts must be made up during the same trimester in which the absences occur, unless the absences are in the final two weeks of the trimester, in which case they can be made up in the following intersession. No refunds will be given for missed shifts that exceeds the three allowed nor for shifts that are missed but not made up.

Fees

Application Fee ..............................................................$70
Transfer Student Application Fee ....................................$120
International Student Application Fee .........................$170
Registration .................................................................$80
Late Registration .........................................................$20
Add / Drop Fee .............................................................$15 (for each class dropped or added after the first 7 days of the trimester)
Late Tuition Payment ...................................................$25 + 1% of balance due/month
Change of Program ......................................................$100
Re-test fee (Clinic Entrance/Senior Comprehensive Test) ....$50
Test Make-Up Fee .......................................................$25 ($100 if non-excused)
Transcripts .....................................................................$10/each
Graduation Process ......................................................$100
Medical Qigong Certificate Completion Fee .................$50
Required Review Fee ....................................................50% of regular class tuition
Audit Fee .......................................................................$50/credit
Advanced Placement Exam Fee ...................................$50/course
Bounced Check Fee ....................................................$20
Independent Study ........................................................double that of regular class tuition
Financial Aid

NYCTCM has been approved by the U.S. Department of Education and the New York State Education Department to administer financial aid programs. Interested students are encouraged to contact NYCTCM’s Financial Aid Office as early as possible to determine eligibility and begin the application process. Students who wish to be considered for financial aid must complete a Free Application for Federal Student Aid (FAFSA) and may be required to provide the Financial Aid Office with a copy of their and/or their parents’ federal and state income tax returns, as well as additional income and asset information. Students are required to apply on an annual basis for financial aid consideration. In order to be eligible for financial aid, a student must maintain satisfactory academic progress in his/her program of study.

NYCTCM currently participates in the following programs:

Grants

New York State Tuition Assistance Program (TAP)

Department of Veterans Affairs: Educational Benefits and Educational Assistance (G.I. Bill)

Office of Vocational and Educational Services for Individuals with Disabilities (VESID): Vocational Rehabilitation Assistance Grants

Loans

Federal Direct Loan: Subsidized and Unsubsidized. These loans are available to eligible students enrolled or accepted for enrollment that are making satisfactory academic progress.

Federal Parent PLUS Loan for Undergraduate Students & Direct PLUS Loans for Graduate Students

Parent PLUS loans enable parents to pay the education expenses of dependent undergraduate students. Graduate level students may also apply directly for PLUS loans.

NOTE: Regulations governing all financial assistance programs are subject to change. For further information regarding financial assistance, please contact the Financial Aid Office.

Graduation, Leave of Absence or Withdrawal

Upon graduation, leave of absence or withdrawal from NYCTCM, students must complete online Loan Exit counseling at www.studentloans.gov. NYCTCM is required to update a student’s enrollment status and date of effective change to the National Student Loan Data System (NSLDS). If a student drops below half time or fully withdraws during the course of a trimester, a portion of the student’s financial aid may need to be returned based on NYCTCM and federal policies.

Leave of Absence

Based on federal regulations, a student may be on approved Leave of Absence no more than 180 days within a 12-month period. If the student does not return by the end of the 180 days, the student’s 6-month grace period will have elapsed and the student will have to begin repayment of student loans.

Return of Title IV Funds Policy

For students receiving financial aid who withdraw before completion of a term, refunds will be calculated based on the percentage of the term that the student completes. Students who complete more than 60% of any term are considered to have earned 100% of the aid for that period. Students who complete less than 60% of a given term will receive aid based on the percentage of the term completed. Any already-disbursed financial aid that is unearned due to withdrawal prior the 60% point of the term must be returned to the Department of Education. Financial aid will be returned in the following order:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. FFEL/Direct PLUS Loan (Graduate Student)
4. FFEL/Direct PLUS Loan (Parent)

The return of funds is paid from NYCTCM resources. Students may owe a repayment to the school. Until the balance is paid in full, students will not be eligible for further financial aid and may not enroll in any future courses or utilize NYCTCM services.
Satisfactory Academic Progress (SAP)

New York College of Traditional Chinese Medicine is required by federal regulations to establish a Satisfactory Academic Progress (SAP) policy for students receiving financial aid. Financial aid standards of Satisfactory Academic Progress differ from regular academic standards set by NYCTCM because of these specific regulations. All financial aid recipients must meet the requirements of the SAP in addition to regular academic standards in order to be eligible for federal student aid. Non-financial aid academic standards may be found in NYCTCM’s catalog.

Satisfactory Academic Progress (SAP) will be evaluated at the end of each trimester.

Federal regulations require that all financial aid recipients progress at a reasonable rate. Reasonable progress is measured by:

1. **Cumulative Grade Point Average (GPA)**
   
   Students must achieve at least a 2.0 GPA at the end of each trimester. NYCTCM academic policies specifying how GPAs are calculated can be found in the school catalog.

2. **Pace of Progress**
   
   A student’s pace is calculated by the cumulative number of credits the student has successfully completed divided by the cumulative number of credits the student has attempted. All NYCTCM courses within the academic program, transfer courses from other institutions and repeated coursework are used in this calculation. Students must complete at least 67% of all cumulative attempted credits.

3. **Maximum Time Frame (continued below)**
   
   Students must complete their degree within 6 years for the Acupuncture Program and 8 years for the Oriental Medicine Program. Students must also meet the minimum cumulative number of credits completed each trimester as illustrated in the following table in order to satisfy the maximum time frame standard.

### Determining Satisfactory Academic Progress

Satisfactory Academic Progress is evaluated at the end of each academic trimester (Fall, Winter and Spring). Students who meet all three SAP standards are considered in compliance with SAP. Students who do not meet the standards of SAP will be notified via email of their status and financial aid eligibility. Students who have exceeded the Maximum Time Frame or who have been academically suspended are ineligible to receive federal student aid.

### Financial Aid Probation

Students who do not meet the standards of SAP at the end of each trimester are placed on financial aid PROBATION. A student on financial aid probation will be eligible to receive financial aid for one trimester only. At the end of the trimester in which the student was placed on financial aid probation, the student must meet all SAP standards in order to be eligible for continued financial aid. If SAP is not met at the end of the probationary trimester, the student will become INELIGIBLE for financial aid for subsequent trimesters. Students can only regain financial aid eligibility if they complete additional coursework without financial aid which makes them in compliance with all SAP standards.

### Maximum Time Frame/Minimum Number of Credits per Trimester

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Time Frame (Years)</th>
<th>Total Program Credits</th>
<th>Maximum # of Trimesters</th>
<th>Minimum # of Credits per Trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture</td>
<td>6</td>
<td>141</td>
<td>18</td>
<td>7.84</td>
</tr>
<tr>
<td>Oriental Medicine</td>
<td>8</td>
<td>184</td>
<td>24</td>
<td>7.67</td>
</tr>
<tr>
<td>2nd OM Degree</td>
<td>3.33</td>
<td>62</td>
<td>10</td>
<td>6.2</td>
</tr>
</tbody>
</table>
Academic Policies

Credit Hours

Credit hours are awarded as follows:

- Didactic Courses: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for 15 weeks are equivalent to one credit hour.

- Clinic Shifts: two hours of attendance on a clinic shift for 15 weeks are equivalent to one credit hour.

Enrollment Agreements

After admission to NYCTCM, each student is provided with an enrollment agreement which specifies any transfer credit granted to the student and includes a checklist of all courses, examinations, and clinic hours required for graduation. Students who feel dissatisfied with any aspect of their agreement (i.e. granting of transfer credits) can make an appeal in writing to the Transfer Credit Review Committee, which will meet and issue a response within two weeks of receipt of the appeal.

Part-Time vs. Full-Time Status

NYCTCM encourages the enrollment of part-time students and tries to accommodate their needs. For most classes of students, full-time status is considered to be enrollment in 12 credits or more of courses during any given trimester. However, postgraduate students enrolling in the OM Program are considered full-time if they enroll for 9 or more credits of courses.

Part-time students are not required by NYCTCM to enroll for a specific minimum number of credits, but need to be aware of regulations for maximum program completion times. (see Maximum Time Frame)

Financial aid recipients are normally required to enroll for at least 6 credits of courses each trimester. International students attending under the auspices of the federally-administered SEVIS program must also comply with minimum enrollment requirements in order to continue to qualify for their student visas.

Grading Scale & Criteria

Grades are issued according to the following scale:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Percentage</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91-100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>87-90%</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>81-86%</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>77-80%</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70-76%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>P</td>
<td>Above 70%</td>
<td>Pass (Tai Chi, Qi Gong, Point Lab &amp; Required Review Classes Only)</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrew</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrew with Failing Grade</td>
</tr>
</tbody>
</table>

Incompletes must be resolved within 30 days or they will become failing grades. Withdrawal from a course after the add/drop period but before midterm exams will result in a W grade. Withdrawal after midterms will result in a W grade if the student was passing the course at the time of withdrawal or a WF grade if the student was failing the course at the time of withdrawal. Missing more than three class sessions counts as a withdrawal and a W or WF will accordingly appear on the student’s transcript.

The grading criteria for each course are left up to the course instructor, but in general the following guidelines are recommended:

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Attendance, Attitude, Class Participation, etc.</td>
<td>10%</td>
</tr>
</tbody>
</table>

Students who fail both the midterm and final exams will receive an F for the course, regardless of their overall point-based average for the course.
Academic Policies

Grade Point Average

A student’s grade point average is a function of the number of credits attempted and the grade achieved in each course, and can range from 0.0 (failure in all courses attempted) to 4.0 (A in all courses attempted). In case a student fails and has to repeat a course, both the failing grade and the grade achieved upon repeating the course will appear on the student’s transcript and will go into figuring the student’s grade point average. WF (Withdrawn with Failing Grade) grades will count in figuring the student’s GPA, but simple W (Withdrawn) grades will not be so counted. I (Incomplete) grades must be resolved within 30 days or will become failing grades. With respect to pass/fail courses (Tai Chi, Qi Gong, Point Lab and Required Review classes only), P grades will not count toward a student’s GPA, but F grades will be counted.

Academic Honors

Dean’s List - Students with the highest number of credits (not including clinic hours) who have achieved a trimester GPA in the top 10%.

Academic Excellence Award - Students carrying a minimum of 36 credits who have achieved a GPA of 4.0 in a calendar year.

Latin Honors - Students who complete their program with a final cumulative GPA at the top of the class with a minimum of 108 credits will graduate with honors as follows:

- Cum Laude - top 15% GPA
- Magna Cum Laude - top 10% GPA
- Summa Cum Laude - top 5% GPA

Nong’s and President’s Scholarship - These are awarded each year to top-performing students.

Independent Study

1. A student may be allowed to complete certain specific coursework by Independent Study only if, in the opinion of the Academic Dean and the current course instructor, extenuating circumstances exist.

2. Independent study is not applicable to any aspect of Clinical Training, and in most cases will not apply to courses involving hands-on training and/or group activities.

3. Only students with a GPA of 3.0 or better will be allowed to participate in an Independent Study process.

4. No more than 12 credits may be earned through Independent Study.

5. The tuition rate for Independent Study is double that of regular study.

6. The grade for a independent study course is Pass or Fail.

When Independent Study is allowed, the student is required to make arrangements through the administration with the instructor of the course. The subject material and evaluation methods must meet those set forth in the established Course Outline, including examinations, projects and/or term papers. Periodic meetings between the student and instructor are required, and the actual contact hours shall not be less than one-third of the total didactic hours normally required for the course. The student must document the amount of time spent on each educational activity, including meeting time with the teacher, and the total hours must be at least three times the amount of hours awarded for the class. (E.g., one credit requires forty-five hours of instructional activity.)

Students in need of Independent Study can set up a meeting with the Academic Dean to obtain the application form.

Academic Probation / Dismissal

In order to progress in the program, students must obtain a “C” grade or better in every course. If a student receives a failing grade in any course, the student is put on academic probation and the failed course must be repeated during the next trimester that the course is offered. Students will remain on probation until the failed course is successfully passed. Dismissal from the program for academic reasons will occur if a student fails the same course on his or her second try, or fails another course while on academic probation. Failure of more than two courses in the same trimester will also be grounds for dismissal.
Academic Policies

Clinic Entrance Examination

Upon completion of the fourth or fifth trimester in the Acupuncture Program and the fifth or sixth trimester of the Oriental Medicine Program, students will have to pass a Clinic Entrance Examination before commencing their internship. This examination will have a written component (divided into sections on TCM Fundamental Theory; Biomedicine, Ethics, and CNT; and Acupuncture; and, for OM students, Individual Herbs) and a practical component involving point location on a human model, and Clean Needle Techniques (CNT) procedures (and, for OM students, herbal identification). Students receiving less than a 70% score on either the written or the point location or the CNT part of this exam will not be allowed to begin their internship until they have received a passing grade on a retake after at least a four-week period from the date of the first exam. Students failing both the written and practical sections of the exam will have to retake and pass both sections before being allowed to begin their internship. Students who fail part of the exam and who do not retake and pass that part before the end of the following trimester will have to retake the entire exam.

In case of failure and retake, payment of the $50 examination retake fee would apply. If a student fails the retake, he or she will be counseled to receive tutoring or retake the relevant course(s) through auditing or required review before attempting another retake of the examination.

Senior Internship

In order to progress to their Senior Internship, students will be required to pass a Clinical Skills Assessment Test through which their Clinic Supervisor will ensure that they possess the interpersonal, diagnostic, treatment and charting skills necessary to perform as independent practitioners. OM students must also pass a written test on Herbal Formulas at this juncture. All students will also be required to submit a detailed Case Report before being allowed to become Senior Interns.

Senior Comprehensive Test

In their final trimester of didactic study, students must pass a comprehensive examination similar to the NCCAOM exam. Passing the Senior Comprehensive Test is one of the prerequisites to apply for any state and/or national board exams. It is held twice per trimester: once during the 10th week, and again during the 16th week. The Senior Comprehensive Test consists of a Point Location practical test and a written examination. For the written examination, students must pass every part of the exam to be able to pass the Senior Comprehensive Test (70% or higher). For example, the written Acupuncture Senior Comprehensive Test consists of three parts: TCM Fundamentals, Biomedicine, and Acupuncture. 70% is the passing score for each individual part as well as for the total exam. If a student has a total score of more than 70%, but his/her Biomedicine part is less than 70%, the student has failed the Senior Comprehensive Test and the total score will be set at 69%. The student must retake only the failed part. The Point Location practical test is part of the Senior Comprehensive Exam, and the above policy applies to the practical test as well.

Please see below for the retake policy:

- A $50 exam retake fee applies for each attempt.
- Students are allowed to take the Senior Comprehensive Test a maximum of 3 times without required review courses. These 3 times must be within two trimesters after the student’s last trimester of classes (including clinic).
- Students who fail the examination 3 times will be required to take one or more review courses depending on how many failed parts remain after the 3 attempts.
- Students will be given a maximum of 2 trimesters to take the review courses - either during the same trimester of the previous exam or during the following trimester.
- If a student chooses not to take these course(s) by the following trimester, his or her program status will be automatically set as “Withdrawn”.
- After taking the review class(es), a student has 2 more chances to pass the Senior Comprehensive Test within the following trimester.
- Students will be subject to dismissal after 5 failed attempts.
Academic Policies

Make-Up Exam Policy

Students who must miss scheduled midterm and/or final exams are allowed to make them up on the scheduled makeup day. The following conditions apply:

• Students must notify their teacher and/or the NYCTCM administration in writing (note or email) before the scheduled test date, if possible; if not possible, the notification must be made at latest on the day of the scheduled exam. If notification is not received or is received later than the day of the scheduled exam, no make-up will be allowed and the score on the exam will be recorded as 0 (zero).

• Serious medical problems or a death in the family are considered legitimate excuses for missing an exam. Students producing a note from a physician or proof of a death/serious emergency in the family will be allowed to make up exams with the fee of $25 per missed exam; students who cannot produce such evidence will be charged $100 per missed exam. Students with such non-excused absences will receive 70 as their maximum grade on the make-up exam; that is, all grades between 70 and 100 will be counted as 70 under such circumstances.

• Students missing scheduled make-up examinations will automatically receive a failing grade on the missed exam.

Students missing exams because they have to take an NC-CAOM examination on the same date may receive permission from the Academic Dean to make up the missed exams without paying the make-up fee. Under these circumstances, the grade maximum of 70 will also not be in effect.

Clinic Make-up Policy

If a student misses a clinic shift, he/she needs to make up the missed shift. The student has to fill out the “Make up Application Form” and drop it into the clinic director’s mailbox. The clinic director will then give back the form to the student with permission to make up the shift on the date requested. The application must be filed at least 2 weeks prior to the day of the make up. If the student misses a clinic shift before the 13th week of the trimester, he/she must make it up before the end of the trimester. If the student misses a clinic shift during the 13th – 15th week of the trimester, he/she can make it up during the following intersession break. If a student misses a clinic shift during the intersession break, he/she must make it up during the first and/or second week of the following trimester.

If the school closes the clinic due to reasons such as inclement weather or holidays, etc., students can make up the missed clinic hours either during the same trimester, or during the following intersession break. Students are not allowed to make up clinic shifts anytime after the next trimester starts (with the exception of shifts missed during the preceding intersession break). Students may be subject to tuition loss if they fail to follow the above clinic make-up policy.

Attendance / Lateness Policy

Strict attendance records are kept for each class at NYCTCM. Students with more than three absences from any course will not receive credit for that course and will be assigned either a W or WF grade (see above). Students are responsible for making up any classwork missed due to absence within each trimester.

In addition, students arriving more than 15 minutes late for a class or leaving more than 15 minutes early from a class will not receive credit for that class. Students must be physically present in a class for at least 80% of the time to receive credit for that class. Students arriving more than 30 minutes late for a midterm or final examination will not be allowed to sit for that examination and will have to make up the exam with a grade maximum of 70 (see make-up exam policy above).

Students will not be allowed to make up more than three clinic shifts missed in any given trimester. Excessive lateness or more than three missed clinic shifts will also negatively affect a student’s end-of-trimester clinic evaluation.

Student Records

All records of academic progress are permanently maintained by the school. A student may, by appointment, examine his or her records during the school’s regular business hours. NYCTCM will not release school records or any other information to a third party without the written consent of the student.
Academic Policies

Grade Reports & Appeals

Grade reports are issued within the first week of each new trimester and delivered to student electronic mailboxes. Students who feel that any grade received was unfairly determined should first of all meet with their instructor to appeal the grade. Students who are still not satisfied after this meeting can make a further appeal in writing to the Academic Dean. Students will receive a written response from the Dean within two weeks of receipt of their letter.

Adding / Dropping Courses

Students may add or drop courses or clinic shifts during one of two add/drop periods each trimester. The first drop/add period consists of the 14th and 15th weeks (i.e., the last two weeks) of the preceding trimester, the intersession, and the first week of the new trimester. During this first period there is no charge for adding or dropping classes and/or shifts. The second add/drop period starts on the first day of the second week of a new trimester. A $15 add/drop fee will be charged for each class or clinic shift added or dropped during this period. No class can be added after the third class session, since that would place the student in conflict with the NYCTCM Attendance Policy. Students dropping courses after the first add/drop period will be refunded tuition according to the NYCTCM Refund Policy.

Students must fill out an add/drop form for each course to be added or dropped. Students are allowed to submit only 2 add/drop forms for classes and 2 add/drop forms for clinic each trimester. Students seeking to submit more than 2 forms will be charged a fee of $15 per course/shift added or dropped. This fee is in addition to any fees charged for adding or dropping classes/shifts during the second add/drop period.

The last day to drop a 15-wk course without transcript notation is the second Sunday after the new trimester starts.

Starting the 3rd week, dropping a 15-wk course will result in a transcript notation.

If the college cancels a course due to low registration, no add/drop fees will be charged and no notation will be made to the students’ transcripts.

Change of Program

Students wishing to make a program change must submit a Change in Status form before the close of registration for the trimester the program change is to become effective. A change in program will not be processed to be effective the same trimester the request is received.

Important: The clinic requirements are different for Acupuncture and OM students. When making a program change students are advised to clarify with the Clinic Director questions about how their program change affects registering for clinic in the coming trimester.

A fee of $100 will be charged for processing each Change of Program request.

Leave of Absence

Leaves of absence are granted for one trimester upon application, with a valid reason, to the Administrative Coordinator or Academic Dean. Students absent for one trimester or more without an approved leave of absence must reapply and be admitted through the normal admissions process before being allowed to register.

Withdrawals

Students who discontinue their study must notify the school immediately and, if they intend to return, should apply for a leave of absence. Students who drop all courses, who stop attending classes, or who do not register for the following term without notifying NYCTCM that they are withdrawing from the program will be presumed to have dropped the program. Refunds for withdrawals will be calculated on the basis of the school’s refund policy (see above), even if a student drops all courses during the 15-day drop/add period. No credit or partial credit will be given for courses in the case of withdrawal. Students who drop the program without an approved leave of absence must reapply and be admitted through the normal admissions process before being allowed to register for a subsequent trimester.
Academic Policies

Required Review

There are NYCTCM students who are required by the college to review certain courses in order to refresh their knowledge of a particular subject. This could apply to transfer students who need to bring prior studies in alignment with the NYCTCM program requirements, or to students who have completed applicable coursework more than five years before matriculation at NYCTCM. Students returning from academic leave or an enrollment gap may also be assigned a course or courses as required review. In addition, NYCTCM students who are twice unsuccessful in passing their Clinic Entrance Exam or their Senior Comprehensive Test are candidates for required review courses.

The Academic Dean determines whether a student should be assigned a required review. In such cases the student taking a required review must satisfy all the course requirements (attendance, assignments and exams). The final grade for a required review is “P” (Pass) or “F” (Fail). A grade of “P” is required for successful completion. A review course is not taken for credit and the designation “RR” appears on the student’s transcript. A student receiving “F” is required to retake the course for credit as part of the degree requirements.

Tuition fee for RR courses is 50% of regular course tuition.

Auditing Courses

NYCTCM students can register to audit courses they have already taken and passed for purposes of review, and can also audit courses that are not required for their program of study, provided that they meet all the prerequisites for that course. Auditing students do not take quizzes or exams. “Audit” will be shown on the transcript for such courses without any grade or credit. Audit applications are processed at the start of the trimester to ensure that regular students have secured their seats in the class. For those courses which are mostly practice-based, permission to audit is required from the instructor. Auditing students are expected to primarily listen and observe and to avoid direct active participation in class unless requested by the instructor. The administrative fee for auditing a course is $50 per credit, which is not refundable.

Student Grievance Procedures

Students who have complaints or problems associated with their life as a student at NYCTCM (such as conflicts with other students, complaints about an administrative staff member or policy, or complaints about a faculty member or class content) and who wish to air these complaints may follow the official student grievance procedure:

1. The complaint must be put in writing and addressed to the President, Academic Dean, or Administrative Dean. The problem and its suggested resolution should be clearly stated in the complaint letter.

2. An appointment should be made with the addressee of the complaint letter (President, Academic Dean, or Administrative Dean). In the ensuing meeting, the student should be ready to review the letter and the specifics of the problem.

3. The content of that meeting will be reported to the Executive Committee (President, Academic Dean, Administrative Dean), which may then schedule a meeting for all concerned and/or appoint an arbitrator.

4. An approach to conflict resolution is developed by the Executive Committee based on consideration of all the facts of the case and taking into account the recommendations of the arbitrator, if one has been appointed. The student is notified in writing of the Committee’s decision.

5. In case agreement is not reached or the student remains unsatisfied, he or she can contact the Accreditation Commission for Acupuncture and Oriental Medicine, 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55437. Tel (952)212-2434; Fax (952)657-7068.
Academic Policies

Program Minimum/Maximum Time Requirements

Students in the Acupuncture Program must be enrolled for at least 30 calendar months in order to graduate. Maximum time allowed to complete the program is six calendar years.

Students in the Oriental Medicine Program must be enrolled for at least 40 calendar months in order to graduate. Maximum time allowed to complete the program is eight calendar years.

Standards of Conduct

NYCTCM has adopted rules concerning student conduct on the premises. The college may impose disciplinary procedures for the following types of misconduct on campus:

• Cheating on examinations or quizzes, or plagiarism of papers or reports.
• Knowingly furnishing false information to the school.
• Forgery, alteration, or misuse of NYCTCM’s documents, records, keys, or identification.
• Theft, willful damage to, or destruction of any property of the school or that of any other person or entity while on premises.
• Unauthorized entry to or use of the school’s property, equipment, or resources.
• Violation of policies, rules, or regulations.
• Physical abuse, threats of violence, or conduct that threatens the health of safety of any person.
• Disorderly conduct.
• Use, possession, sale, distribution, consumption, or manufacture of narcotic or illegal drugs.
• Use, sale, distribution, or consumption of alcohol or alcoholic beverages.

Policy on Cheating

Students caught cheating on a quiz or test will receive a score of 0 on that quiz or test and will be put on disciplinary probation for the remainder of their career at NYCTCM.

Students who are already on disciplinary probation will be expelled from the school if caught cheating a second time.

Students caught stealing test papers, distributing test papers, or in possession of stolen test papers will be expelled from the school.

In addition, students once caught for cheating will never be able to receive any academic honors or recognition from the school.

Because of their ability to store information and to communicate with outside parties, cell phone use during quizzes or tests is strictly forbidden. The school will enforce a “no tolerance” policy towards cell phones, which means that students caught using, holding, or touching a cell phone, or with a cell phone on their desk during tests will be considered as having violated the cheating policy.

Disciplinary Procedure

The steps to be taken for determining and dealing with student misconduct are as follows:

1. Investigation

The Administrative Dean has the responsibility of receiving and investigating complaints alleging student misconduct. These complaints may be filed by any individual, must be in writing, and, under most circumstances, must be filed within 30 days of the incident.

2. Informal Resolution

The Administrative Dean is charged with resolving complaints informally, if appropriate, after a meeting attended by said officer, the complainant, and the student charged with the violation of student conduct. Less serious charges involving penalties such as written warning, censure, and/or loss of privileges are normally resolved at the informal resolution level by the Administrative Dean. A student who is disciplined after an informal hearing may request the Administrative Dean to convene a formal hearing, which is at the discretion of the Administrative Dean unless such a hearing is required by these rules.

3. Formal Hearing

If the penalty for the alleged student misconduct is more severe and could result in interim suspension, exclusion from the school’s classes and property, suspension, or dismissal, the Administrative Dean may require that a formal hearing take place before a three-person panel made up of represen-
tatives of faculty, staff, and student body. When a formal hearing is re-
quired, the Administrative Dean provides the student charged with: (a)
written notice of the charges, and the time and place of the hearing,
not less than 10 nor more than 20 business days before the hearing; (b)
the opportunity for a prompt and fair hearing, at which NYCTCM will
bear the burden of proof, and at which the student charged will have the
opportunity to present documents and witnesses, confront and cross-ex-
amine witnesses, and be represented by counsel; and, (c) a record of the
hearing. Following the hearing, the three panel members file a recom-
mended decision with the Administrative Dean that includes a written
decision based on a preponderance of evidence, including a summary
of the findings of fact upon which that decision is based. The President
of the school is required to review the record of the hearing and either
concurs with the recommended decision or files his or her own decision
stating all reasons he or she disagrees with the decision recommended by
the formal hearing panel.

“The mechanic who wishes to do his work
well must first sharpen his tools.

He who learns but does not think is lost!
He who thinks but does not learn is in great
danger.

Be diligent and fond of learning, but don’t
be ashamed to pick up knowledge even from
your inferiors.

What you do not want done to yourself, do
not do to others.

If I am walking with two other men, each of
them will serve as my teacher. I will pick out
the good points of the one and imitate them,
and the bad points of the other and correct
them in myself.”

- Confucius