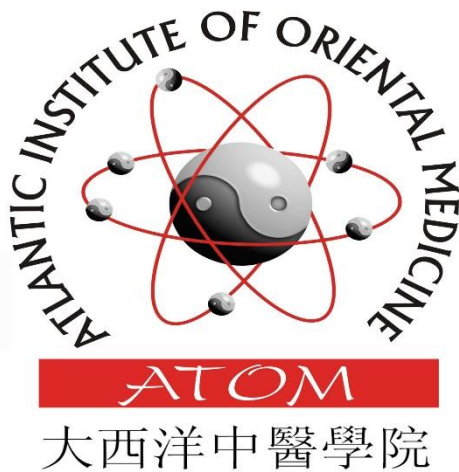


ATLANTIC INSTITUTE OF ORIENTAL MEDICINE



2022-2023

**DAOM Student
Handbook**

ATOM DAOM ACADEMIC CALENDAR

2022		2023
January 1	New Year's Day Holiday	January 1
January 3	WINTER Trimester Begins	January 2
	Winter Class Enters	
January 17	Martin Luther King Holiday	January 16
April 15-16	Easter Holiday	April 7-8
April 16	Winter Trimester Ends	April 15
April 18-May 1	Spring Break	April 17-30
May 2	SPRING Trimester Begins	May 1
	Spring Class Enters	
May 30	Memorial Day Holiday	May 29
July 4	Independence Day Holiday	July 4
August 13	Spring Trimester Ends	August 112
Aug. 15-Sept.2	Summer Break	Aug. 14-Sept. 4
September 5	Labor Day Holiday	September 4
September 6	FALL Trimester Begins	September 5
	Fall Class Enters	
November 24-26	Thanksgiving Holiday	November 23-25
December 17	Fall Trimester Ends	December 16
Dec. 18-Jan.1	Winter Break	Dec. 18-Jan 1

ATOM ACADEMIC CALENDAR

2021		2022
January 1	New Year's Day Holiday	January 1
January 4	WINTER Trimester Begins	January 3
	Winter Class Enters	
January 18	Martin Luther King Holiday	January 17
April 2-3	Easter Holiday	April 15-16
April 17	Winter Trimester Ends	April 16
April 19-May 1	Spring Break	April 18-May 1
May 3	SPRING Trimester Begins	May 2
	Spring Class Enters	
May 31	Memorial Day Holiday	May 30
July 4	Independence Day Holiday	July 4
August 14	Spring Trimester Ends	August 13
Aug. 16-Sept.4	Summer Break	Aug. 15-Sept. 4
September 6	Labor Day Holiday	September 5
September 7	FALL Trimester Begins	September 6
	Fall Class Enters	
November 25-27	Thanksgiving Holiday	November 24-26
December 18	Fall Trimester Ends	December 17
Dec. 20-Jan.1	Winter Break	Dec. 19-Dec.30

The DAOM Student Handbook is the official publication that lists the policies and procedures of the Atlantic Institute of Oriental Medicine and contains information that supplements the academic catalogue. The DAOM Student Handbook also provides general information about the ATOM community, as well as services that are provided to students. It is the responsibility of DAOM students to become familiar with these policies and procedures, and to observe them while at ATOM. This handbook is distributed to DAOM students upon matriculation at ATOM and when a new edition is published. ATOM disclaims any liability as a result of any printing error in this handbook.

Please read this handbook carefully, and keep it handy in case you need to refer to it. Contact the DAOM Assistant Director if more information is needed about any school policy. Copies of this handbook and other publications that outline ATOM policies applicable to the DAOM program are available in the ATOM Library and from the Academic Dean or DAOM office. DAOM students are responsible for updated material; copies of all Handbook updates are sent electronically to student email accounts.

ATOM disclaims liability for any damages, bodily or otherwise, incurred by students on or off school property as a result of practice of Oriental medicine techniques in or outside of class or extracurricular activities.

Enrollment in this institution or the payment of a fee in advance does not constitute a contract beyond any single academic term. This handbook does not constitute a contract between the student and the institution. ATOM reserves the right to alter the curriculum, schedules, tuition, fees and requirements at any time without prior notice. This handbook supersedes and replaces past editions.

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Introduction

The Atlantic Institute of Oriental Medicine (ATOM) offers an accredited professional Doctor of Acupuncture & Oriental Medicine (DAOM) degree program focusing on TCM Internal Medicine.

Mission of the Institute

The Mission of the Institute is to provide students with a program that prepares them to become qualified independent practitioners of Traditional Chinese Medicine (TCM) / Oriental Medicine. ATOM students will be trained to the highest standards of professionalism and ethics for the practice of acupuncture and Oriental medicine in the United States.

Purpose of Doctor of Acupuncture & Oriental Medicine Program (DAOM)

The purpose of the doctoral program in acupuncture and Oriental medicine (“DAOM”) at the Atlantic Institute of Oriental Medicine (ATOM) is to prepare practitioners in the care and management of patients with various medical conditions relevant to the Internal Medicine specialty focus of the program.

DAOM Goals

In support of the DAOM Statement of Purpose, ATOM has established the following program goals:

1. Graduate advanced TCM practitioners in the care and management of Internal Medicine-related medical conditions;
2. Enhance Oriental medicine scholarship in the U.S through training designed to cultivate the potential for Oriental medicine clinicians to become educators, researchers, and leaders within the profession;
3. Foster integration of the Oriental medicine profession into the wider healthcare community through the establishment of collaborative relationships; and,
4. Provide the resources (financial,

human, physical) necessary to support the effective achievement of DAOM mission, goals and objectives.

Educational Objectives (DAOM)

The Atlantic Institute of Oriental Medicine’s (ATOM) has developed the following educational objectives outlining the expected student learning outcomes for students attending the DAOM program.

Upon completion of the DAOM program, students will be prepared to:

1. Integrate advanced Oriental medicine and biomedical concepts and clinical skills in the provision of patient-centered care, and apply this perspective in the prevention, diagnosis, treatment and management of a range of medical conditions.
2. Demonstrate an appreciation for advanced concepts in clinical biomedicine and effectively communicate these concepts when collaborating with other healthcare providers in the care of patients.
3. Effectively apply TCM Clinical specialty skills and knowledge in the care of patients.
4. Identify, analyze and critically evaluate AOM-related research and professional literature and apply that information appropriately in clinical settings.
5. Demonstrate both a commitment to life-long learning and the potential to make substantial scholarly contributions to the profession.

ACADEMIC POLICIES

Credits and Hours

ATOM calculates academic credit using the following ratios:

One credit = 15 hours of classroom study;
30 hours of laboratory or clinical internship.

Graduation Requirements

For the DAOM program, a Doctor of Acupuncture & Oriental Medicine Degree is conferred upon completion of all the DAOM degree requirements. In order to qualify for graduation and receive the DAOM degree and a final official transcript, a student must:

- 1) Complete all program requirements, modules, projects, clinical training requirements and the clinical capstone project with a passing (P) grade for each program component.
- 2) Comply fully with ATOM's policies for Satisfactory Academic Progress (SAP) and attendance.
- 3) Have all borrowed library books returned.
- 4) Have met all of their responsibilities to the school, including payment of outstanding tuition and fees.
- 5) Complete the Exit Counseling for any student that has borrowed federal funds anytime during their enrollment at ATOM

Occasionally a change is made in program accreditation standards that may affect program graduation requirements for already matriculated students.

Degree Completion Timeline

A student must complete requirements for graduation within four academic years from the date of matriculation in to the DAOM degree program at ATOM

Academic Advising

Students who have questions or concerns regarding academic issues or school policy, program curriculum questions, problems with course work, change of status or any concerns which are affecting performance in course work, including problems with faculty or fellow students should contact the Assistant DAOM Director. Students should make every effort to address the issue(s) and solve the problem(s) but

the Assistant DAOM Director can be a resource when problems arise.

Reasonable Accommodations for Students with Disabilities

ATOM will provide reasonable accommodations to students with documented disabilities. The accommodations to be provided will be determined on a case-by-case basis, and are dependent on available resources and the school's ability to provide reasonable accommodations without undue hardship or expense. Determination of resources available will be based on availability of sufficient faculty and other personnel, facilities, special equipment, and budgetary constraints. Students with disabilities seeking accommodations should contact the ATOM Executive Director for assistance.

DAOM Clinical Training

DAOM students completing their clinical training requirements are expected to comply fully with all policies and procedures set forth in the DAOM Clinic Internship Program Manual and with relevant ATOM clinic policies. Violations of relevant ATOM clinic policies or procedures is grounds for disciplinary action.

Transfer and Exemption Policy

Transfer Credit

Students enrolled in ATOM's programs may be awarded transfer credit for academic experiences from other educational institutions that are accredited by an accrediting agency recognized by the US Department of Education and that meet or exceed the requirements of the course for which transfer credit is sought, subject to the following guidelines.

Basic Course Transfer Eligibility Criteria

- Course content must substantially match an ATOM DAOM course module. It is the responsibility of the student to provide course descriptions and syllabi as necessary for ATOM to

assess whether the prior course work is substantially similar to a program course to justify the award of transfer credit.

- Grade must be equivalent to 70% (passing grade) or higher.
- Contact hours must be at least 85% of the ATOM course hour requirement.

Students awarded transfer credit for a course equivalent to one offered at ATOM will be granted credit for the number of hours that the Institute's course earns. A student seeking transfer credit may be required to demonstrate knowledge and skills through challenge exams in order to be granted credit.

No more than one third of the DAOM program course credit requirements may be awarded through transfer credit based on coursework taken at other DAOM programs. Transfer credit may only be awarded for course work at the doctoral level that supports the program's objectives and meets the standards for completion of the program.

Please Note: Transferability of ATOM program credits to other educational institutions is at the discretion of the accepting institution. It is the student's responsibility to confirm if credits will be accepted by another institution. Students who have not been enrolled in an OM program for 3 years or more who wish to enroll (or re-enroll) at ATOM may be required to take challenge exams for those core courses for which transfer credit is sought.

Dropping Courses Prohibited

No students are permitted to drop DAOM program modules or other program components. In the event that a student fails to complete a course module or otherwise does not satisfy course module requirements, the student will receive a grade of "I" (incomplete) and must complete requirements for the module through the DAOM program's make

up procedures. Students may not take courses without meeting course prerequisite requirements.

Grading at ATOM

Philosophy

ATOM utilizes a variety of assessment methods to evaluate a student's academic progress throughout the program, including written and practical exams, papers, projects, and assessments of clinical performance. Grades and other measures of academic performance serve three important functions: they provide feedback to the student as to their academic performance and achievement of competencies; they provide information to the DAOM Academic Committee as to how well the student is achieving course objectives and how effectively the faculty member is delivering course content; and they provide ATOM administration with information as to the academic performance of individual students.

Grading System

DAOM course modules, clinical training and capstone project requirements are graded using the Pass/Fail system. Specific criteria for Pass/Fail grades are listed below. The grading criteria for each course module are also listed in the course syllabus. Grades are considered final when they are submitted to the Registrar for processing. Any student who finds a discrepancy in her or his grade report should immediately contact the Registrar's Office to confirm the grade was submitted, and then (if necessary) contact the DAOM Academic Leadership.

Pass/Fail

Course modules/clinic internship requirements carry grades of Pass or Fail. The letters "P" and "F" are used to denote these grades. Students must pass all sections of a Pass/Fail course to receive a passing grade for the course.

Failure (F)

The grade of "F" is used when a student fails to receive a passing grade (i.e., "P"). Academic

credit will not be awarded for a failed course. All failed program requirements must be repeated and successfully completed in order to graduate.

Incomplete (I)

A grade of “Incomplete” is given if the student has not completed all work required for the course/program component or has failed a module exam but is eligible to retake it. Academic credit is not awarded until a permanent grade for the course module or program component has been recorded. It is the student’s responsibility to contact the Assistant DAOM Director or DAOM Director to make arrangements to complete the course work necessary to convert the “Incomplete” to a passing grade. An “Incomplete” course grade must be converted to a passing P grade within three months from the end of the term in which the “Incomplete” was given or it will automatically be converted to an “F”.

Audit (AU)

This grade will be assigned to a course in which the student attends class, but does not take examinations and does not receive course credit. DAOM Students may audit course modules for which they have previously received credit or any Master’s program courses with the exception of the course on Injection Therapy. **ATOM does not permit non-matriculated students to take any courses offered in ATOM’s AOM programs.**

Withdrawal (“W”)

The designation “W” is referenced on the student’s transcript when the student withdraws from the program. The effective date of withdrawal from ATOM is the date in which the student states in writing s/he intends to withdraw from the program. Withdrawal will not become effective until the DAOM Director (for the DAOM program) receives official written notice of the student’s intent to withdraw. Students withdrawing receive a grade of W for each program component in which they are

enrolled. Failure to provide written notice of withdrawal pursuant to this policy will result in the recording of the grade of “F” for all modules and program components at the end of the term. To withdraw from ATOM, a student must do the following:

1. Submit a written letter to the DAOM Director stating the student’s anticipated date of withdrawal from ATOM.
2. Receive clearance from any office in which financial charges have been incurred.

Students who exceed the maximum number of absences under ATOM’s Attendance Policies are considered to be administratively withdrawn from the institution.

Leave of Absence Policy (LOA)

ATOM does not recognize leaves of absence from the program. Students who are unable to attend the program for three monthly module sessions are considered by ATOM to have withdrawn. A withdrawn student who wishes to reenroll at ATOM must meet all admission requirements in effect at the time of matriculation and must have fulfilled all prior financial obligations to the Institute.

Examinations and Course Grades

The syllabus for each course module indicates module objectives, content and test requirements for determining grades for the course. Although students will be given the opportunity to review exams and quizzes after they are graded (except comprehensive examinations). No exams or quizzes will be returned to students to keep.

Exam/Quiz Policy

Students are expected to take all exams at the designated time. If a student misses a module exam, subject to the DAOM attendance policies, s/he must prepare a written paper that meets program requirements documenting the material covered during the module.

Transcripts & Term Grade Reports

Grade reports are produced at the conclusion of each term after grades are recorded. Students should review their grade report promptly to be sure that it accurately reflects their grades.

ATOM students and graduates in good financial standing may request an official transcript by submitting a written request to the Registrar. Such requests must include the name and address of the person or organization where the transcript is to be sent and the signature of the requesting student.

Transcripts will not be issued for any student who has an outstanding financial obligation to ATOM.

Official and unofficial transcripts from other institutions that are part of a student's application for admission or demonstrating transfer credit cannot be removed from the student's file, returned to the student, or sent to another institution.

Educational Records & ATOM's Personal Information Disclosure Policy

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students at ATOM have certain rights pertaining to their educational records. Specifically, all ATOM students have the right to:

- review their educational records (not including any materials that the student has waived right of access to, such as letters of recommendation);
- request a change to an education record to prevent any inaccuracy or misleading information;
- a hearing if the request to correct an alleged inaccuracy is denied;
- consent to certain disclosures of information, and
- file a complaint with the Family Policy Compliance Officer /Academic Dean.

Any student may choose not to have this information disclosed. Such requests must be made in writing to the Registrar, and the possible consequences of restricting such information should be carefully considered.

No other information will be released to outside parties without written consent of the individual student, except under special circumstances (e.g. national, state, or local educational officials, federal financial aid authorities or their designees).

ATOM will keep a record of each request for access by these authorized agencies and each disclosure of personally identifiable student information. This record will be maintained in the student's file as long as the educational records themselves are kept.

School officials who are fulfilling their professional responsibilities in support of the student's educational interests may obtain information from educational records without prior written consent. At ATOM, a school official includes anyone:

- employed by the institution in an administrative, supervisory, academic, research, or support staff position;
- serving on the Board of Directors;
- employed by or under contract to the institution to perform a specific task (e.g. an attorney or auditor);
- acting as an official agent of ATOM and performing a function or service on behalf of the institution (e.g. a debt collection agency);
- serving on an institutional committee, including current students;
- assisting another school official in fulfilling her or his professional responsibilities.

Disclosure to a school official having legitimate educational interest does not constitute institutional authority to transmit, share, disclose any or all information received to a third party.

Any unauthorized disclosure of personally identifiable information from the education record of the student is strictly prohibited.

If you have any questions or would like more information, please contact the Registrar.

Attendance Policy (DAOM Program)

The Atlantic Institute of Oriental Medicine requires regular and punctual class attendance in order for a student to satisfy DAOM program residence and credit hour requirements. Accordingly, students are expected and required to attend all regularly scheduled class modules in which they are enrolled and are subject to the following DAOM program attendance policies:

- a. A student is permitted to be absent for a maximum of full two modules provided that the student provides advance written notification to the DAOM Committee specifying the reasons for the absence acceptable to the Committee and provided that the student make up the work. A student who misses any modules during the course of the program the student will be required to prepare a project paper on the topics covered in the missed module(s) within a period not to exceed three months from the end of the quarter in which the module was offered.
- b. A student who exceeds the maximum number of absences specified in paragraph “a” or who misses more than four modules, whether those absences were excused or not, at any time during the student’s doctoral studies at ATOM will be dismissed.
- c. A student who is absent from a day of any four-day of a module in excess of the two excused absences from module attendance permitted under paragraph “a” must make up the missing work and prepare a project paper on the topics

covered for the missing day. Students who miss more than a day of any four-day module will be deemed to have been absent from the entire module and will not be given any module credit.

Attendance records are based on sign-in sheets that will be circulated during each class. It is the responsibility of each student to sign in and sign out on the attendance sheet prior to the end of each class module. Any student who fails to do so will be considered absent. The standards of academic integrity apply to this policy.

Each student is responsible for personally tracking his or her own attendance for each module. Students will receive no notice or warning regarding their attendance unless a violation of the attendance policy occurs.

Emergency Closings

In case of inclement weather, ATOM follows the lead of Broward County in deciding whether to cancel classes and clinic shifts. If the County closes schools or municipal offices due to inclement weather, ATOM’s classes and clinic sessions for the day will also be cancelled.

Academic Progress Requirement Satisfactory Academic Progress (DAOM Program)

The DAOM program is normally completed within two calendar years. *Students who need to extend to beyond the two years will not receive any financial aid during the extension period as tuition will have been paid in full at the end of year two.*

The ATOM Financial Aid Office is required by federal law to measure and monitor the Satisfactory Academic Progress (SAP) made by each student toward meeting program requirements for the award of the Doctor of Acupuncture and Oriental Medicine (DAOM) degree.

Academic progress is monitored using qualitative and quantitative measurements. These standard measurements apply to all DAOM students. Academic progress is reviewed by ATOM after every term. If at any point it is clear the student will not be able to meet qualitative and/or quantitative standards for timely completion of the DAOM degree set forth below the student becomes ineligible for financial aid.

ATOM's SAP policy is based on the following attendance requirements and module/clinical assessments of student performance:

Attendance:

ATOM's DAOM program is a total of 2 years. Each year consists of 4 quarter terms with each quarter consisting of 3 months. In order for a student to meet SAP, he or she must complete at least 66% of the required in-class attendance for both Didactic and Clinical program components each quarter, not to exceed two missing modules for the entire program. The 66% attendance requirement is based on the following program components per quarter:

Attendance Didactic: Signed-in for 72 hours of didactic class modules

Attendance Clinical: Signed-in for 24 hours of clinical classes and complete 58.5 additional Clinical hours per quarter in the Supervision, Internship/Externship, Case Study, or Self-Study Research categories.

Assessments: Students must receive passing ("P") grades on module student assessments for at least two per quarter.

Quarter Milestones must be completed and approved.

Student must complete the following program requirements prior to graduation:

Integrated Clinic/Apprenticeship (384 hours);

Clinical Supervision/Internship/Case Studies (276 hours)

Capstone Project Thesis

SAP Terminology

Successful completion of a module is defined as a passing "P" grade. A grade of "F" (failing) is not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

An **Incomplete "I"** is a temporary grade which may be given to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have three ("3") months from the term's end date to complete course work. Otherwise, the grade will convert to an F.

Categories of Academic Progress:

1. SAP Warning - A DAOM student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. A financial aid warning is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.
2. SAP Probation - A DAOM student will be placed on academic probation for not

meeting the standards outlined above for a consecutive quarter term. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the DAOM Director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed the DAOM Director that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

3. Academic Suspension - A student will be placed on suspension or may be terminated from the program for not meeting the academic standards outlined above after a term of probation and lose eligibility for Title IV (financial aid) funds as a result.

Dismissal from the Program

A student may be dismissed from ATOM for any of the following reasons:

- failure to maintain satisfactory academic progress;
- committing a serious breach of ATOM's Code of Student Conduct;
- performing treatment modalities on others in a clinic course or clinical internship (e.g., Chiropractic) for which they have not received training within ATOM;
- removing a patient file from any ATOM clinic site; or
- any other behavior that ATOM deems to be insubordinate, disrespectful or disruptive to

the operation of ATOM, including teaching, learning, research, administration, disciplinary proceedings, or other school activities.

Appeal of Suspension or Dismissal

A student may appeal any decision affecting his or her academic status to the ATOM Grievance Committee. The student must appeal a decision regarding a change of academic status within 10 business days of being notified of the decision.

Student Grievance Policy

Occasionally a disagreement arises between a student and faculty member or between a student and an administrator over a grade, a clinical evaluation, the way a policy is interpreted, a decision to change a student's academic status, or some other matter. ATOM encourages and supports open and honest dialogue whenever a problem or disagreement arises. As a result, nearly all issues are resolved without the need of a formal grievance process.

A student with an issue or grievance that concerns a decision or action of a specific faculty member or administrator is expected to try to resolve the situation initially with the individual in question. If the student believes that his or her grievance was not resolved in a satisfactory manner, the student may discuss the situation with the DAOM Director or Assistant DAOM Director, who may then attempt to resolve the grievance through meetings with the student and the other individual(s) involved. If the situation still remains unresolved to the satisfaction of the student, the student may submit a request in writing to the DAOM Director that the ATOM Grievance Committee convene to consider the matter.

The ATOM Grievance Committee typically consists of faculty, a student and/or ATOM administrative personnel who are not involved in the grievance. The Grievance Committee will meet within 14 class days of receiving the grievance. As part of the grievance process, the

student may be asked to present the grievance in person to the Committee for further clarification, or the student may request the opportunity to address the Committee. If the student fails to attend the scheduled meeting, the Committee will meet and make a decision based on the grievance record at the time the Committee meets. In all cases, the decision of the ATOM Grievance Committee will be final. A copy of the Grievance Committee's decision will be mailed to the student at the student's last known address, not more than 10 business days after the meeting of the Grievance Committee. A record of all meetings and decisions will be placed in the student's permanent file.

ACAOM Complaint Procedure

In the event that a student would like to pursue a grievance against the ATOM itself, complaints can be filed with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), the accrediting body for schools of acupuncture and Oriental medicine. They may be reached at:

Accreditation Commission for Acupuncture
and Oriental Medicine
8941 Aztec Drive
Eden Prairie, MN 55347
Tel: (952) 212-2434
Fax: (952) 657-7068

COMMUNITY STANDARDS OF BEHAVIOR

Student Responsibilities

All students are expected to conduct themselves responsibly and with due consideration of others at all times while on ATOM property. Students are responsible for staying informed of policies and procedures contained in the DAOM Catalog, the DAOM Student Handbook, ATOM Financial policies, and other official

ATOM publications, as well as policy changes published on occasion by the administration.

Standards of Student Conduct

The learning process thrives on mutual consideration and respect including respect for school and individual property. For that reason, ATOM has established certain standards of personal conduct, and applies sanctions or takes other appropriate action when those standards are not observed.

The following are intended to describe the standards of behavior that ATOM expects of each student. The list is intended to be illustrative rather than exhaustive. **It should be understood that instances of behavior, which tend adversely to affect ATOM or any individual in the ATOM community are subject to review and action, even if not specifically enumerated here.** The climate of life at ATOM must be one of honesty and acceptance of responsibility. Accordingly, each student is expected and required to:

- furnish correct, truthful and complete information to ATOM;
- adhere to the highest standards of academic honesty, so that a student's name on any exercise, whether oral or written, constitutes a representation that the work is the result of the student's own thought and study, and is produced without the assistance of others except as expressly acknowledged or authorized by a faculty member;
- share responsibility for protecting and maintaining the health and safety and the rights of all other members of the ATOM community, respect the integrity and personal rights of every other member of the ATOM community, and understand that intimidation, threats, physical abuse, or harassment (including, but not limited to, sexual, religious, and racial harassment) violates these standards; and
- maintain the strict confidentiality of all legally protected information a student may receive on any patient or classmate.

In addition, students are prohibited from:

- encouraging, enticing, influencing or enlisting another student to violate any ATOM standard or policy;
- discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, or veteran status;
- possession of firearms (including blank pistols and replicas), explosives, knives, and other articles usable as weapons on ATOM premises;
- possession, use, sale or distribution of illegal drugs, drug paraphernalia, or misuse of prescription drugs while on ATOM premises or serving in the capacity of a student;
- vandalism, theft, attempted theft, destruction of, damage to, unauthorized possession of, or inappropriate use of property belonging to ATOM or any other member of the ATOM community;
- taking any action (including insubordination or disrupting class/clinic), which is disrespectful of other members of the ATOM community, that disrupts, or tends to disrupt the operation of ATOM including teaching, learning, research, administration, disciplinary proceedings, or other school activities;
- infringement of any copyright or patent law;

Note: with the sole exception of water, food and beverages are prohibited in classrooms and in clinic treatment areas.

Academic Integrity

Maintaining academic integrity is essential. Academic dishonesty violates the most fundamental values of an intellectual community and reflects poorly on the entire institution. **Any member of the ATOM community who witnesses an act of academic dishonesty must immediately report the violation to the DAOM Director or the Assistant DAOM Director immediately.**

ATOM views an academic integrity violation as one of the most serious offenses that a student

can commit. The following sections describe various types of academic dishonesty; the examples are intended to be illustrative rather than exhaustive.

Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any assignment, exam or quiz.

Examples:

- Unauthorized use of notes, text or other aids during an examination
- Copying another student's exam, paper, case write-up, or homework
- Hiding notes in an electronic device for use during an examination
- Talking during an examination

Fabrication

Intentional and unauthorized falsification, misrepresentation, or invention of any information, data or citation in an academic exercise is known as fabrication.

Examples:

- Falsifying the data for a written assignment
- Altering the results of an experiment or survey
- Listing a citation for a source not used
- Stating an opinion as a scientifically proven fact

Multiple Submissions

This is submitting the same assignment for more than one course without the explicit permission of the instructor. Examples:

- Submitting the same paper or oral report for credit in two courses without the responsible instructor's permission
- Making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.

Plagiarism

Plagiarism is representing the words or ideas of another as one's own in any academic exercise without providing proper

documentation.

Examples:

- Submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service;
- Quoting directly or paraphrasing closely from a source without giving proper credit;
- Using figures, graphs, charts, or other such material without identifying the sources.

The only exceptions to the requirement that sources be acknowledged occur when the information and ideas are common knowledge.

The following sources require documentation:

- word for word quotation from a source, including another student's work;
- paraphrasing: using ideas of others in your own words;
- unusual or controversial facts – facts not apt to be found in many places;
- interviews, radio, television programs and telephone conversations.

When in doubt, ask your instructor.

Unauthorized Collaboration

This refers to instances when two or more students, each claiming sole authorship, submit separate reports, papers or case studies which are substantially similar to one another. While several students may use the same source material (as in case write-ups), the analysis, interpretation, and reporting of data must be each individual student's own work.

Participation in Academically Dishonest Activities

Examples:

- Stealing an examination
- Using a pre-written paper through a mail order or other service
- Selling, loaning or otherwise distributing materials for the purpose of cheating plagiarism, or other

academically dishonest acts.

Facilitating Academic Dishonesty Intentionally or knowingly helping to violate any provisions of this policy will be seen as facilitating academic dishonesty.

Examples:

- Inaccurately listing someone as co-author of a paper, case write-up or project who did not contribute
- Sharing a take home examination; homework assignment, case write-up, or lab report with another without expressed permission from the instructor
- Taking an examination or writing a paper for another student

Complicity

A student is responsible for complicity if he or she intentionally or knowingly helps or attempts to help another commit an act of academic dishonesty. Examples:

- Knowingly allowing another to copy from one's paper during an examination or test
- Distributing test questions before the time scheduled for the test
- Collaborating on academic projects when students are expected to work independently
- Taking a test for another student;
- Signing a false name on a piece of academic work.

Abuse of Institutional Resources

Abuse of institutional resources occurs when a student intentionally or knowingly destroys, steals, mutilates, or otherwise makes inaccessible library or other academic resource material that does not belong to him or her.

Examples:

- Stealing, destroying, or mutilating library materials
- Stealing or intentionally destroying another student's notes or laboratory data
- Hiding resource materials so others may

not use them

- Destroying computer programs or files needed in others' academic work
- Copying computer software in ways that violate the terms of the publisher's licensing agreement.

Academic Integrity Violation Procedures The charge will be investigated and if sufficient evidence is presented, the case will be referred for disciplinary action. Following determination of a violation of the Academic Integrity policy according to the procedures outlined under "Disciplinary Action Procedure", the student will be subject to the following disciplinary action:

- A grade of "F" for the course module in which the incident occurred will be awarded;
- Disciplinary Probation for the remainder of the student's stay at ATOM; and
- Any student found responsible for violating the ATOM Academic Integrity policy for a second time will be dismissed from the program.

Copyright and Fair Use Policy

Policy Statement

The Atlantic Institute of Oriental Medicine's (ATOM) Copyright Policy establishes guidelines regarding the Fair Use of copyrighted material, use of multimedia and copyrighted works in the classroom, and information regarding the Digital Millennium Copyright Act.

Overview & Purpose

ATOM's copyright policy is based upon **United States Copyright Law, Title 17, U.S. Code, 1976**. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Our policies are based on careful review of the law itself, the **Fair Use of Guidelines of 1997**, the **TEACH Act of 2002**, the **Digital Millennium Copyright Act**, and the **DMCA exemptions of 2006**.

This guide has been prepared in an effort to help the ATOM community better understand what is allowable by law, and why some services that are technically possible may nevertheless be restricted. ATOM will always remain open to receiving any new information on or interpretation of copyright law.

Scope

This policy applies to all members of the ATOM community, including faculty, staff, students and alumnae, and any other person who has access to learning resources at ATOM.

Policy Responsibilities

Compliance with the federal copyright law and with this policy is the responsibility of every member of the ATOM community, including faculty, staff and students. All members of the ATOM community are expected to take a personal interest in becoming informed about how copyright law affects our work at ATOM. Questions or concerns about this policy should be directed to the Executive Director, Administration at executivedirector@atom.edu.

General Information About Copyright

Copyright grants to the author or originator the sole and exclusive privilege of creating multiple copies of literary or artistic productions and publishing and selling them. Copyright protection exists for original works fixed in any tangible medium of expression, including:

- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic work;
- pictorial, graphic, and sculpture work;
- motion pictures and other audiovisual works;
- sound recordings.

Copyright Protections and Fair Use Principles

To help members of the ATOM community understand and comply with copyright laws, this document summarizes basic principles of copyright law including the application of the

fair use balancing test. The principle of Fair Use offers additional access privileges in educational settings.

Copyright law is inherently complex. A fair use of a copyrighted work depends upon a specific determination based upon the circumstances of the use. The principles below are intended to provide an initial context for complying with the law.

Principle 1: The copyright holder has important and exclusive rights. Copyright law protects original works such as writings, music, visual arts, and films by giving the copyright holder a set of exclusive rights in that work. These rights include the right to copy, distribute, adapt, perform, display, and create derivative or collected works. In general, any use of copyrighted materials requires permission from, and potentially payment of royalties to, the copyright holder unless the use falls within an exemption in the law, such as the **fair use** exemption.

Principle 2: Responsible decision-making means that ATOM community members must make demonstrable good faith efforts to understand the fundamentals of copyright law and the reasonable application of fair use. When the ATOM community members plan to use a copyrighted work in their teaching or research, they must examine the specifics of their use within the context of the law in order to determine whether they should seek permission for the use or depend instead upon the fair use exemption.

Principle 3: An appropriate exercise of fair use depends on a case-by-case application and balancing of four factors as set forth in a statute enacted by Congress. A proper determination of fair use – in daily practice and in the courts – requires applying these four factors to the specific circumstances of the use. These factors must be evaluated to determine whether most of them weigh in favor of or against fair use. The four factors include:

1. The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use. This factor at first seems reassuring; but unfortunately for educators, several courts have held that absence of financial gain is insufficient for a finding of fair use.

2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered a fair use than copies made of a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher who photocopies a workbook page or a textbook chapter is depriving the copyright owner of profits more directly than if copying one page from the daily paper.

3. The amount, substantiality, or portion used in relation to the copyrighted work as a whole. This factor requires consideration of 1) the proportion of the larger work that is copied and used, and 2) the significance of the copied portion.

4. The effect of the use on the potential market of the copyrighted work. This factor is regarded as the most critical one in determining fair use; and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the potential market and sales and, therefore, the potential profits of the copyright owner, that use is unlikely to be found a fair use.

Principle 4: Nonprofit educational purposes are generally favored in the application of the four factors of fair use, but an educational use does not by itself make the use a "fair use." One must always consider and weigh all four factors of fair use together. The educational purpose of ATOM will usually weight the first of the four factors, the purpose or character of the use, in favor of fair use. However, an educational use

does not mean that the use is, by that factor alone, a fair use. All four factors must be weighed in making a decision.

Copying Materials for Instructional Use

Under certain conditions specified in copyright law, a photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

Primary and secondary school educators have, with publishers, developed guidelines which allow an instructor to distribute photocopied materials to students in a class, without the publisher's prior permission, upon compliance with these conditions:

- The distribution of the same photocopied materials does not occur every term.
- Only one copy is distributed for each student, which must become the student's property.
- The materials include a copyright notice on the first page of the portion of material photocopied.
- The students are not assessed any fee beyond the actual cost of the photocopying.
- The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course.
- The effect of copying the material should not be detrimental to the market for the work. In general, the library should own at least one copy of the work.

General Guidelines for Print and Electronic Reserve

- One chapter from a book.
- One article from a journal issue or newspaper.
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, essay or article.
- A chart, diagram, drawing, graph, cartoon, or picture.

Materials in excess of Fair Use may still be used with appropriate permission and/or fees to the copyright holder. ATOM's Library staff facilitate this process.

Displaying Media on Campus

Users must secure public performance rights prior to showing a copyrighted work on campus, unless the work was purchased with public performance rights attached. The only exemption to this requirement is for classroom showings.

Classroom Showing

Classroom use or showing of a copyrighted video (VHS, DVD, Blu-ray) is permissible under the following conditions:

- The use must be by instructors or by students.
- The use is part of the curriculum for a specific course and is confined to members in a discrete course or other teaching activity.
- The entire audience is involved with the teaching activity.
- The showing takes place in a classroom or other instructional venue.
- The video is lawfully made; the person responsible has no reason to believe that the video was not lawfully made.

Public Performance

Unless a film has public performance rights attached, it should be assumed that permission is required for a public screening of the film. Public performance rights must be obtained prior to scheduling, advertising or showing a copyrighted film.

If the film is being shown for entertainment purposes, if it includes viewers not enrolled in the course showing the film, or if the film is advertised, it is considered a public (open) showing. The screening of the film is not excused from the "public" designation just because it is an "educational" film, it is being advertised only on campus, or admission is not being charged. The licensing status of the film or work should be determined prior to any advertisement. If it is determined that a public performance license is required, the ATOM

Library staff will assist in identifying who to contact for permission. The person showing the film is responsible for securing permission and paying any performance fees.

Enforcement and Penalties for Infringement

Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need be proved, may be assessed. If the court determines there is an infringement, it may award damages between \$750 and \$30,000. If the court determines that the infringement was willful, the penalty may be as high as \$150,000 per item. In addition, ATOM reserves the right to enforce violations of this policy. Failure to comply may result in suspension or termination of network services, appropriate disciplinary action, termination in the case of employees or expulsion in the case of students.

Social Media Policy

Introduction

At the Atlantic Institute of Oriental Medicine (ATOM), we encourage our community to be active and engaged in the world around them, and encourage members of the community to connect and share information online. For this reason, ATOM maintains an official presence on various social media platforms including social networking websites and through the posting of web-logs or “blogs”. The spirit of social media accomplishes these goals, and this policy is meant to guide us and provide direction when using these tools.

ATOM would like you to remember that users of these social media platforms may be viewed as members of ATOM or may be associated by third parties with ATOM. With that in mind, in all postings, please be respectful, responsive to feedback, and transparent in your affiliation with ATOM. Consider the added value of your input,

and carefully consider the implications of your post in a public record context.

At ATOM, we are committed to the honest exchange of ideas and the transparency that it requires. We will only delete posts which are defamatory, abusive, vulgar, hateful, harassing, obscene, profane, sexual, threatening, invasive of a person’s privacy, otherwise in violation of the law, or include advertisements or promotions.

This policy may be revised at any time. If you have any questions, please contact the Executive Director, Administration at (954) 763-9840, Ext. 206.

Policies for Use of Social Media Sites, Personal and Professional Confidentiality: Do not post confidential information about ATOM, our students, alumni, or employees. Employees must protect confidential student information as outlined in FERPA. Employees who share confidential information do so at the risk of termination or disciplinary action.

Copyright: Consider intellectual property and copyright before you post. Questions about fair use, intellectual property, or copyright may be directed to the Executive Director at (954) 763-9840, Ext. 206. ATOM disclaims any liability arising from a user’s posting or submission of content on the internet.

ATOM logos: Do not use ATOM logos or other institutional representations on personal social media sites.

Faculty and Staff Blogs: ATOM faculty and staff members are encouraged to post on ATOM Faculty and Staff blogs, that may be established, information or items of interest pertinent to their role and responsibility at ATOM. Blog postings should not be used for personal business or non-school related professional activities. All postings of personal opinion must include the name of the author and the following disclaimer: “The views and opinions expressed

on this page are strictly those of the author and not necessarily those of ATOM.

Links to Third Party Websites: Any links to websites outside of the atom.edu domain are provided as a convenience and do not constitute an endorsement. ATOM exercises no control over these sites and is not responsible for their content.

Posting on behalf of ATOM

Be respectful: We expect users to respect the rights of others. ATOM monitors messages posted on official pages and will remove posts if deemed offensive. Offensive posts may not be removed immediately because of the manual nature of the process, but will be removed within a reasonable time. All posts are representative of the opinions of the user and do not necessarily reflect the opinions of the Atlantic Institute. If you see a post that you consider objectionable, please e-mail Vice President/ DAOM Director at fudi@atom.edu.

Be responsive: When you use social media, you are engaging in a conversation. If questions are posed, respond in a timely manner.

Be thoughtful: Think before you post, because privacy does not exist on social media platforms. Posts can be copied and forwarded and may be searchable, so don't post anything you wouldn't be comfortable saying to colleagues. While colloquial language is appropriate for social media platforms, it is important to retain a professional and respectful tone.

Be truthful: Strive for accuracy in all of your posts, and thoroughly identify yourself and your role at ATOM. You must also make it clear that your views do not necessarily reflect those of the Institute, including referring to yourself as "I" rather than "we," which would suggest that your views represent those of ATOM.

Establishing a Social Media Presence on behalf of ATOM

Notify us: If you would like to launch a presence on a social media platform, please notify the ATOM admissions staff to ensure that we are able to coordinate our social media efforts.

Anti-Harassment And Discrimination Policy:

I. Introduction

ATOM will not tolerate bigotry, discrimination or other forms of harassment, including sexual harassment. Such behavior is prohibited of faculty, teaching assistants, staff, students and other individuals who encounter students in the pursuit of their education at ATOM or ATOM-affiliated sites.

Harassment, as defined by law and the corresponding terms of this policy, is a form of unlawful discrimination and contravenes ATOM's mission. Further, any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. ATOM takes allegations of harassment, discrimination and retaliation seriously and will act promptly to investigate and resolve claims under this policy.

Faculty, staff or students found to have violated this Anti-Harassment and Discrimination Policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment or expulsion from the program.

Please note that while this policy sets forth our goals of promoting a learning environment that is free of harassment and discrimination, it is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies legal definitions of

harassment and discrimination.

II. Definitions

Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person or thing based on a student's or an employee's actual or perceived race, color, religious creed, national origin, ancestry, age, disability, veteran status, sex, sexual orientation, gender identity, marital status, political views or other characteristics as defined and protected by law, rather than on individual merit.

Harassment is defined as verbal, written, visual or physical conduct based on or motivated by a student's or an employee's actual or perceived race, color, religious creed, national origin, ancestry, age, disability, veteran status, sex, sexual orientation, gender identity, marital status, political views or other characteristics as defined and protected by law, that has the purpose or effect, from the point of view of a reasonable person, of objectively and substantially:

- Undermining and detracting from or interfering with an individual's educational or work performance or access to school resources; or
- Creating an intimidating, hostile, or offensive educational or work environment.

Harassment may include repeated derogatory remarks or taunts in the guise of jokes, disparaging references to others, the use of epithets, stereotypes, comments, taunts, gestures, threats, display or circulation of written or visual materials, and negative reference to an individual or individual's actions based on or motivated by one or more of the protected characteristics above, or other characteristics protected by law.

Harassment may also include sexual harassment, defined as sexual advances, requests for sexual favors, and verbal or

physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or academic evaluation; or,
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating or sexually offensive work or academic environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised benefits such as favorable evaluation, increased benefits, or continued employment constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness or persistence:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;

comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

III. Confidentiality and Retaliation

Complaints of harassment and/or discrimination will be treated with confidentiality. Any resulting investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, only sharing information with those who need to know in order to complete a thorough investigation.

All members of the ATOM community should take special note that, as stated above, retaliation against an individual who has complained about harassment and/or discrimination or who has, in good faith, cooperated with the investigation of a claim will not be tolerated. Retaliation includes, but is not limited to, intentionally excluding the person, pressuring the person to drop the complaint or to be uncooperative with the investigation, treating or evaluating an individual in a different manner than other students, or otherwise negatively affecting the individual's learning or working environment.

IV. Complaints of Harassment and/or Discrimination

ATOM has procedures for both informal and formal complaints of harassment or discrimination for those who have reason to believe that one of the referenced behaviors is occurring. Any student who believes he or she has been subjected to or has witnessed and act

of harassment or discrimination has a right to file a complaint. Students with a complaint should contact to one of the individuals listed below. If a student feels more comfortable going to another employee of ATOM, that person should then report the information to one of the individuals below:

Fu Di
Vice President and DAOM Director
954-763-9840
fudi@atom.edu

The Vice President is ATOM's Section 504, Title IX and Title VI Coordinator and oversees compliance with applicable regulations. He may also become involved in a complaint or investigation. All of the above individuals are available to discuss any concerns a student or other individual may have and to provide you with information on ATOM's Anti-Harassment and Discrimination Policy, including the complaint and investigation procedures.

Any member of the ATOM community who has reasonable cause to believe that another member of the community is the victim of harassment, including sexual harassment, discrimination or retaliation, is encouraged to report that information to one of the two individuals identified above.

V. Informal Complaints and Dispute Resolution

Individuals who have reason to believe an act of harassment or discrimination may have occurred have the option of addressing the matter and seeking resolution informally by speaking either to one of the individuals identified above, or speaking to someone they are comfortable with who will report the situation to the appropriate individual.

Once an informal report of harassment or discrimination is reported to the appropriate individual, ATOM will speak to the complainant and the accused individual within three business

days. In many instances, counseling, advice, informal discussion, or mediation may be useful in resolving perceived instances of harassment or discrimination. If a matter can be resolved to both parties' satisfaction in the above matter, ATOM will consider the matter resolved and notify both parties in writing of the outcome. At any point in the informal process, the complainant may choose to pursue the matter formally.

If the matter is not addressed to the complainant's satisfaction within ten business days, the designated individual will meet with the complainant to determine if he/she would like to pursue the matter formally. In some instances, even where the complainant decides not to pursue the matter, ATOM may nonetheless decide that the allegations should be fully investigated.

VI. Formal Complaints

Individuals who have reason to believe an act of harassment or discrimination may have occurred have the option of filing a formal complaint. Individuals can submit a formal complaint in writing to one of the individuals above, or can elect to speak to a member of the faculty or staff about the incident and request that it be pursued formally. This individual must then report the request to one of the individuals identified above.

After initial review of facts and allegations, complaints that are not credible, lack merit, are insubstantial or outside the scope of this policy may be dismissed and the complainant will be notified in writing. Complaints falling outside of the purview of the Anti-Harassment and Discrimination Policy or under the scope of other policies within this handbook will be treated as dictated by the applicable policy.

VII. Investigation and Resolution of Formal Complaints

All complaints will be reviewed and resolved

in a prompt and equitable manner in accordance with this policy and legal requirements. Except when circumstances dictate a different timeline, once designated individuals have been alerted of a formal complaint, the following will happen:

- Within three business days, the administrator assigned to investigate the complaint will review the complaint and interview the complainant about the alleged incident(s) and review any documentation or evidence he/she wishes to present.
- If the complaint is deemed credible, within three business days of meeting with the complainant, the administrator will interview the accused about the alleged the incident(s) and review any documentation or evidence he/she wishes to present.
- Within three business days of meeting with the accused, ATOM will speak with any pertinent witnesses and gather any evidence, as warranted under the circumstance.
- The investigation will be completed within ten business days of the receipt of a formal complaint by one of the designated individuals, except when circumstances dictate a need for additional time.
- Within three business days of the completion of the investigation, all materials will be reviewed and a determination will be made whether an act of harassment or discrimination occurred; both parties will be notified of ATOM's findings in writing.

If it is determined that inappropriate conduct has occurred, ATOM will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action.

If harassment and/or discrimination are found to have occurred, a copy of the complaint and final determination will be placed in the offending faculty, staff or student member's file.

Individuals who wish to appeal the decision can do so by submitting a written request to one of the designated officials. The matter will then be referred, if possible, to a member of the administration who remained uninvolved in the initial investigation for review.

Except when circumstances dictate more time, the individual selected to hear the appeal will review the investigation and come to a determination within five business days. The process may include additional interviews and reviewing new evidence as applicable. Once a final determination has been reached, within two business days, both parties will be notified of ATOM's findings in writing.

VIII. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees or students, we will take such corrective and/or disciplinary action as is appropriate under the circumstances. Such action may include, but is not limited to counseling, reprimands, warnings, suspension, or termination from employment or expulsion from the program.

IX. State and Federal Remedies

In addition to the above, if you believe you have been subjected to harassment or discrimination, you may file a formal complaint with the following government agencies set forth below. Using ATOM's complaint process does not prohibit you from filing a complaint with these agencies. There are limitations for filing a claim.

Equal Employment Opportunity
Commission (Miami District Office):

Phone: 1-800-669-4000
TTY: 1-800-669-6820

Broward County Civil Rights Division
(FEPA)
Phone: 954-357-7800
TTY: 954-357-6181

Florida Commission on Human Relations
(FEPA)
Phone: 850-488-7082
TTY: 1-800-955-8771

The Office for Civil Rights
(OCR) U.S. Department of
Education
Telephone: 404-974-9406
TDD: 877-521-2172

X. Statutory/Regulatory Authority

Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106; Section 504 of the Rehabilitation Act of 1973, and its implementing regulation at 34 C.F.R. Part 104; Title VI of the Civil Rights Act of 1964, and its implementing regulation at 34 C.F.R. Part 100, and the Age Discrimination Act of 1975 and its implementing regulation at 34 C.F.R. Part 110; 804 MR 1.00: M.G.L. c. 151B, c. 151C and c. 272, § 98; 804 CMR 3.00: M.G.L. c. 151B, §3.

Anti-Hazing Policy

ATOM does not condone hazing in any form and defines hazing to include but not limited to:

(a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any student organization operating within ATOM. Hazing may result in felony charges.

(b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely

affect the mental or physical health or safety of the individual.

(c) Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

(d) Forcing or requiring the violation of ATOM policies, federal, state, or local law.

(e) Any activity, as described above, upon which the initiation or admission into or affiliation with an ATOM-affiliated organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

DISCIPLINARY ISSUES

Drug and Alcohol Abuse

Students who arrive to ATOM under the influence of drugs or alcohol will be dismissed for the day, pending further disciplinary action. ATOM is committed to the prevention of drug and alcohol abuse and prohibits the manufacture and unlawful possession, use or distribution of illicit drugs on ATOM property and at any ATOM sponsored activity.

The distribution and consumption of alcoholic beverages at organized school functions is prohibited unless expressly approved by the ATOM administration. No person under the age of 21 will be served alcoholic beverages at an ATOM event where alcohol consumption has been expressly approved. At an event at which alcoholic beverages are served, non-alcoholic beverages and food will also be available.

The Drug-Free Workplace Act of 1988 (Public Law 101-690) requires institutions receiving federal financial assistance to implement and enforce

drug prevention programs and policies. ATOM’s drug prevention program includes distribution of information regarding drug health risks and legal sanctions as well as drug/alcohol counseling treatment and rehabilitation programs. Contact Executive Director of Administration for local treatment and rehabilitation resources as well as health and legal risks.

Firearms & Combustible Material

Firearms, ammunition, explosives, combustible fuel, firecrackers and potential ingredients thereof are forbidden on ATOM property. Cases in which a student is alleged to have been violated these requirements will be reviewed by the ATOM Disciplinary Committee as outlined in this handbook under the Disciplinary Action Procedure section.

Any violation of the firearms and combustible materials policy will result in appropriate disciplinary actions up to and including expulsion. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug and Alcohol Abuse Policies

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants and in compliance with the requirements of the Higher Education Act HEA Sec 120, the following policy is in effect for the Atlantic Institute of Oriental Medicine and published in the *Employee Handbook* and ATOM Student Handbook each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by ATOM on any property owned, leased, or controlled by ATOM or during any activity conducted, sponsored, authorized by, or on behalf of the Atlantic Institute. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802). Criminal

penalties for violating the Federal Controlled Substances Act are addressed in Part D – Offenses and Penalties of the Act.

<http://www.fda.gov/regulatoryinformation/legislation/ucm148726.htm#>

Violations of this policy shall result in disciplinary action, up to and including dismissal from the program and advising law enforcement authorities. Students convicted of any drug related offense while receiving Title IV aid will result in a loss of eligibility for any Title IV, HEA grant, loan or work-study assistance.

2. ATOM has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug -free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties for drug-abuse and rehabilitation violations.
3. The Atlantic Institute conducts and makes available to the ATOM community the results of a biannual review of the Institute’s drug and alcohol abuse program that assesses the program’s effectiveness and any needed changes, the number of drug and alcohol related violations and fatalities, and that identifies the number and type of sanctions imposed.

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause mark impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to

produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to Administration.

Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800- 662-4357

Fire Safety

When a fire alarm sounds, all individuals must vacate the facility (this includes the main building and the ATOM Clinic). No student may re-enter the facility until instructed to do so by an ATOM official. Periodic fire drills will be conducted in ATOM’s teaching and clinical facilities during the academic year.

A student is expected and required to use safety equipment and/or initiate safety procedures only when it is necessary (this includes, but is not limited to, fire equipment, fire alarms, fire drills, and exit lights). Initiating a false fire alarm,

submitting a bomb threat, or otherwise disrupting the learning environment is a violation of ATOM's community standards of behavior, and will be handled in compliance with the Disciplinary Action Procedure outlined in this handbook.

Smoke Free Environment

State law prohibits smoking on all school property. This law is strictly enforced by ATOM. Students may not smoke anywhere in ATOM facilities.

Patient Treatment

Students are prohibited from performing any treatment modalities on ATOM premises for which ATOM does not provide training.

Disciplinary Action

Confidentiality in the Disciplinary Process

The resolution of disciplinary situation will be conducted with as much confidentiality as possible. Because of the confidential nature of disciplinary matters, the ATOM Administration will not engage in any discussion regarding the involved students or the Administration's perceived, alleged or actual actions related to any aspect of a disciplinary process. In order to protect the confidentiality of the student, and in compliance with FERPA, the Administration will not respond to any communication regarding any aspect of a disciplinary procedure except for the student directly involved in the disciplinary proceedings.

Interim Suspension/Separation

In certain situations, a student may be suspended/separated from ATOM prior to a formal disciplinary hearing. The President, the Academic Dean, the DAOM Director or the Executive Director of Administration may levy suspensions. Students suspended or dismissed from ATOM are not allowed on school or clinic property without prior administration approval.

Emergency Suspension

In extreme cases, a decision may be made to immediately separate a student from ATOM. This

decision may be made, pending final action, for reasons of imminent danger to the student's physical or emotional safety or well being, or for reasons of imminent danger to the safety or well being of ATOM. The procedure for disciplinary action stated above shall be initiated and completed as soon as possible after the start of the student's emergency suspension.

Disciplinary Action Procedure

Upon learning of any allegation that might warrant disciplinary action on the part of ATOM, the Academic Dean or DAOM Director will review the incident and determine an appropriate course of action. On the basis of this review, the Academic Dean/DAOM Director may take any of the following actions:

- Dismiss the matter
- Further investigate the incident, including meeting with the student and others involved to discuss the incident
- Appoint another administrator (such as the Director of Student Affairs) to assist or conduct the investigation
- Suspend the student
- Convene the ATOM Disciplinary Committee to consider the matter and take appropriate action.

The ATOM Disciplinary Committee usually, but not always, consists of the Academic Dean or DAOM Director, the Faculty and a Student Representatives. The Academic Dean/DAOM Director may decide to appoint others to the committee as deemed necessary. The President may, at his or her discretion, serve on the committee.

Disciplinary Committee Hearing Procedures

The following are the procedures that will be followed should the Disciplinary Committee be convened to consider a disciplinary matter: A Disciplinary Committee hearing will be scheduled within 14 business days after the

determination is made that such a hearing is necessary. As part of the Committee review process, the student whose actions are being investigated will be informed in writing of the issues to be considered by the Disciplinary Committee and be requested to appear before the Committee. The Disciplinary Committee, at its discretion, may also request the appearance of other individuals with knowledge of the incident.

Because Disciplinary Committee hearings are considered internal ATOM affairs, no agent or attorney for the student may accompany the student to a Disciplinary Committee hearing. In addition, no Disciplinary Committee hearing may be tape recorded.

- Following the hearing, the Disciplinary Committee will make a decision as to whether disciplinary action is warranted. If the Committee determines that disciplinary action is warranted, the Committee will decide upon and take that action, and the student will be notified, in writing, not more than 7 calendar days after the hearing, of that action. The student will also be notified, in writing, if no disciplinary action is to be taken.
- A record of all meetings and decisions, including the final disposition, will be placed in the student's permanent file.

Appealing a Disciplinary Action

If a student wishes to appeal a disciplinary action, he or she may submit in writing, to the Academic Dean, a request that the ATOM Grievance Committee convene to reconsider the matter. This grievance must be filed within ten business days of receiving notification of the disciplinary decision from the administration. See the Student Grievance Policy outlined in this handbook.

Range of Disciplinary Action

Please note: the following Range of Disciplinary Action in no way implies a particular sequence of action.

Actions that may be taken by the Disciplinary Committee range from no further action to expulsion of the student, as described below. Conditions may be attached to the action depending upon the nature of the student's behavior, the degree of the student's

involvement, the student's motivations and intent, the record of past behavior and consideration of all facets of the specific situation.

a) Dismissal of Complaint:

In this case it is determined that there is no basis for the charges made against the student. The student will be notified in writing if the complaint is dismissed.

b) No Further Action:

In some cases where the student is found to have breached the standards of ATOM, it may be determined that no further action is deemed necessary beyond a discussion of the matter with the student. In this case, the incident will nevertheless be noted in the student's record. The student will be notified in writing that no further action will be taken.

c) Disciplinary Warning:

The student may be warned, in writing, of the possible consequences of continuing the behavior involved, and appropriate conditions may be applied.

d) Disciplinary Probation:

A student who is placed on disciplinary probation is permitted to remain enrolled at ATOM under specified conditions. It is understood that the student is subject to further disciplinary action, including suspension or dismissal, if the student violates the terms of the probation or in any way fails to conduct himself/herself as a responsible member of the ATOM community. Probation is considered a final warning to the student.

e) Suspension:

Suspension of the student from ATOM differs from dismissal since it defines conditions under which return may be possible. Suspension may extend for a term, until a designated date, or until a stated condition is met.

f) Indefinite Suspension:

In the event that a student has been convicted of a felony in a criminal proceeding, the student

may be indefinitely suspended from ATOM. A student suspended under this authority may request a hearing in accordance with the above procedure for disciplinary action.

g) Expulsion:

Expulsion is a permanent separation of the student from ATOM.

If a student is suspended or expelled from the ATOM program, they may not attend any ATOM sponsored events/activities or enter any ATOM property including the ATOM Clinic or any satellite clinics. If the student was receiving acupuncture or Chinese herbal medicine care at an ATOM Clinic site the student will be directed to contact their Primary Care Provider for a referral. Further, the student may not contact any ATOM faculty, administration or staff member regarding the suspension or expulsion, nor may that student allow for the distribution – verbal, written or otherwise – throughout the student body regarding the suspension or expulsion.

GENERAL POLICIES

Animals in the Classroom

No animals (other than guide and service animals) are allowed in the classrooms, treatment rooms, or clinic facilities.

Bulletin Boards/Posting Policy

Students may post materials on bulletin boards only with prior approval.

In accordance with fire safety regulations and the safety of all members of the ATOM community, the hanging of flyers and notices on the glass windows of the doors is prohibited.

Children on ATOM Premises

For safety and liability reasons, no children are permitted on ATOM premises.

Cell Phones

Cell phones may not be used in the classrooms, practice rooms, the ATOM Library, or clinical internship sites. When using cell phones in ATOM's facilities, please be sure their use is not disruptive to others.

No Fragrance Policy

All members of the ATOM community are required to refrain from using scented products, whether natural or synthetic, while in the school or the clinic. Due to chemical sensitivity, these products may have an adverse affect on classmates, faculty, staff and patients.

Guests in the Classroom

Students are welcome to bring friends, spouses and significant others to observe an occasional class. Students must ask permission of their instructors in advance. Guests may not attend weekend classes, workshops or seminars.

Infants and children are not permitted in classrooms, practice rooms or clinic treatment rooms, nor may they be left unsupervised anywhere in the school or clinic.

Practice Room Dress Code

For safety reasons, students are not permitted to wear open toe shoes (e.g. flip-flops, sandals) in the practice rooms or clinics. Footwear such as sneakers or solid toe shoes is required in the practice rooms and clinics at all times. Faculty who supervise in the practice rooms will be monitoring proper footwear. You will be asked to leave the practice room if proper footwear is not worn.

Selling and Soliciting on ATOM Property

Students and others are not allowed to conduct their own businesses on school property at any time and are not allowed to use student, faculty or staff lists, or mailboxes to advertise or solicit business. ATOM reserves the right to approve all use of school property, equipment, written information, and faculty and student lists.

Campus Hours / Student Access to

Facilities:

The ATOM Campus hours are limited to school open-hours. Student access to the campus outside normal hours of operation is prohibited unless authorized by school faculty or ATOM staff for valid training purposes and/or AYOM authorized events. Students are not permitted on campus premises unless ATOM faculty or staff are present.

Security

Although ATOM works to provide students with a safe environment in which to learn, some level of crime still exists. Students are encouraged to be aware of their personal possessions and to lock their cars. Students are required to promptly report any criminal incident or misconduct to the both the School Manager, Toni Hernandez and the ATOM Front Desk. Any report will be followed up on immediately, including a timely warning to the rest of the ATOM community, as required by law.

Campus Crime

As required by law, ATOM maintains crime statistics and issues an annual report on any incident that occurred during the previous year. The report is emailed to all members of the ATOM community and posted in the student lounge area following release.

Consistent with federal and state law, ATOM also is required to issue a statement advising the campus community where they may obtain information provided by the state concerning sexual predators and offenders. Members of the ATOM community who wish to access this information should contact the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll free telephone number. http://offender.fdle.state.fl.us/offender/home_page.do FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234.

STUDENT ASSOCIATION

Overview

The ATOM Student Council serves as the liaison between the Administration/Faculty and Students for the purpose of fostering effective communication, promoting/addressing student interests and concerns, coordinating student activities, and advocating for the resources necessary to promote the highest quality of education in Oriental medicine.

The Student Council works towards establishing a sense of community while promoting positive change to enhance the relationship between students and faculty /administration. The Council also serves as a representative to the ATOM Community to facilitate the development, growth and support provided to students, alumni and staff with the assistance of the ATOM administration.

Purposes and Objectives

The Student Association was founded for the following purposes:

- To help the school in its growth and development.
- to provide an informational and supportive network for students of Oriental medicine.
- the foster and provide opportunities for professional development, growth and training.
- to promote and uphold standards of acupuncture education, standards of practice, and professional ethics.
- The offer support and guidance to students of acupuncture, acupuncture training programs, and acupuncture research.
- To provide a forum for the sharing of knowledge in the field of acupuncture and related disciplines.
- To educate the general public and

healthcare professions regarding the nature and scope of acupuncture medicine.

- Such other activities of a charitable and scientific nature related to Oriental medicine as may benefit the knowledge and well-being of the ATOM community.
-
- To fund raise for the benefit of the Association.
- To attend state and national student acupuncture meetings to network with other students of acupuncture and Oriental medicine.
- To act as liaison between the students and the administration of the school.

Students may contact the Student Association through the Student Association President.

Membership

All ATOM students are members of the Student Association. Officers of the Association are elected by the Association membership and serve for one-year terms. Two class representatives are elected by the class members of the Association and serve as liaison between the school administration and the class.

All students are welcome to participate in the Association's meetings. For more information, contact the Student Association President or Academic Dean.

Student Newsletter – The Point

The Point is published, posted and distributed to the student body. Issues are also available in the ATOM Library. Students are encouraged to read the newsletter for announcements, and are responsible for any information printed.

Students may submit ATOM-related items and articles to the Association's Newsletter Committee for consideration.

Student Photo Identification Cards

Student photo identification (ID) cards are issued following the new student orientation. Students may request replacement ID cards by contacting the ATOM Registrar. The cost for a replacement ID card is fifteen dollars (\$15), payable at the time the replacement is requested. ATOM ID cards are necessary to access the campus after 6:00PM.

Student Services

Mission

Through the provision of high quality services which promote an integrated learning experience that helps students reach their educational, personal, and professional aspirations, ATOM's student services department is dedicated to supporting the institution's mission of training its students to the highest standards of professionalism and ethics for the practice of acupuncture and Oriental Medicine in the U.S.

Student Services Philosophy

ATOM promotes learning beyond the classroom and clinic. Student services at ATOM support students academically, emotionally, and socially in their development as ethical, caring, and knowledgeable healthcare professionals. Increasing peer leadership, promoting professional values, and encouraging self-understanding are essential to helping students achieve their goals. Consistent with the medicine, ATOM considers professional development as a holistic enterprise that flourishes when connections are created among the members of the learning community.

Staff Support

DAOM Program DAOM Director, **Fu Di** / Clinical Director, **Harry Hong** and DAOM Assistant Director, **Allyson Wilson** 954-763-9840, Ext. 308, DAOM@atom.edu: The DAOM Director, Assistant Director and Clinical Directors provide academic and personal advisement services, including career and professional development, and also provide

academic leadership for the program. They are always willing to meet with students regarding their concerns, ideas, and issues.

ATOM policies/procedures, issues pertaining to campus facilities and equipment, and on matters pertaining to non-academic administrative service needs of ATOM's communities of interest.

Dean's Office

Yan Cheng, 954-763-9840, Ext. 203

dean@atom.edu

Yan Cheng, 954-763-9840, Ext. 203 dean@atom.edu Academic Dean, has overall responsibility for the administration of the Institute's Master's program and the implementation of school policies that support academic quality at ATOM. The Dean organizes the scheduling of Master's classes, is responsible to maintain state and national credentials for the institution including all the Annual Reports to California Acupuncture Board, to the Florida State and ACAOM; administers student academic and disciplinary rules and regulations with respect to the Master's program.

Admissions Office

Karen Gemignani, Assistant Admissions Director, 954-763-9840, Ext. 213, admissions@atom.edu.

The goal of the department of admissions is to ensure that all accepted students have the potential to and understand how to succeed at ATOM. To that end, the team implements new student orientation and provides ad hoc support for Master's students throughout their first year at ATOM. Ms. Gemignani is responsible for the admissions process for the Master's program. For questions or issues pertaining to the DAOM program, please contact Allyson Wilson 954-763-9840, Ext. 308, DAOM@atom.edu

Office of the Registrar

Millie Ferreira 954-763-9840, Ext. 207

registrar@atom.edu

The registrar's office is responsible for ensuring the integrity and security of academic records while providing support services for both students and alumni. Functions of this office include managing the student registration and enrollment process for the Master's program, recording grades, issuing transcripts and diplomas and the registrar also provides students with ID cards and clinic name tags.

Dean of International Students

Professor Hsinpo Chen 954-763-9840, Ext. 205, hchen@atom.edu is responsible for ATOM's international student recruitment initiatives. Functions of the Dean include managing all immigration processing, SEVIS reporting, F1 advising and developing initiatives to increase the retention of international students.

Financial Office

Celia Munoz, Financial Officer

954-763-9840 Ext. 208,

celiamunoz@atom.edu.

The finance office is responsible for handling the payment of student tuition and fees and for establishing special tuition payment plans for requesting students.

Financial Aid Office

Michelle Weldy, Financial Aid

Administrator 954-763-9840, Ext. 215,

michelleweldy@atom.edu. The financial aid

office is responsible for coordinating the administration of student financial aid.

Information Technology

Sean Atkinson, *Director of Information Technology*

954-763-9840, Ext. 314,

sean.atkinson@atom.edu

ATOM's department of information technology is committed to providing support

for the school's technology-related efforts, providing the computer infrastructure for the institution, and supporting academic and administrative programs, including student learning outcomes and the library. The IT department provides support for students accessing the ATOM wireless network and assists when students experience issues with their personal computers.

FINANCIAL POLICIES

Tuition and Fee Changes

The Atlantic Institute of Oriental Medicine is a not-for-profit institution. All tuition funds and fees are used to support the college's mission. Tuition and fee rates are reviewed or determined on an annual basis and published in the ATOM Catalogue and on www.ATOM.edu.

General Tuition Billing Information

Students are billed for each Quarter in which they are enrolled. For students receiving financial aid, ATOM receives tuition and fee payments from the US Department of Education Financial Aid Office on the student's behalf at the beginning of the term. Students receiving undergraduate levels of financial aid are required to pay any balances on a lump sum or on a monthly installment basis. Students who are paying tuition and fees out of pocket are required to pay on a monthly installment plan. See "Installment Tuition Payments" for details.

Students are responsible for the prompt payment of all tuition bills. If a bill has not been received by the 15th of the month in which the payment is due, students should see the Finance Office. If there is a billing dispute, the student must pay the undisputed portion of the bill to avoid any additional late fees. It is the student's responsibility to remain current in the payment of charges.

In cases of student default on tuition payments, the student is liable for the outstanding tuition,

as well as all reasonable collection costs and any legal fees incurred by ATOM during the collection process.

Installment Tuition Payment Plan

ATOM's Installment Tuition Payment Plan (the "Payment Plan") allows students to spread their tuition payments, not covered by student loans, for a given term throughout that term on an interest-free basis. If the student does not make the agreed-upon payments on time, the student will be terminated from the Payment Plan, and the outstanding balance will be due immediately. The Payment Plan is offered to students in good standing.

Students participating in the Payment Plan are billed at the beginning of each session and payments must be received no later than the 15th of each month.

Delinquent Balances

Tuition is due and payable by the start of the term. If the student has not arranged for a Payment Plan with the Finance Office, the full tuition is due at the start of classes. If the student has enrolled in a Payment Plan, the first installment on the Payment Plan is due on or before the 15th of the month in which classes begin. If ATOM does not receive financial aid funds or employer tuition reimbursement payments for a particular student, the student is responsible for paying their tuition as stated in this handbook, even if the delays are due to late applications. Students with specific concerns should contact the Finance Office to make specific arrangements.

A late payment fee of \$25 for unpaid balances will be billed for students who have not made payments when due. This fee may be waived at the discretion of the Finance Office for exceptional circumstances.

Students who have an outstanding balance:

- Shall not receive their transcripts, diplomas or program certificates until full payment of their account has been made including any

late fees that may have accrued.

- Shall not be entitled to have transcripts issued on their behalf to any outside organization (e.g. NCCAOM and licensing boards).
- Shall not be permitted to register for or attend classes the next term until the outstanding balance and the initial payment for the following term are paid.

Dismissal for Failure to Meet Financial Obligations

A student may be dismissed at any time from the program due to non-payment of tuition. ATOM reserves the right to initiate financial dismissal, with prior notice, to any student who does not meet the stated financial requirements of the school. A student is entitled to appeal the notice of pending financial dismissal within 10 business days of receipt of notice. The appeal must be in writing and must be sent to the Executive Director of Administration. It must include a description of the dispute and any documentation pertinent to the issue.

Reinstatement will be based on demonstrated ability to meet the stated financial requirements of ATOM. Any student reinstated after a financial dismissal is subject to a \$250 reinstatement fee. Subsequent inability to meet the stated financial requirements will result in permanent dismissal. Tuition balances left unpaid after this time are forwarded to ATOM's collection agency.

Students considering withdrawal from the school must consult with the Finance Office before leaving to arrange payment of any outstanding balances owed ATOM. Students receiving financial aid who are considering withdrawal from the program must consult with ATOM's Financial Aid Manager.

Tuition Refund Policy

Students may withdraw from ATOM at any

time. If a student wishes to withdraw from school, the student must so inform the school in writing. The withdrawal will become effective on the day the Registrar's Office receives written notice. A student receiving Federal Title IV aid will be subject to the policy outlined under "Return of Federal Funds for Financial Aid Recipients Who Withdraw".

Refund policy if a student withdraws from school:

This policy is stated here and verbatim in the Enrollment Agreement signed by the student prior to attending classes. It is a policy mandated by the State Department of Education for all schools. Should a student be terminated or request withdrawal for any reason, all refunds will be made according to the schedule below.

1. Request for Withdrawal must be made in writing directly to the DAOM Director (DAOM program).
2. All monies will be refunded if the application is not accepted by the school or if the student cancels in writing within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Withdrawal following the third (3rd) business day after signing the Enrollment Agreement, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee and application processing fee.
4. Withdrawal following the initiation of courses, but prior to seven (7) days after course has begun, will result in a refund of all monies paid, with the exception of the registration fee and application processing fee.
5. Withdrawal following seven (7) days but prior to fourteen (14) days after class has begun will result in a pro rata refund computed on the number of hours completed to the total course hours.
6. No refund shall be provided following fourteen (14) days after class has begun.

7. Withdrawal Date: The termination date for refund-computation purposes is the date written notice is received by the DAOM Director (DAOM program).
8. Refunds will be made within 30 days of receipt by the DAOM Director of a written Request for Withdrawal.
9. A student can be dismissed by ATOM for insufficient progress, non-payment of costs, or failure to comply with school rules and policies.
10. Refund policies which pertain to students who are receiving Title IV Federal Students Financial Assistance or veterans' benefits shall be in compliance with applicable federal regulations.

Students who return to ATOM to repeat a term from which they withdrew are subject to the tuition and fees for the term in effect at the time of matriculation.

Return of Federal Financial Aid Funds

Students who have received federal student loans who withdraw will be processed under the Department of Education Return of Federal Funds Guidelines based on the students' last date of attendance. ATOM will only retain that portion of tuition that the formula allows based on the student's length of enrollment.

The student will be notified how much loan money was returned, the date of the return and to whom it was returned. ATOM will also notify the lender and guarantee agency of the student's withdrawal status and the date it went into effect.

Returned Checks

ATOM deposits checks received for payment of student accounts. A \$20 returned check fee will be charged to the student account for any check that is returned by the bank.

Malpractice Insurance:

All matriculated students are required to carry Malpractice insurance, provided through the American Acupuncture Council. Coverage is \$225.00 for an academic year. Matriculated students will be automatically enrolled and invoiced with their tuition.

Financial Aid Policies

To be considered for financial aid, students must complete a FAFSA financial aid application in a timely manner. Students will be notified of their eligibility for aid and of any additional requirements they must complete before funds can be disbursed.

It is essential that students complete all necessary steps of the loan process in order to ensure that loans are in place prior to the beginning of classes. If ATOM does not receive financial aid funds before or during the first week of classes, the student will be responsible for payment of all tuition, fees, and other charges.

Federal guidelines prohibit applying funds to the accounts of students who have incomplete financial aid files. Students who have been selected for Verification must submit all documents before funds can be disbursed.

Verification

Verification is a process which authorizes ATOM to certify that all the information reported on your FAFSA application is correct. Each year the U.S. Department of Education selects a group of applications for verification. Documents requested to complete the verification process include, but are not limited to, the U.S. Department of Education's Verification Form, income tax return transcripts received directly from the IRS. Any requested documents should be submitted within 10 days of receipt of notification to avoid cancellation of financial aid. Any changes to the financial aid award as a result of verification will be communicated to the student in a revised award letter. Financial aid proceeds will not be credited to the student's account until the verification

process is complete.

Loan Disbursements/Availability of excess funds

Federal regulations require that all federal loans be disbursed directly to student's account based on the number of terms in which the student will enroll. Loan disbursements are made at the beginning of each academic term via electronic funds transfer (EFT), minus any origination fees (approximately 2% for Stafford Loans and 4% for Graduate PLUS loans less any rebates).

If loan proceeds are insufficient to cover your balance, **the remaining balance will be due immediately** unless prior arrangements are made with the Finance Office. (see Financial Policies section for more information)

ATOM will refund to students any financial aid proceeds that exceed charges on a student's account. If your loan proceeds exceed your current balance, **you will be issued a check for the excess funds** within 14 days of ATOM's receipt of the funds.

If, during a break, the Academic Department is in the process of determining whether a financial aid student will be placed on academic probation, the disbursement date for the next term's loan funds will be delayed until 14 days after the first day of classes to allow time to verify continued eligibility relative to Title IV satisfactory academic performance requirements.

Notification of Receipt of Loan Funds

A disbursement notification will be forwarded to the student in an e-note with the e-mail address on file for the student, advising the student to check in at the Financial Aid Office when checks are available. This notice will be distributed within 10 days of the date that the funds are applied to the student's account. Please look for that notification, and please make every attempt to pick up any checks for credit balances in a timely manner; checks for credit balances that are not picked up within 2 weeks will be mailed

out.

If you have any questions regarding the receipt of funds, or any other aspect of your student account, please do not hesitate to contact the Finance Office at ext. 208. If you have any questions regarding your financial aid application or file, you should contact the Financial Aid Office at ext. 215.

Withdrawals

If a student withdraws, the financial aid office will return all loan money that is not earned by the student in accordance to Title IV guidelines. The Financial Aid Office at ATOM is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or are dismissed. The student's eligibility for the funds received from federal Title IV financial aid programs must be recalculated in such situations. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula and may result in funds being owed to ATOM. For unofficial withdrawals, the withdrawal date used is the last date the student attended classes. Exit counseling is required of all students withdrawing from the program.

Please note: The requirements for Title IV program funds when you withdraw are separate from any institutional refund policy.

Outside Scholarships

Students are required to report the receipt of scholarships from sources outside of ATOM. Please send a copy of any outside award notification to the Financial Aid Office.

Appeals Process for Loss of Financial Aid Eligibility

To be eligible for a financial aid or loan deferment, students must be enrolled in the program full time. In addition, a student must make satisfactory academic progress, as defined in this Handbook, in order to remain eligible for financial aid.

Federal regulations require that students demonstrate satisfactory academic progress in their educational program in order to maintain eligibility for financial aid. A student whose financial aid has been terminated for failure to make satisfactory academic progress has the right to appeal the loss of financial aid funds within two (2) weeks of notification of this decision, if the student believes there are mitigating circumstances. Appeals must be submitted to the ATOM Grievance Committee (see Student Grievance Policy section for more details).

FACILITIES

Bookstore

The ATOM Bookstore is an important resource for the ATOM student community. The store is located in the ATOM Library and carries required and recommended textbooks and educational and school materials. Students can browse the selection of books and practitioner tools. The store offers competitive prices on all text books.

ATOM Library

Mission

The ATOM Library's mission is to promote, protect, and provide access to information resources relevant to Oriental medicine. Central to this aim is the ongoing development of the collection and the cultivation of patrons' skills in finding information specific to Oriental medicine. With this mission, the library seeks to foster professional development and promote the academic mission of ATOM.

General Info

The library is located in just inside the front door entrance to the ATOM facilities. The Library houses an extensive collection of books, A/V items, journals, and archives. In addition to the collection and the study/computer lab area, there are a number of tables and chairs available for quiet study and reading.

The Collection

The Library supports ATOM's academic Program(s) through a collection of books, journals, and multi-media resources on acupuncture and Oriental medicine. The library's growing collection focuses on traditional and modern acupuncture with origins in China, Japan, Korea and other East Asian cultures. The collection also includes in-depth information on Chinese herbal medicine, as well as other aspects of Oriental medicine, including some works on Asian culture, philosophy, and history. In addition, the library's holdings contain a number of science and biomedical texts, works on business practice and marketing, and materials covering a variety of alternative and complementary medicine modalities.

Newsletters from relevant professional organizations and general information about the acupuncture and Chinese herbal medicine professions are available in the library as well. Past course syllabi, ATOM policy manuals and handbooks as well as archived ATOM materials are housed in the collection and are available for reading within the library.

As of December 2018, the ATOM Library held approximately 3500 volumes, over 200 A/V items (CD's, DVD's, etc.) and 20 active hard copy journal subscriptions in its physical collection. All of these are listed in our online catalog. In addition to its print collection, the library provides online access to a variety of journals through the library's online resources; full-text articles are available directly through journal publishers and through research databases. In all, students, faculty, and alumni have access to a significant number of scholarly print and electronic journals through the library's resources. Subscription databases can be accessed through the library website.

Library Services

ATOM provides access to, and borrowing privileges for, the library's collection to currently enrolled students, faculty and staff. If a student

withdraws or otherwise leaves the program they will not have access to the library's online resources or be able to borrow items.

Journals and reserve/reference items at the Library do not circulate. General circulation books are loaned out for two week periods. Overdue fines accrue 7 days per week at \$0.10/day. If an item is lost, patrons will be charged, at minimum, list value of the book plus a \$25 processing fee. Patrons should check their email for notices from the library and notify library staff if their email accounts change.

DVD's, CD's and DVD-ROM's may be viewed and listened to at the media stations in the computer lab adjacent to the Library. There are a total of four machines available in the lab for research or general use during library open hours, with the occasional exception of when the lab is reserved for class instruction. Wireless internet service is also available throughout the school space for those with laptops and notebooks. A printer/photocopier available for student use in the computer lab, with printouts costing \$0.10 per printed page.

Members of the library staff are available by phone, email, or in person during open hours to provide circulation services and technical assistance, to answer questions about the collection, or to aid in research. Please check the Library entrance as well as the website for current hours of operation.

Continuing Education

The Continuing Education program of the Atlantic Institute of Oriental Medicine offers a broad array of seminars and workshops for Oriental medicine professionals and the general public.

Students are welcome to attend the continuing education programs for which they have been charged \$ 25 for each seminar. Seminars are announced on the bulletin board in the Student Lounge and on the ATOM website. Continuing Education courses do not qualify for academic credit towards meeting ATOM program

graduation requirements.

Lockers

Lockers are available for student use on a first come, first served basis and are located in the student lounge area. Combination padlocks are the responsibility of individual students.

Lost and Found

Lost and found items should be turned in at the ATOM Clinic front desk. Please contact the School Manager to retrieve any lost items. Any lost and found items that are not retrieved within one month may be donated to charity.

Mailboxes

Each student has a personal mailbox contained in a cabinet located in the corridor across from the restrooms near the Financial Affairs Offices. The mailboxes are used by the administration for official ATOM business - i.e. written communication with students, including responses to student inquiries and requests for additional information. Any messages received by ATOM for a student will be placed in the student's mailbox. Students are expected to check their mailboxes on a daily basis for such correspondence.

Email

ATOM does not provide student email accounts, however, **students are required to maintain a current/accurate email address on file with the ATOM Registrar and check their email account regularly.** ATOM sends out important announcements and information electronically to students on an as needed basis.

Parking

Parking for campus and the ATOM Clinic requires a parking tag from the City of Fort Lauderdale, which can be obtained from the Financial Office. Students are charged \$75 per month by the City of Fort Lauderdale for this tag. Cars that are parked in the City Garage that do not have a parking sticker are subject to ticketing and towing.

ATOM Clinic and Satellite Clinics

The ATOM teaching clinics consist of the primary location of the ATOM Clinic on the first floor of the school and other clinics with which ATOM has entered into affiliation agreements. The ATOM Clinics provide a place for Interns to practice acupuncture and Oriental medicine while also providing a service to the greater community.

The main ATOM Clinic provides a professional treatment space with private treatment rooms, conference areas for interns and faculty and a welcoming professional atmosphere for visitors, prospective students and patients. In addition, a full service Chinese Herbal Dispensary, conference area, and reception area are located within the Clinic. The Clinic is open six days a week, for an average of 52 hours per week. ATOM Interns provide thousands of acupuncture and Oriental Medicine treatments to the general public per year.

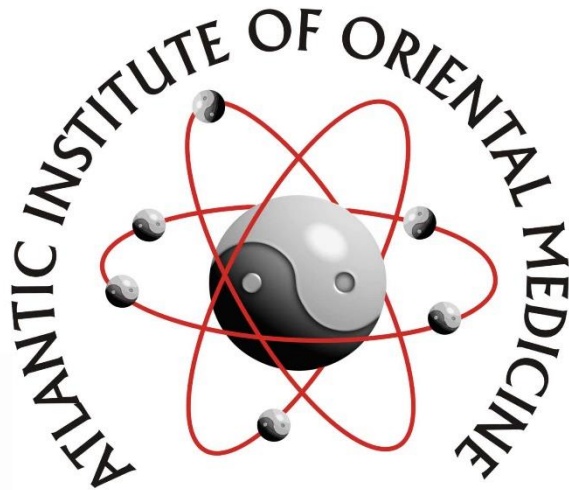
Service to the greater community is a core belief of the ATOM Clinics and as such, a commitment to meeting health care needs of diverse communities is a strong theme of the internship training. ATOM meets these needs by opening and sponsoring satellite clinic locations in the Southern Florida areas.

ATOM students receive discounted acupuncture treatments at the main clinic. For more information or to make an appointment at the clinic, call 954-763-9840, ext. 201.

ATOM Chinese Herbal Dispensary

The ATOM Chinese Herbal Dispensary is housed within the main ATOM Clinic. The goal of the ATOM Dispensary is to be an educational resource and teaching facility for ATOM students and to provide high quality Chinese Herbal Medicine to patients in the community at a reasonable price. The dispensary stocks approximately 300 raw herbs, over 180 powdered extract single herbs and powdered formulas, and over 200 patent herbal formulas.

The ATOM Chinese Herbal Medicine Dispensary is operated by interns under the supervision of ATOM Clinic Supervisors.



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