ATLANTIC INSTITUTE OF ORIENTAL MEDICINE

Traditional Chinese Medicine Program

College Catalogue
DAOM (Doctoral) Program

2026 - 2027

Volume 11
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Catalog Dedication

We dedicate this catalog to the following people:

Members of our administration and faculty, who uphold the highest standards of education in Acupuncture and Traditional Chinese Medicine.

Our Board of Directors for assisting the Institute in its growth and development.
Our students, for their courage in choosing this holistic and compassionate healing profession and for willingly enduring the Atlantic Institute's rigorous training programs.

All practitioners of Acupuncture and Traditional Chinese Medicine, who give selflessly of their art, and have made it easier for the next generation of acupuncture and Traditional Chinese medicine students to follow in their footsteps.

Much energy and sacrifice have gone into the creation and accreditation of this Institute. Its success depends very much upon a welcoming and supportive community. Not the least among these are many people who have been drawn to ATOM's vision and who have support its mission with gifts of service, goods, books, and financial support.

To everyone, our heartfelt thanks for making our dream a reality.

COVER: ATOM is the acronym for the Atlantic Institute of Oriental Medicine.

The four initial letters of the Atlantic Institutes name signifies that the five-thousand-year-old practice of medicine in the Orient is still very much relevant to improving health in the 21st Century. In this simulated atom, the large yin-yang acts as the nucleus and the smaller yin-yang signs act as electrons. Together they represent not a new element, but rather a new school that teaches the modern application of an ancient system of medicine. The Chinese ideograms represent the name Atlantic Institute of Oriental Medicine.

DAOM Academic Calendar

2026		2027
January 1	New Year's Day Holiday	January 1
January23	**Quarter begins**	January 22
January 19	Martin Luther King's Day	January 18
Jan. 23-26	January Module	Jan. 22-25
Feb. 20-23	February Module	Feb. 19-22
March 20-23	March Module	March 20-23
April 5	Easter Holiday	March 28
April 24	**Quarter begins**	April 23
April 24-27	April Module	April 23-26
May 15-18	May Module	May 21-24
May 25	Memorial Day Holiday	May 31
June 19-22	June Module	June 18-21
July 4	July 4th Holiday	July 4
July 24	**Quarter begins**	July 23
July 24-27	July Module	July 23-26
Aug. 21-24	August Module	Aug. 20-23
Sept 7	Labor Day Holiday	Sept. 6
Sept. 18-21	September Module	Sept. 17-20
October 23	**Quarter begins**	October 22
Oct. 23-26	October Module	October 22-25
Nov. 20-23	November Module	Nov. 19-22
Nov. 26-28	Thanksgiving Holiday	Nov. 25-27
Dec. 11-14	December Module	Dec. 10-13
Dec. 24-25	Winter Holiday	Dec. 24-25

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RESERVATION OF RIGHTS

The Atlantic Institute of Oriental Medicine reserves the right, without notice, to modify its requirements for admission or graduation; to change the arrangements or content of its courses, the instructional materials used or the tuition and other fees charged; to alter any regulation affecting the student body; to refuse admission or readmission to any student at any time, or to dismiss any student at any time, should it be in the interest of the Institute, or of the student, to do so. The College also reserves the same right as to any other material in this catalog. It is the responsibility of the student to read the catalog and inquire as to whether any change in this catalog has been made.

Introduction and History

The Atlantic Institute of Oriental Medicine (ATOM) offers an accredited professional Master's degree program in Traditional Chinese Medicine/Oriental Medicine and a post-graduate Doctor of Acupuncture & Oriental Medicine (DAOM) program that is in pre-accreditation status with the Accreditation Commission for Acupuncture & Herbal Medicine (ACAHM).

Mission of the Institute

The Mission of the Institute is to provide students with clinical training programs that prepare them to become qualified independent practitioners of Traditional Chinese Medicine (TCM). ATOM students will be trained to the highest standards of professionalism and ethics for the practice of acupuncture and Chinese Herbal 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 in a variety of settings, 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 Traditional Chinese medicine scholarship in the U.S through training designed to cultivate the potential for Traditional Chinese medicine clinicians to become educators, researchers, and leaders within the profession;
3. Foster integration of the Traditional Chinese 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.

DAOM Educational Objectives:

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 Traditional Chinese 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 advanced TCM Clinical specialty skills and knowledge in the care of patients.
4. Identify, analyze and critically evaluate TCM-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**.**

The educational objectives for ATOM's DAOM program is consistent with the Institute's Mission. Program curricula and resources are dedicated to achievement of these objectives. The Institute measures the accomplishment of these objectives through course and clinical evaluations, examination results, feedback from students, alumni and faculty surveys and other assessments that document their achievement. This information is, in turn, used to assess and improve the effectiveness of the program and achievement of program educational objectives.

History of the Institute

The Atlantic Institute of Oriental Medicine (ATOM) is a nationally accredited, not-for-profit educational institution that was founded by current *ATOM President,* Johanna Chu Yen, MD (China), *CA; Past Board Vice President and Secretary,* Michael C.J. Carey, MA (U.K.) MPH ; and *Past Board Treasurer*, Betty Z. Shannon, BA. ATOM received its state license to operate as an educational institution in October 1994 and its license to grant degrees by the FL Commission on Independent Education (formerly the FL State Board of Independent Colleges & Universities) in April 2001. ATOM operates exclusively as a professional, single-purpose college offering academic programs and degrees in the field of Traditional Chinese Medicine. The Institute is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code; ATOM also maintains tax-exempt status with the State of Florida.

ATOM achieved initial institutional accreditation status with the Accreditation Commission for Acupuncture & Herbal Medicine (ACAHM) in May 1999, and has consistently maintained its accredited status since that date. ATOM's accreditation status was most recently renewed by ACAHM for ACAHM's maximum seven-year period in September 2016. ATOM's Doctor of Acupuncture & Oriental Medicine (DAOM) program achieved ACAHM pre-accreditation status in February 2015. Effective February 24, 2018, ACAHM granted initial programmatic accreditation to ATOM for its postgraduate DAOM program (in English) under applicable ACAHM standards for a period of seven (7) years. Next review would be in spring of 2025.

Licensure

ATOM is a Florida college licensed by the FL Commission for Independent Education to confer the Bachelor's Degree in Health Sciences, the Master's Degree in Acupuncture and Herbal Medicine and the Doctor of Acupuncture and Oriental Medicine degree. For additional information, contact the Commission for Independent Education (CIE), Florida Department of Education, at 325 W. Gaines ST, #1414, Tallahassee, Florida 32399, toll free 1-888-224-6684.

Accreditation

The Doctor in Acupuncture and Oriental Medicine (DAOM) program of the Atlantic Institute of Oriental Medicine's has been admitted to accreditation status by the Accreditation Commission for Acupuncture and Herbal Medicine ("ACAHM"), which is the accrediting agency recognized by the US Department of Education for the approval of programs preparing acupuncture and herbal medicine practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, MN 55331; phone 952/212-2434; https://acahm.org/directory-menu/directory/ https://acahm.org

Policies and Procedures

The ATOM Student Handbook is the official publication containing ATOM's policies and procedures pertaining to students. ATOM students are expected to be familiar with its contents and to comply fully with the policies they contain. Selected policies, procedures and policy summaries addressed in the Student Handbook are included in this catalog for the benefit of prospective students and the public. For the complete set of ATOM policies, please refer to the Student Handbook, which can be obtained by contacting the ATOM administration.

Equal Opportunity Policy

The Institute is committed to a policy of equal opportunity. Admission, employment, and activities are open to all qualified applicants. The ATOM admits students of any race, color, sexual orientation, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in the administration of any Institute policies.

Sexual Harassment Policy

ATOM takes the issue of sexual harassment very seriously. For the protection of our students and staff, faculty and administration are urged to adhere to standards set by state and federal regulations. ATOM's complete sexual harassment policy is published in the ATOM Student Handbook, posted to the ATOM website and available in the Library and upon request.

Anti-Hazing Policy

ATOM prohibits hazing. A complete statement of policy is available in the ATOM Student Handbook.

Drug-Free Workplace and Campus Policy

The Atlantic Institute prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance anywhere on campus. A copy of the complete policy, specifying actions that will be taken for violations of this policy, is available in the ATOM Student Handbook.

Admissions

For detailed information on admissions to the DAOM program, please contact Eston Dunn at assistant@atom.edu (Tel: 954-763-9840 Ext. 230).

DAOM Program Admissions

DAOM Program Admissions Standards

General Admissions

Admission to the DAOM program requires the satisfactory completion of a Master's degree or Master's level program in Acupuncture and Herbal Medicine from an ACAHM accredited or candidate acupuncture & Oriental medicine program or its international equivalent.

Special Admissions Due to the emerging nature of the Doctor of Acupuncture and Oriental Medicine degree program, ATOM has adopted a special admission policy for experienced practitioners who have been actively engaged in the profession for at least five years, but have not attained the master degree from an ACAHM accredited or candidate acupuncture & Herbal; medicine program or its equivalent.

Admissions with Deficiencies The program may admit applicants with particular educational deficiencies of a limited nature who possess an ACAHM-accredited or candidate degree or master's level diploma or international equivalent provided that such persons complete any course work deficiencies prior to taking relevant doctoral program courses for which such course work is a prerequisite.

Experienced Practitioners The program may admit applicants who are experienced practitioners who do not otherwise meet the criteria for standard admissions but who:

1. Complete an entrance evaluation to establish a foundation of knowledge skills and abilities that are appropriate for admission to a clinical doctoral program in acupuncture & Oriental medicine;
2. Document at least five years of full-time clinical practice in acupuncture or Chinese medicine;
3. Complete any of the prerequisite Master's courses that are not reflected in previous acupuncture/OM training. Credit for this coursework may be earned through the completion of specified courses, or by demonstrating achievement of the specific course objectives through successful completion of challenge examinations.

Tutorial Students

ATOM does not accept students who are licensed to practice acupuncture based on completion of a tutorial program. All applicants wishing to enroll in the DAOM program must have either graduated from a formal training program in acupuncture or Chinese Herbal medicine consistent with the General Admissions policy or meet ATOM policy requirements for Special Admissions.

English Language Competency (DAOM program)

English-language competency is required of all students seeking admission to the DAOM program. If ATOM has questions or concerns regarding the adequacy of English language skills needed to succeed in the program, the applicant must successfully complete the Test of English as a Foreign Language (TOEFL), achieving a score of at least 61 with a minimum speaking score of 20 and a minimum listening score of 17 on the TOEFL internet based test (IBT), or one of the other assessment tools listed in the chart below All international applicants must meet the English language proficiency requirement.

Assessment Tool	Assessment Tool Acceptable Score
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS),	Academic Format Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
B2 Occupational English Test (OET)	250
C Pearson Test of English (PTE)	Academic Overall: 4

DAOM Program Admissions Documents

Certain admissions documents must be submitted to ATOM to begin the application process for admissions to the DAOM program. Once submitted to ATOM, these documents can neither be returned to the candidate nor forwarded to any other institution or agency. New matriculating classes begin in April and October. ATOM enrolls students one time per year. Candidates for admission must submit the following:

1. A completed application form with non-refundable $30 application fee.
2. Photo Identification and a Social Security Card (Photocopied for file).
3. Attach recent 2X2 passport style photo.
4. Official certified transcripts from all prior acupuncture/Chinese Herbal medicine training programs.
   Transcripts must be received by ATOM directly from the issuing institutions. Foreign transcripts must be translated into English and evaluated by a foreign credentials evaluation service acceptable to ATOM.
5. A professional resume.
6. One-page essay describing reasons for pursuing this program.
7. Two letters of reference sent directly to the Institute from individuals who are not relatives of the applicant.
8. Copies of professional state licenses to practice acupuncture.
9. International students must possess a VISA permitting study in the U.S. for at least the 2- year period required to complete the program.

Admissions Process

Candidates for admission to the DAOM program must be mature, self-motivated, academically capable, and prepared to undertake the required intensive and rigorous course of study. Candidates must also be motivated by the genuine desire to heal. An interview with a member of the DAOM Admissions Committee is required prior to the final admissions determination. **Not all applicants can be accepted for admission. ATOM reserves the right to deny admission to any applicant who is not approved by the DAOM Admissions Committee.**

Transfer Credit Policies

Students enrolled in the DAOM program may eligible to receive 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 course. 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% or higher.

- Contact hours must be at least 85% of the ATOM course hour requirement.

- All transfer credits must be awarded by ATOM at the time of matriculation in the program. Except in extraordinary circumstances, course work taken at another institution *after* admission to ATOM is not transferable.

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 DAOM 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.

Grading and Assessment

Clock Hours & Credits

ATOM Calculates academic credit for the DAOM program through the following ratios:

One Quarter Credit = 10 hours of classroom study or
23 hours of laboratory or clinic internship.

ATOM's DAOM program is composed of 1236 hours; 576 didactic hours and 660 clinical hours for a total of 86.3 Quarter credits.

Grading System

DAOM program grades are on a Pass/Fail basis with the ATOM reserving the right to adjust the final grades based on other factors, such as class participation, attendance, overall comprehension and effort.

P	Pass
F	Fail (less than 70%)
W	Withdrawal
T	Transfer Credit

Academic Progress & Records

DAOM students are required to take and successfully pass exams and graded assignments offered at the end of each module and to successfully complete all clinical training requirements that are assessed by ATOM's DAOM clinical faculty. Students must also prepare, submit and successfully defend a clinically-related capstone project thesis suitable for publication in professional journals.

Satisfactory Academic Progress (DAOM Program)

The DAOM program is normally completed within two calendar years. Students who need to extend to beyond the normal two year period 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 DAOM Program 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 missing two full 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.

The Doctoral program is normally completed within two calendar years. Any student who extends the program beyond the two-year period will not be eligible to receive Title IV aid.

A student will be withdrawn once it is determined that they have exceeded the allowable maximum timeframe.

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

Student must satisfactorily 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 at the instructor's discretion 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. An I grade does not factor into the Qualitative component of the SAP calculation. **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 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 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.
   A student may appeal Academic probation by submitting, in writing, 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. This written Appeal should be submitted to the Academic Dean. If approved the student will be placed on Financial Aid Probation and regain eligibility for that payment period, or the enrollment period outlined in their academic plan

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.

Academic Policies

Leave of Absence Policy

ATOM does not recognize leaves of absence from the program. **Students who, for any reason, are unable to attend the DAOM 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.

If a student anticipates being absent from ATOM for any period of time, the student must submit a request in writing to the DAOM Director. Permission for the absence is typically granted only for the following reasons:

1. Medical problems or maternity leave.
2. Financial difficulties.
3. Emergency in the student's immediate family.

The expected date of return from the absence, not to exceed 5 weeks, must be specified in the student's request. While a student is absent pursuant to this policy, s/he is responsible for making up all class-work and paying all tuition and fees due, which must be paid in its entirety before the student resumes their studies at ATOM.

Discontinuing Of Study/Withdrawal

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 receives official written notice of the student's intent to withdraw. Withdrawing students will receive a grade of W for each missed course module. Failure to provide written notice of withdrawal pursuant to this policy will result in the recording of the grade of "F" for all missed course modules at the end of the term. To withdraw from ATOM, a student must:

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

Financial Aid Exit Counseling is required of all students receiving Title IV Federal Student Aid who withdraw from the program.

Students who are not in attendance for five consecutive weeks without prior written notice to ATOM pursuant to ATOM's Leave of Absence policy are considered to have administratively withdrawn from the program.

Probation, Dismissal and Suspension from the Program

A student may be placed on probation, dismissed or suspended from the program for any of the following reasons:

- failure to maintain satisfactory academic progress;
- violating ATOM's Code of Student Conduct;
- performing treatment modalities (e.g., Chiropractic) on others in an ATOM clinic course

or clinical internship 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.

Students may appeal probation, suspension or dismissal decisions through ATOM's Grievance and Appeal policies.

Appeal of Suspension, Probation or Dismissal

A student may appeal any decision affecting his or her status as an ATOM student to the Grievance Committee within 10 business days of notification of the decision. Appeal rights that are not exercised within the 10 day period are forfeited. ATOM's Grievance & Appeal procedures govern all appeals.

Grievance & Appeal Procedures

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 (e.g., probation, suspension, dismissal), or some other matter. ATOM encourages and supports open and honest dialogue whenever a problem or disagreement arises. As a result, most issues can be resolved without the need of a formal grievance process.

A student with an issue or grievance that concerns decisions or actions of ATOM, its faculty or staff 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 is encouraged to discuss the situation with the DAOM Director or his designee 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 student's satisfaction, the student may submit a request in writing to the DAOM Director that an ATOM Grievance Committee convene to consider the matter. **NOTE: Students who have received notice of an ATOM dismissal, suspension or probation decision may immediately pursue a hearing with a Grievance Committee without first having to pursue the informal methods of resolving grievances set forth in this policy.**

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 10 business class days of receiving the grievance. As part of the grievance process, the student may be requested by ATOM 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 Grievance Committee hearing, 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.

FL Commission for Independent Education and ACAHM Complaint Procedures

In the event that a student wishes to pursue a grievance against ATOM following exhaustion of ATOM's Appeal and Grievance policies, they may file a complaint with the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the accrediting body for schools of acupuncture and

Herbal medicine or the Florida State Commission on Independent Education:

Accreditation Commission for Acupuncture and Herbal Medicine
500 Lake Street, Suite 204
Excelsior, MN 55331.
Telephone: 952-212-2434;
https://acahm.org/directory-menu/directory
https://acahm.org

FL Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
(850) 245 3200, or toll free (888) 224 6684
Fax: (850) 245 3233

Attendance Policies:

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.

d. Sunday clinical Theater attendance requires each student to attend no fewer than eleven clinical sessions per year and to be responsible for a minimum of two primary patients intakes per year.

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.

Requirements for Graduation

DAOM Program: Upon completion of all DAOM program requirements, the student is awarded the Doctor of Acupuncture and Oriental Medicine (DAOM) degree. The degree is only awarded to a student upon attainment of the following:

1. Completion of all course work, clinical training requirements and the student's graded clinical research capstone project with a minimum grade of " "P" in every didactic and clinical course.
2. Compliance with ATOM attendance policies.
3. All library books are returned.
4. Fulfillment of all financial obligations to ATOM.
5. Exit interviews are completed.

Financial Information

Enrollment Agreement

Students are required to complete an enrollment agreement before attending classes. The agreement states the cost of tuition and payment schedules.

Schedule of Fees

One-time fees:	
Application Fee (DAOM) – US Residents	**$30.00**
Application Fee – International Students	**$40.00**
Registration Fee (Due upon Enrollment)	**$120.00**
Per Year:	
Annual Tuition* (DAOM Program)	**$17,000.00**
Malpractice Insurance	**$225.00**

***Tuition rates and reviewed are adjusted, if necessary, each year.* City Parking $75 each month is not included in the tuition.**

Supplemental Fees

Late Tuition Payment Fee	**($25 plus 2% each month on overdue balance)**
Graduation Fee	**$300.00**
Technology Fee. (per quarter)	**$75.00**
Transcript Copies	**$10.00**
Returned Check Fee	**$25.00**
Diploma Copies	**$25.00**
Replacement Student ID Card	**$15.00**

Payment Schedule

The Application Processing Fee is due with the initial application. This fee is non-refundable even if the applicant is not accepted into the Institute or decides to withdraw his/her application before beginning studies.

Students pay tuition as stipulated in their Enrollment Agreement. Each academic year's financial obligations must be satisfied before a student may begin another year of study.

Tuition costs are subject to change by written notice at least thirty (30) calendar days before the beginning of each program term.

Diplomas and transcripts will not be issued until all debts to the Institute have been paid.

Financial Aid

ATOM offers Title IV Federal financial aid and financial aid loan through private lending institutions for eligible DAOM program students. ATOM has also been approved for Veteran training. Please contact the ATOM Student Financial Aid Office for more information.

VA Benefits

Pursuant to Section 103 of the Veterans Benefits and Transition Act of 2018, subsection (e), effective August 1, 2019, ATOM adopts the following additional financial aid policy for those students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits while the payment to the Atlantic Institute is pending from the VA. While payment is pending from the VA, ATOM will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

All applicants to ATOM should contact or make an appointment to see the Financial Aid Department to apply for aid or develop a tuition payment plan.

Return of Title IV Funds

When a student officially withdraws from the DAOM program prior to completing 60 percent of the term have not "earned" all of their federal financial aid and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the term remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the term, then he or she has failed to earn 80 percent of the federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student
account, the student will be responsible to pay the balance on their account.

Funds included in the Return of Title IV funds process are: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and other Federal Grants. Financial aid recipients should contact the Office of Student Financial Aid before applying for a Medical Withdrawal and/or an Exception to Enrollment Appeal to determine the effect this action upon their financial aid.

Order of return of Title IV funds

Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:

- Unsubsidized Stafford Loan

- Subsidized Stafford Loans
- PLUS Loan

Title IV Borrower's Rights and Responsibilities

Students have a right to:

- Be informed of the correct procedures for applying for aid; cost of attendance; types of aid available; how financial need is determined; criteria for awarding aid; how academic progress is determined; and the conditions for continued financial aid eligibility.
- Be informed of the type and amount of assistance the student will receive; and how and when the student will receive the aid.
- View the contents of the student's financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the conditions of any loan.

It is the student's responsibility to:

- Complete application materials correctly and submit them on time.
- Read all materials provided by the Financial Aid Office and all agencies awarding aid; read, understand and keep copies of all forms the student signs.
- Know and comply with the rules governing the aid received.
- Provide additional documentation, verification, corrections and/or any new information the Financial Aid Office requests.
- Comply with the provisions of any promissory note and all other agreements signed.
- Use financial aid only for expenses related to attending ATOM's DAOM program.
- Maintain satisfactory academic progress as defined in school policy.
- Notify the Financial Aid Office of any resources not considered during the original need analysis and aid not listed on the award letter.
- Ensure that local and permanent addresses are current at ATOM's administrative offices.

Withdrawal & Refund Policy

Discontinuing Study/Withdrawal

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 (DAOM program) receives official written notice of the student's intent to withdraw. Students withdrawing receive a grade of W for each course module 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 course modules at the end of the term. To withdraw from ATOM, a student must:

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

Financial Aid Exit Counseling is required of all students withdrawing from ATOM's programs.

Any student who fails to attend three consecutive modules without prior written notice to ATOM is considered to have withdrawn from the program.

Tuition Refund Policy
Subject to the ATOM policy "Discontinuing Study/Withdrawal", this policy governs the return of tuition and other charges consistent with Florida law and the ATOM Enrollment Agreement signed by students prior to matriculation. Should a student be terminated or request withdrawal for any reason, all refunds will be processed pursuant to the following schedule.

1. Request for Withdrawal must be made in writing directly to the DAOM Director.
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 application processing fee.
4. Withdrawal following the initiation of courses, but prior to four (4) days after course has begun, will result in a refund of all monies paid, with the exception of the application processing fee.
5. Withdrawal after four (4) days following the initiation of DAOM courses but prior to completion of 60% of the quarter will result in a pro rata refund computed on the student's completed attendance within the term.
6. No refund shall be provided following completion of 60% of the term.
7. Withdrawal Date: The termination date for refund-computation purposes is the date the written notice of withdrawal is received by the DAOM Director. **In cases where written notice is not provided, the withdrawal date will be the last date of attendance by the student (LDA)/ Or as determined by ATOM administration.**
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 tuition/fees, 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.

Course Cancellation

ATOM reserves the right to cancel and substitute course modules, as necessary, to fulfill the requirements of state and federal agencies, as well as in cases of last-minute cancellations by faculty. In all cases, the ATOM Administration will schedule substitute courses that are appropriate for the curriculum and will inform students of the substitution as soon as is possible.

The Doctor of Acupuncture & Oriental Medicine (DAOM) Program:

DAOM Program

The DAOM program at ATOM is designed for acupuncturists who are interested in advancing their TCM knowledge and skills, learning the intricacies of the Internal Medicine specialization, as well as developing the skills needed to conduct or participate in clinical research studies and be educated consumers of AOM scientific and research literature to improve professional practice outcomes. Doctoral candidates will have a unique opportunity to study with faculty who have distinguished themselves as experts in various aspects of the TCM Internal Medicine specialty offered in the DAOM program. ATOM's innovative program emphasizes collaboration in clinical settings by providing rigorous training in advanced concepts of TCM and biomedical theory. By integrating Biomedicine and TCM, the program aims to produce skilled practitioners, faculty and leaders in the field. Upon successful completion of the program, students will be awarded the Doctor of Acupuncture and Oriental Medicine (DAOM) degree.

ATOM DAOM Program Length and Curriculum

The DAOM Program is offered on a quarter system and is comprised of 1236 hours/86.3 quarter credit hours of study that can be completed in a minimum of 2 calendar years and a maximum of 48 months. DAOM students who have not completed all requirements in 2 calendar years will have an automatic extension of 6 months from the date of scheduled graduation (based on original enrollment date) to complete the items with no continuing matriculation quarterly fee. After that the students will then need to formally contact the ATOM DAOM Director via email (daom@atom.edu) to indicate their desire to complete required clinic hours, case study presentations, make up work requirements and capstone completion process. At that time students will be re-enrolled and pay ~~a~~ continuing matriculation fee for one quarter (3 months) for a continuing matriculation fee of $300.00.00 USD to be paid in advance of initiating the completion process. No updates, revisions or clinic hour considerations will occur after the 6-month grace period post-graduation without re-enrollment. Students will have a total of eighteen (18) months of possible continuing re-enrollment to complete the required graduation completion items (18+6 =24months). All continuing re-enrollments must be completed by 5 years post the original graduation date. Under extreme and unusual circumstances students may submit for a one-time petition for consideration of a one-time 3-month extension, beyond the above 24 months already allotted, to be reviewed by the academic committee. Any current graduate who has exceeded the new Post Graduation Completion Policy 6-month extension post original graduation time period will be subject to the policy start date of October 22, 2024. Should the current graduate have exceeded the requirement to complete all necessary items within the new policy's re-enrollment completion time of 5 years post the original graduation date they must submit a one-time petition to lay out a completion plan.

Clock to Credit Hour Conversion

- One-quarter credit hour is granted for each 10 hours of classroom contact
- One-quarter credit hour is granted for each 23 hours of clinical instruction or case studies. (Total Didactic Hours 576 ÷ 10 = 57.6; Total Clinic Hours 660 ÷ 23 = 28.7)

Note that some classes are taught in 2 modules while others are offered in 1 module. The following chart

presents a list of courses offered in the DAOM program. Please note that the chart is presented solely for illustrative purposes. DAOM course modules without corresponding course pre-requisite requirements may be offered in any sequence during the student's course of study at ATOM. Only those courses and clinical experiences that require foundational knowledge and training offered in other DAOM courses must be taken in sequence consistent with published DAOM course pre-requisites.

	Module	Didactic	Module Clinic	Additional Clinical Hours Per Quarter
D719	Analysis of Classical Works I	24	8	58.5
D723a	Advanced Acupuncture Techniques	24	8	
D706	TCM Gastroenterology I	24	8	
D712	TCM Cardiology I	24	8	58.5
D701	TCM Neurology I	24	8	
D724	Research Methodology I	24	8	
D704	TCM Endocrinology I	24	8	58.5
D704	TCM Gastroenterology II	24	8	
D714	TCM Neuroimmunology & Neuroendocrinology I	24	8	
D702	TCM Neurology II	24	8	58.5
D708	TCM Gynecology I	24	8	
D713	TCM Pulmonology	24	8	
			96	**234**
D723b	Advanced Acupuncture Techniques	24	8	58.5
D715	TCM Dermatology	24	8	
D721	TCM Psychology	24	8	
D710	TCM Oncology I	24	8	58.5
D716	TCM Pediatrics	24	8	
D709	TCM Gynecology II	24	8	
D723c	Advanced Acupuncture Techniques	24	8	58.5
D720	Classical TCM Literature II	24	8	
D717	Nephrology and Urology	24	8	
D718	Immunology	24	8	58.5
D711	Integrative Medicine	24	8	
D723d	Advanced Acupuncture Techniques	24	8	
	Capstone / Theses Defense			
			96	**234**
	Total Program Hours	**576**	**660**	

** ATOM estimates 48 hours of outside study for every 24 hours of didactic module instruction.*

DAOM COURSE DESCRIPTIONS

DAOM COURSE DESCRIPTIONS

D701 – TCM Neurology I
This course presents advanced topics on common disorders in both the central and peripheral nervous systems. For each disorder, the biology, pathology, neurological examination, diagnostic tests and the TCM and Western medicine diagnosis and treatment modalities are introduced. The course will also include TCM prevention and approaches to rehabilitation with case studies and analysis of common brain and peripheral nerve disorders.

D702 – TCM Neurology II
In this module, students will learn how to diagnose, treat and manage CNS degenerative diseases commonly seen in professional practice. These diseases in allopathic medicine are considered incurable and are notorious for adversely impacting quality of life. Complementary and alternative medicine is currently playing an important role in the management and care of patients suffering from CNS degenerative conditions.

D704 - TCM Endocrinology I
The endocrinology module provides training in the examination and management of endocrine and metabolic disorders, with a particular focus on disorders of the Thyroid. This module reviews the body's control mechanisms for hormonal production and how hormones act to maintain metabolic homeostasis. Case studies are presented to illustrate abnormalities in the endocrine functions. The course will cover the most commonly used diagnostic tests for endocrine dysfunctions. Students will learn to diagnose and treat common endocrine diseases from both TCM and Western medicine perspectives.

D706 – TCM Gastroenterology I
This course explores specific diseases of the gastroenterological system from both biomedical and Traditional Chinese Medical perspectives. During the course, students are not only trained to understand Gastroenterology from biomedical and TCM perspectives, but also how medical conditions in Gastroenterology can impact the quality of life. Acupuncture as well as advanced TCM herbal therapies in the treatment of gastroenterological diseases is covered in this course.

D707 - TCM Gastroenterology II
This module, builds on the Gastroenterology I course and explores specific diseases of gastroenterological system, with an emphasis on acupuncture treatment. These diseases are explored from both biomedical and Traditional Chinese Medical perspectives to provide doctoral candidates with an understanding of such conditions from multiple medical perspectives. Students will apply acupuncture treatments to alleviate symptoms and stimulate the body to heal the root causes of the diseases of the gastroenterology system.

D708 – TCM Gynecology I
This course is designed to enhance students' understanding of common gynecological disorders and clarify signs and symptoms in the lower abdomen that are indicative of gynecological disorders. The module provides training in the anatomy, embryonic development and physiological functions of the female reproductive system. Common pathological disorders involving gynecological or other systemic changes manifesting lower abdominal pain are differentiated in detail, followed by discussion on

applicable allopathic and TCM treatments.

D709 – TCM Gynecology II
This course focuses on women's health with an emphasis on fertility. The Western and TCM pathology and physiology of infertility, along with syndrome differentiations are presented. The course covers current Western medicine research as well as TCM treatments. IVF (In Vitro Fertilization) and Intrauterine Insemination procedures, as Western treatments of infertility in collaboration with TCM treatments are discussed.

D710 – TCM Oncology
This course introduces advanced topics on commonly seen tumors in various systems of the body. For each location, biology, pathology, diagnostic examinations and tests as well as the TCM and Western medicine approaches to diagnosis and treatment are introduced. The course will also address TCM prevention and rehabilitation methods with case studies and analysis on common Oncological diseases

D711 – Integrative Medicine
This course takes a look at the application of Functional Medicine and Mind Body Spirit Medicine in the modern TCM clinical practice. Participants will explore foundational concepts of the above integrative medicine practices, and in addition will discuss some of the important psychological components associated with these clinical practices as they apply to such clinical presentations as adrenal fatigue and other common patient patterns.

D712 – TCM Cardiology I
This course provides an overview of recent advances in cardiovascular medicine and provides training on differential diagnoses and the treatment of relevant TCM patterns. Participants will become familiar with common cardiovascular diagnostic tests and receive training in pathophysiology, TCM treatment and case management of cardiac diseases. By the end of the module, students will be able to recognize red flags and risk factors, diagnose and treat common cardiovascular conditions, and recognize serious conditions that warrant referral to other health care providers.

D713 – TCM Pulmonology
This course focuses on common diseases of the respiratory system. TCM treatment techniques in the management of respiratory disorders form the core of this module and include training in allopathic medical etiology and pathology of pulmonary disorders and in TCM syndrome differentiation and diagnosis. Clinical theater within the module exposes students to the clinical decision making process when treating pulmonary diseases with TCM treatment techniques.

D714 – TCM Neuroimmunology and Neuroendocrinology
This course provides an update on the latest research on the neuroendocrine control of immune responses and the neuro-inflammatory process, with an emphasis on the introduction of a holistic perspective to the pathophysiology and treatment of Autism Spectrum Disorders (ASD). Inflammatory autoimmune response plays a major role in the pathogenesis for this condition, which has increased over the past several decades. Students will learn to treat ASD children with a combination of natural therapies, including traditional Chinese medicine, homeopathy, contemporary energy medicine and nutritional supplementation

D715 - TCM Dermatology

This course provides a foundation for the treatment of selected dermatological conditions in TCM practice. Advanced TCM treatment techniques are discussed such as trigger point, external poultices, liniments and plasters in the treatment of dermatological diseases commonly treated in allopathic medicine.

716 – TCM Pediatrics
This course explores key issues in pediatric medicine from both biomedical and Traditional Chinese medical perspectives. The module emphasizes the differences between the pediatric and adult patient, focusing on the general constitution of children at various stages of their growth and development. Unique treatment modalities that are pediatric-specific are explored and presented. Various TCM and conventional pediatric diagnostic techniques are also addressed in this module.

D717 – TCM Nephrology and Urology
This course covers the management and treatment of common conditions involving the urinary tract and genitalia for men of different age groups. Students are trained to recognize the red flag symptoms appropriate for referral; diagnose these conditions from Eastern/Western medical perspectives and provide contemporary acupuncture and traditional Chinese herbal treatments.

D718 – TCM Immunology
This course is composed of two major parts: 1) a general introduction to the anatomy and physiology of the unique organs related to immune disorders; 2) the diagnosis and treatment of some of the major diseases based on certain symptoms in the department of immune system; especially the emphasis on the diagnosis and treatment of integrated Chinese and Western Medicine.

D719 - Study of Classical Works I
This course delves into one of the most ancient TCM classic texts with a particular focus on TCM Internal Medicine, presenting core topics from the Yellow Emperor's Classics of Internal Medicine (Huang Di Nei Jing), and the Classic of Difficult Issues (Nan Jing). Combining didactic teaching with interactive discussions, during the class students will explore key concepts from this ancient text governing TCM practice. This module provides the historical and clinical context of TCM and explores its theoretical relevance to modern Chinese Medicine practice.

D720 – Study of Classical Works II
This course examines two foundational texts that shaped the clinical practice of Traditional Chinese Medicine: The Treatise on Cold Damage Disorders (Shang Han Lun) and Warm Disease Theory (Wen Bing). Combining didactic teaching with interactive discussions, students will explore the diagnostic frameworks and treatment principles governing externally contracted diseases. This module provides the historical and clinical context of these classical works and explores their theoretical relevance to modern Chinese Medicine practice, with particular emphasis on TCM Internal Medicine.

D721 – TCM Psychology
This module focuses on TCM approaches to the diagnosis and treatment of psychiatric and psychological conditions. Students will receive training on the proper assessment of mental health disorders from both the biomedical and TCM perspectives. Common psychological conditions are explored from TCM, biomedical and psychological perspectives. This course emphasizes the interaction between physical and psycho-emotional disharmonies as well as social influences on mental disorders. Therapeutic and clinical approaches to counseling are discussed in addition to acupuncture and TCM herbal therapies.

D723 – Advanced Acupuncture Techniques (a), (b), (c), (d)
This course focuses on the modern clinical application of a range of channel theory and acupuncture technique topics such as the Extraordinary Vessels, Tuina, Tung Acupuncture, Auricular Acupuncture, and Scalp Acupuncture to name a few of the specialty topics to be incorporated into this four-course presentation. These four courses cover the most current Western medicine research regarding the topics covered and their relevance to modern day clinical practice.

D724 - Research Methodology I
This course provides a foundation in research methodology, which is designed to cultivate student competencies in reading and critiquing relevant medical research publications and to provide a foundation for the student-required clinical capstone project. The core contents include interpreting research questions, understanding the four types of basic research design, analyzing statistical results, evaluating potential bias and confounding and addressing ethical issues in research.

Cadaver Training
Students receive a one-day training experience at the Cadaver lab of the Miami Anatomical Research Center in which they actively participate in the dissection of a human cadaver under the training and supervision of both a Western medicine trained anatomist and a member of ATOM's TCM faculty. During this experience, students will explore anatomical structures of the human body and its relevance in understanding the connection between TCM and allopathic medicine approaches to diagnosis and treatment.

AHM Research & Capstone Strategy
In preparation for the required student-prepared Clinical Capstone project, students, in a series of 2-hour training sessions offered monthly, are expected to review and present research articles and professional literature selected by the instructor to the entire class followed by instructor- facilitated group discussion. During this experience, students are expected to improve their knowledge in research study design, enhance their abilities to comprehend medical research and to develop the ability to apply this knowledge in the assessment of clinical studies and in designing their own Capstone projects. Following satisfactory completion of the program research design modules, students must prepare and present to the school community a Clinical Research Capstone project suitable for publication in professional peer reviewed publications.

Capstone Research Project
DAOM candidates must complete, as a requirement for graduation, a research project that demonstrates an integration of the knowledge and skills required in the core curriculum. The research project has to be well written and presented in front of the DAOM Capstone Committee. The project will be evaluated by the Committee in the final phases of the program. For details of the Capstone project, refers to the Capstone Project Manual.

DAOM Clinical Training

Internship Options

The CIP provides students with a combination of required and optional internship/externship experiences. The required program ensures that students receive comprehensive training from the experts in the field of Tradition Chinese Medicine and conventional Western medicine. Students are provided the following options for obtaining the required clinical training credit (also refers to specific syllabus for details):

 Sunday clinic internship: On Sunday of each module, students are required to follow the DAOM faculty member to see patients in a clinical theater-type experience. The instructors are experts in the field of TCM and/or Western medicine with a variety of specialties and areas of expertise. The students will be exposed to patients with different diseases in the field of internal medicine germane to the module taught (e.g., neurology) and be provided opportunities to learn more advanced styles for conducting patient intakes, physical examinations, diagnoses and preparing treatment plans that are not typically covered in Master's clinical level training. Sunday clinic is the foundation of the DAOM internship program. Attendance will be consistent with the module attendance policy.

 After-class internship: On Friday and Saturday of each module, between 6 and 10pm, students will have opportunity to interact with on-site DAOM faculty members and other students to learn advanced methods of patient assessment, diagnosis and treatment. This optional session also serves as a review session for what the students have learned during the current DAOM training module. A maximum of 192 credit hours can be awarded in the After Class Internship.

 Supervision internship: It is a required program experience in which DAOM students are expected to assume in-depth professional responsibilities and supervision skills through providing clinical instruction to Master-level students. Each DAOM student will be assigned to supervise Master-level students for this component of the required clinical internship experience. The internship also provides students with opportunity to experience acupuncture clinic management. Qualified members of ATOM's clinical faculty will provide instruction to DAOM students throughout the Supervision Internship experience.

 Apprenticeship with medical professionals: Internship with medical doctors in the ATOM Student Clinic provides opportunities for DAOM Interns to engage in collaborative interactions with other medical providers in appropriate clinical settings. It also provides Intern training in biomedical assessment knowledge and skills including instruction on physical exams, lab tests, diagnostic imaging, and narrative report writing, as well direction on facilitating patient care in collaboration with conventional health care personnel.

 Apprenticeship in other healthcare institutions: For students who desire the opportunity to apprenticeship with healthcare professionals other than members of the ATOM faculty to fulfill a portion of their internship hours, an apprenticeship experience is an option. The externship site and supervisor/mentor must be reviewed and approved by the ATOM DAOM Steering committee. Students who wish to pursue this option must complete and submit to ATOM, the *Apprenticeship Approval Form*, provide the required professional information on the proposed apprenticeship site and supervisor/mentor, and a signed copy of the *Apprenticeship Agreement*.

 Case Report: The case report is a written summary of a clinical case with at least three follow-up visits, containing the patient's health history, main complaints, diagnoses, pattern identification, treatment principle and protocol, results as well as a discussion and comments. The Case report reinforces knowledge and skills in case management, data organization and report writing. For detailed requirements of the case report, refer to the *Sample Case Report for DAOM Clinical Credit* and the *Rubric for Case Reports for DAOM Clinical Credit*.

Student Resources

Library

The library at the Institute is open from 9 AM to 6:00 PM from Monday to Friday. There are more than 3000 books and professional journals as well as video and audio tapes and on-line network services in the ATOM library. Library holdings, (some in Chinese, some in English and some in both languages), cover an array of subjects from Traditional Chinese Medicine to Complementary/Alternative Medicine and the Western Medical Sciences. Students are encouraged to use the reference materials and plan study sessions in the library.

Four computer stations equipped with Internet and Medline access and a copy machine are available for academic and research use in the Library study room. Wireless computer access is available throughout the campus building. .

In addition to the ATOM library, all the students are eligible privileges to use the Broward County Main Library while they are enrolled as students at ATOM. This privilege provides access to an exceptionally large and varied library that includes biomedical texts, journals, and other learning resources.

Student Handbook

The ATOM DAOM Student Handbook is the official publication containing ATOM's policies and procedures governing DAOM students at the Institute, including, but not limited to, information on admissions, student conduct policies, program graduation requirements, satisfactory academic progress, student services, grading systems and other services and information of importance to students. The Handbook is distributed to students following enrollment in the program.

Selected policies and policy summaries contained in the handbook are included in the catalog for the information of prospective students. For a complete set of policies, please refer to the DAOM Student Handbook. The complete ATOM Student Handbook is available on the ATOM website and by contacting the school administration.

Student Representatives

The Institute affords students a formal opportunity to provide input on matters respecting any aspect of academic life, procedure, ethics, professionalism, or behavior that impact students through Student Representatives. Representatives act as a liaison between the student body and the school administration and faculty. Two representatives are chosen from each class by consensus. Meetings are held regularly by the Student Association. The President of the Student Association serves as an ex-officio member of the ATOM Board of Directors without a vote.

Bookstore

The Institute's Library staff assists students in placing special orders for books that are difficult to find, provided that all costs and postage fees are **paid in advance.** Copies of texbooks and materials provided by visiting instructors are available in the library reference sections.

Seminars

DAOM students may attend any of the special seminars conducted by visiting faculty and scholars that are periodically offered by the Institute at no cost. Students are also encouraged to attend other professional seminars offered by other AOM educational institutions and state and national acupuncture

& Chinese medicine associations. Please note that attendance at seminars does **not** fulfill any ATOM DAOM program requirements.

Placement Resources

ATOM cannot, and does not, guarantee professional employment upon graduation from its programs. Students are, however, supported by the faculty and administration in their search for employment, and are encouraged to utilize the ATOM bulletin boards for posted employment and career opportunities and to network with licensed acupuncturists who attend these seminars.
As DAOM students are often already licensed and in practice placement resources are not necessary, however ATOM is always looking for DAOM graduates to teach in our Master's program.

Governance and Personnel

Board of Directors

The Institute is administered and governed as a tax-exempt not-for-profit corporation operating out of Fort Lauderdale, FL. The Board of Directors of the Institute, with diverse backgrounds in law, western medicine, Chinese medicine, Chiropractic and Higher Education, are composed of the following individuals, whose names and addresses are on file with the Florida Department of State.

Chair
James X. Zhang, MS (China)

Vice Chair
Xuejun Yu, PhD

Secretary
Laurence Dunne MS

Treasurer
Renliang Xu, PhD (China)

Fu, Di, PhD (China), AP President
Ex Officio member

Sifu Zhou, PhD

Zhuli Mo, PhD

Feng Wei, PhD

Eston Dunn, MS – Faculty Rep

ATOM Administration

President
Dong Hua, M.D.(China), DAOM, A.P.

Academic Dean
Fred Della Jacono, DC, A.P.

DAOM Director
Kevin Clark, DAOM, A.P.

Faculty Dean
Erica Nieves, A.P.

Clinic Director
Harry Hong, PhD, AP (DAOM Program)

Director of International Student Office
Celia Munoz

Clinic Manager

Finance Officer
Celia Munoz

Financial Aid Officer
Michelle Weldy, MS

Registrar
Christina Huyng

DAOM Faculty

Di Fu, Ph.D., MD (China), AP., (FL Lic AP #0000595). In addition to his academic roles and responsibilities within ATOM, Doctor Fu Di also serves as an adjunct professor teaching acupuncture at the University of Miami and maintains a private practice. He teaches TCM Rheumatology. TCM Gynecology and TCM Neuro-immunology and Neuroendocrinology.

Guang (Harry) Hong, Ph.D. (China), DAOM Clinical Director (FL Lic AP #0003154). Dr. Hong possesses a Ph.D. degree in Biochemistry and Molecular Biology and earned his MD degree in China. He has also conducted
medical research and is a recognized expert in immune dysfunctions and energy imbalance disorders, specializing in treating allergies, asthma, autism and autoimmune diseases with energetic therapies such as meridian testing, allergy desensitization, homeopathy, Chinese Medicine and Pulsed Electromagnetic Field therapy. He teaches TCM Psychology.

Dong Hua, **MD (China), A. P., MBA (FL Lic AP #0002225)**
Dong Hua received his Medical degree at Shanghai University of Traditional Chinese Medicine, China in 1993. His areas of expertise include TCM Diagnosis, Acupuncture Techniques and Tui NA. He has also been treating patients and supervising students in clinic settings since 1993. In 1997, Dr. Hua developed and implemented the first academic Tui Na program in Tel-Aviv, Israil. He earned a Master's degree in Business Administration (MBA) at Northwestern University in 2002. In addition to his business knowledge, he has a good command of Hebrew. He now teaches basic theory, internal and external medicine of TCM at ATOM. He is an academic advisor and Capstone advisor.

Kevin D Clark, DAOM, AP (FL Lic. AP#0000424)
Kevin D. Clark, DAOM, A.P. graduated from Atlantic Institute of Oriental Medicine DAOM program 2015, and the Community School of Traditional Chinese Healthcare in 1991. Prior to enrolling in school he apprenticed under Daniel Achison-Nevel and Andrew Ellis here in the United States for two years with emphasis on Chinese herbal medicine, topical herbal medicine and food therapy. He founded the Community School of Traditional Chinese Healthcare, the Community Clinic and Tong Ren Herbs, Inc.. In addition, the school operated the South Shore Acupuncture Clinic funded by Ryan White at South Shore Hospital as a part of the student clinic. He has taught most aspects of the Chinese medical curriculum and currently maintains his private practice in Ft. Lauderdale and Hollywood Florida. He teaches case management courses and works as an intern clinic instructor at ATOM at the moment. For the DAOM program he is a Capstone Advisor and teaches the elective courses for Case Study.

Selvon Nanan MD, **AAFP (FL ME Lic #4555).** Dr. Nanan is a licensed physician board certified in family medicine. Since relocating to South Florida in 1985, he has served in many health networks and hospitals and received multiple awards for patient care and services. Besides teaching Master and Doctoral courses and supervising the ATOM Student Clinics, Dr. Nanan also volunteer for the homeless and practices at the Light of the World Clinic in Ft. Lauderdale, Florida. Dr Nanan supervises Western Clinical Internships for the DAOM program.

VISITING FACULTY

Jennifer Brett ND, L.Ac. (CN Lic #000304) Graduated in 1987 from the National College of Naturopathic Medicine and graduated in 1988 from the Tri-State College of Acupuncture, Dr. Jennifer Brett is the founding director of the University of Bridgeport Acupuncture Institute. She is currently the chair of two Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) Committees (CCAOM Distance Learning Committee and CCAOM Research Committee) and a member of the ACCAHC (Academic Consortium for Complementary and Alternative Health Care) Clinical Working Group. She teaches Research Methodology.

Christine Chang DAOM, L.Ac. (CA Lic.# 9140) Graduated from Emperor's College of Traditional Oriental Medicine, in Santa Monica, California. Dr. Chang serves as a consultant for KPC Herbal Company, maintains a private practice, and teaches at Emperor's College. She has practiced Acupuncture and taught Chinese medicine for over 20 years and has also served as interpreter for Dr. Weichieh Young, an eminent figure in Master Tung's Acupuncture Theory, from 2004 until his retirement. She teaches Master Tung's Acupuncture Theory.

Hong Chen MD, PhD. (China), L.Ac. (FL Lic. # AP 3112) Graduated from Guangzhou University of Traditional Chinese Medicine specializing in integrative medicine and dermatology, Dr. Chen has been teaching and practicing traditional Chinese medicine since 1991 in both China and the United States. She has over 40 specialized professional publications. She teaches TCM Dermatology.

Yemeng Chen Ph.D. (China), L.Ac. (NY Lic.# 000839) President of New York College of Traditional Chinese Medicine, Dr. Chen serves as a commissioner and secretary on the Accreditation Commission of Acupuncture and Oriental Medicine (ACAHM). He has practiced Acupuncture and taught Chinese medicine for over 30 years with more than 40 research papers and books published. He teaches Neurology I.

Xiaodong Cheng M.D. (China), Ph.D.; Dr. Cheng received his Master's Degree from Shanghai University of Traditional Chinese Medicine, his Ph.D. from Fudan University, school of Medicine and did his Post-Doctoral Fellowship at the Institute of Biochemistry and Cellular Biology, Chinese Academy of Science. Dr. Cheng is a Professor of Immunology, oncology and Traditional Chinese Medicine and Supervisor of M.D., Ph.D. and Post-Doctoral students at Shanghai University of Traditional Chinese Medicine. He has conducted research in both the United States and China on Auto-Immune, Oncology and Cellular and Molecular Biology. He teaches TCM Immunology.

Shuzhong, Gao MD, PhD (China). Dr. Shu-Zhong Gao is the Vice President of Shandong University of Traditional Chinese Medicine, China. He is very well known both at home and abroad. Dr. Gao specializes in One Needle Technique from the "Huang Di Nei Jing Ling Shu" (Miraculous Pivot). Dr. Gao is also an eminent researcher in the field of clinical applications of the Umbilical Therapy. He teaches Analysis of Classical Works.

Jishun Hao DOM, L.Ac. (NM Lic.# DOM263) Graduated from Heilongjiang University of Chinese Medicine, in Harbin, PRC. Dr. Hao serves as the vice-chairman for the education guiding committee of the World Federation of Chinese Medicine Societies and is the president of the Neuro-acupuncture Institute in the USA. He has taught scalp acupuncture for over 40 years and teaches Scalp Acupuncture.

Chong He MD, PhD (China), AP (FL Lic # AP2713). Graduated from Nanjing University of Traditional Chinese Medicine specializing in Clinical Neurology and Parkinson's Disease, Dr. He has been teaching and practicing traditional Chinese medicine since 1998 in both China and the United States. He has over 20 specialized professional publications. He teaches TCM Neurology.

Youchang, Hu,MD(China), AP. (FL Lic # AP459) Dr. Hu obtained his degrees for the Shanghai University of Traditional Chinese Medicine and taught there as an Associated Professor there before coming to the United States. Dr. Hu is currently an Adjunct Professor at Florida College of Oriental Medicine and has an active private Practice in Daytona Beach, FL. He teaches TCM Pulmonology.

Daniel WY Jiao, DAOM, L.Ac (CA Lic. # AC3343); Dr. Jiao studied at Beijing University of Chinese Medicine. He received both his Master's and DAOM degrees from the American Collage of Traditional Chinese Medicine. Currently he is a Professor and Doctoral Supervisor at Five Branches University and a Professor and DAOM Mentor at the University of East-West Chinese Medicine. He is the Chief Instructor at the Medical Acupuncture Course at Stanford University Medical Center. Dr. Jiao has presented several papers on the role of Traditional Chinese Medicine in the treatment of HIV/AIDS. He teaches TCM Psychology.

Ming Jin, PhD. (China) (NY Lic. # 000213). Dr. Jin serves as Vice President of the American Association of TCM and is a member of the Board of Directors of the World Federation of Chinese Medical Societies. She has taught TCM in China and accredited Oriental medicine colleges in the US. She is an expert in acupuncture anesthesia, TCM rehabilitation of breast cancer patients following chemotherapy and the treatment of coronary heart disease and infertility. She teaches TCM Gynocology.

Thomas Kuou, DAOM (NJ Lic. #25MZOO121200 (Acu), 25MY00003700 (Herb); received his MTSOM and DAOM degrees from Pacific College of Health Sciences in San Diego, California. Dr. Kouo is an active practitioner, instructor and and Administrator at Virginian University of Integrative Medicine with specialties in Tuina, orthopedics, digestive concerns and women's health. He teaches modules in Gynecology and Acupuncture Techniques (Tuina).

Sanhua Leng M.D. (China), DPT, L.Ac. (NY Lic.# 003776); Dr**.** Leng received his Master's Degree from Tongji Medical College in Hubei, PRC, his DPT from Dominican College, NY. Dr. Leng has conducted research in both the United States and China on Insulin Resistance, Counter Stimulation Therapy, and Acu-Physical Therapy. He teaches TCM Integrative Neuroacupuncture.

Zhongxue Mah, Ph.D. (CA Lic. # AC5805); Dr. Mah received his degree from Beijing University of Chinese Medicine. Dr. Mah was Deputy Chief Physician at Wang Jing Hospital of China Academy of Chinese Medicine. He is currently Professor and President of the University of Herbal Medicine and Founder of Scholars' Group on New Classical prescriptions. His research and experience with herbal medicine has a particular focus on Oncology. He teaches TCM Oncology.

Hui Ouyang M.D. (China), DC, L.Ac. (TX Lic.# AC00746) Graduated from Anhui College of Traditional Chinese Medicine, in Hefei, PRC and Texas Chiropractic College. Dr. Ouyang has a private practice and has taught Chinese medicine for over 10 years and has research and clinical experience of over 20 years. He teaches an integrative form of therapy called AcuChiro, which combines his qualifications in both Chiropractic and Acupuncture. He teaches integrative Chinese and

Western Medicine.

Daiyi Tang PhD, MD (China) (FL Lic. # AP 3103). Dr. Tang received his medical trainings and degrees from Chinese Academy of Medical Sciences in Beijing. After doing his postdoctoral fellowship in the Eastern Virginia Medical School, he has been teaching and practicing in the United States in various TCM Colleges. Dr. Tang teaches doctoral level courses on treating immunological diseases with integrative medicine. He teaches TCM Endocrinology.

Haihe Tian MD, PhD (China) (FL Lic.# AP924)
Dr. Tian got his PhD following a worlds famous TCM expert Dong, Jianhua from Beijing University of Traditional Chinese Medicine. Since 1997, Dr. Tian has treated over 100 thousand patients and authored 20 books and more than 40 articles in America. He has lectured internationally on more than 300 occasions. He teaches TCM Gastroenterology I.

Chen Wang MD, PhD (China). Dr. Wang received his medical education and degrees from Shanghai University of Traditional Chinese medicine and is currently the Chief physician in the Nephrology Department of the Affiliated ShuGuang Hospital. Dr. teaches Doctoral level courses on the treatment of various nephropathy with TCM and integrative allopathic medicine. He teaches TCM Nephrology and Urology.

Changqing Yang M.D. (China), PhD., L.Ac. (CA Lic.# 8606); Dr**.** Yang graduated from Heilongjiang University of Chinese Medicine, in Harbin, PRC, received his PhD from Kobe University, Kobe, Japan. Dr. Yang has been in private practice in California and has taught at Emperor's College in Santa Monica, CA for more than 20 years. He specializes in Psychiatry and Psychology and teaches TCM Mental Healthcare.

Guanhu Yang M.D. (China), PhD., L.Ac. (OH Lic.# 65.000077); Dr**.** Yang received his Master's Degree from Nanjing University of Chinese Medicine in Nanjing, PRC, his PhD from Kanazawa Medical University, Ishikawa, Japan. Dr. Yang has been in private practice in Ohio for more than 16 years and is Associate Editor of the International Journal of Clinical Acupuncture since December 2018. He has over 50 publications and teaches Rheumatology, Immunology and Oncology.

Jun Yang, PhD. (China). Dr. Yang serves as Professor and President of Anhui Hospital, which is affiliated to Anhui TCM University. He also serves as a dissertation advisor to Ph.D. students and as a member of the Standing Committee of the China Association of Acupuncture. Dr. Yang specializes in the treatment of neurologic and kinesiology disorders. He teaches TCM Neurology II.

Baixiao Zhao, PhD, MD (China). Dr. Zhao got his medical training from Beijing University of Traditional Chinese Medicine and currently serves as the dean of School of Acupuncture Moxibustion and TuiNa affiliated to the University. He is also serving as the Chairman of the Auricular Acupuncture Committee, China Society of Acupuncture and Moxibustion. Dr. Zhao taught doctoral courses on TCM Internal Medicine and Acupuncture Researches. He teaches Functional Neurology and Therapeutic Manipulations.

Campus

Location

Located at 100 E. Broward Blvd in central Fort Lauderdale, Florida, the Institute is within walking distance of bus routes, less than a 20 minute drive to the Fort Lauderdale Airport and is easily accessible by private transportation. The Institute is approximately two miles east of Interstate 95. The campus consists of 17,318 sq. ft. of leased space, with 5 classrooms, a large auditorium that also serves as a lecture room, the school clinic with reception and treatment areas and a fully equipped herbal pharmacy, student lounge, library and study areas, conference space and administrative and faculty office areas that provide ample accommodations to meet the needs of the ATOM community.

All ATOM facilities are handicapped accessible and in full compliance with the American Disabilities Act (ADA). There is an ample well-lit city parking for the school.