

Administrative Policy

Attendance

For each course, attendance of at least 80% of all scheduled classes must be maintained in order to receive credit for the course. Students who have less than 80% attendance for a class at the end of a quarter receive a grade of "I" (incomplete). If they fail to complete makeup of the missing work by the second week of the next quarter the "I" becomes an "F." The class and examinations will need to be repeated and the regular per class tuition fee will apply.

Student Files / Confidentiality

Records are kept confidential. Information is released only with written permission of the student. The school guarantees each student the right to view their files during normal business hours.

Leave of Absence / Medical Withdrawal

Leaves of absence are limited to a maximum of 180 days for family emergencies and health problems. An appointment must be made to determine how scheduling and academic progress is affected. When a LOA is granted, a form will be put in the student's file and a copy given to the student. Without this completed form, students who discontinue classes beyond the constructive notice of withdrawal policy, are considered dropped. If a student does not return by the end of the leave, they are considered dropped and must follow the readmissions policy.

Students with serious health problems may be granted an official Medical Withdrawal, limited to one year. At the end of that period the student will be readmitted without reapplication. If a student does not return by the final date on the withdrawal form, they are considered dropped.

Institutional Security Policies and Crime Statistics

Institutional security procedures are in the student handbook. Crime statistics for both campuses are available. These materials, which will be distributed to all enrolled students, are available to prospective students on request.

Student Policy

Drug and Alcohol Prevention and Awareness

The Midwest College certifies the availability of a drug abuse prevention program for employees and students of the institution. Employees and students may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Anyone violating this policy is subject to dismissal.

Conduct / Right of Dismissal

A student is subject to suspension (not to exceed two weeks) or dismissal for conduct which disrupts the teaching or administration of the school or which interferes with the rights of other school members. Failure to adhere to the terms of suspension may lead to dismissal. Examples of conduct which would be considered unsatisfactory under these standards include: disrespectful behavior, dishonesty, failure to comply with school regulations or internship policies or with the directions of school officials acting in performance of their duties, substantiated physical or verbal abuse, meeting the U.S. Department of Education definition of sexual harassment, by any person enrolled at the Midwest College. Students can request a hearing, by following the College's grievance policy, before any final action is taken.

Student Grievance Policy

If an enrolled student has a concern or complaint they must follow the college grievance policy delineated in the Student Handbook. The first course of action is a meeting with the Dean of Students or Administrative Director. If this meeting and response does not resolve the problem, the student should request that an arbitration meeting be scheduled with an administrator to discuss and resolve the complaint. If the student feels that such response was insufficient, they may request a grievance committee hearing. Any student grievances will then be reviewed by a committee made up of an administrator, a faculty member and a student representative. A second right of appeal to the Board of Advisors can be scheduled after a grievance committee meeting. A final appeal can be made to the Accreditation Commission for Acupuncture and Oriental Medicine (301.608.9680) or the State of Illinois Board of Higher Education (217.782.3442).

Performance Standards

Candidates admitted to the DAOM program must have outstanding academic credentials. It is less important to differentiate these successful candidates using the pre-doctoral system of letter grades compared to the essential requirement that all students master a minimum level of competency as expected by the society that they will be serving in a professional capacity. Therefore, it is highly desirable to establish learning objectives in all facets of the program and require mastery of each of these objectives. Averaging performance scores for objectives to determine a final course grade is less desirable than requiring mastery of each objective and assigning final course grades as honors, pass or fail.

Within the DAOM program, it is desirable to identify students with outstanding scholarly potential and promote their capabilities so they will be positioned to meet the scholarly challenges of the profession and replenish the academic ranks. These candidates should be differentiated because they demonstrate outstanding intellectual curiosity, problem-solving abilities, critical thinking skills, and a desire for sustained, self-directed scholarship. Letter grading practices do not adequately select and reward students with these characteristics.

The honors/pass/fail grading system in the DAOM Program is based on mastery of the required learning objectives. The Honors system of awards will act as a mechanism to provide especially talented students with recognition for fulfilling rigorous requirements that provide evidence of outstanding scholarly achievements. This system will also facilitate comparative evaluations with students graduating from other DAOM programs, when a College is hiring for teaching and/or clinical positions.

Along with the final course award of honors, pass or fail, individual assignments and examinations will continue to be numerically scored to give students quantitative performance feedback.

Pass (P) A grade of "P" is assigned for satisfactory mastery of all course requirements (learning objectives). The instructor of the course, with approval from the Academic Group, will identify the objectives, assignments, examinations, or subtopics within a course, that must be individually mastered. The general guideline for satisfactory mastery of requirements is a score of 75% or better (considered to be equivalent to a C+ grade or better).

Unsatisfactory (U) A temporary grade of "U" may be assigned when mastery of course objectives has been achieved in some of the course requirements, but there was less than satisfactory performance in other requirements. Each course must define these requirements as part of the objectives and grading policy of the course. Unexcused absence or unsatisfactory performance in one aspect of the course evaluation would be the basis for a "U" grade, and requires makeup.

The "U" grade may be converted to the pass award either by additional scholastic work, successful completion of a re-examination, or both, as determined by consultation with course instructors.

If the deficiencies are not corrected by the second week of the next quarter, the "U" is then made a permanent "F." A student who accumulates eight credits (two courses) of "U" will be given an academic warning that the unsuccessful completion of another class in the required time frame will lead to dismissal.

Fail (F) A grade of "F" is assigned when a student demonstrates a major performance deficiency as determined by the course instructors. An "F" grade will lead to academic dismissal. However, following the process described under Appeal for Readmission for Students Dismissed for Academic Reasons, a student receiving an "F" would be required to re-register in the DAOM program.

Incomplete (I) A grade of "I" is assigned when a student has not yet finished the requirements of a course because of absence due to illness. This grade is not used for a student who cannot achieve satisfactory academic standing.

Withdrawal (W) A "W" is assigned to a class or classes where a student has officially withdrawn before the sixth week of the term.

Honors Characteristics of a DAOM Candidate Demonstrate:

- ◆ In-depth / advanced knowledge base of TCM science.
- ◆ Superior clinical decision-making and treatment planning.
- ◆ In-depth understanding of bioscience concepts.
- ◆ Scientific and professional behavior which includes thoroughness, reliability, efficiency, and critical analysis.
- ◆ Advanced skills in patient communication and education.
- ◆ Advanced skills in communication with other health professionals.
- ◆ Skills in scientific investigation and scientific processes.
- ◆ Skills in finding, using and managing information.
- ◆ Sustained scholarship and lifelong commitment to learning and professional development.
- ◆ A commitment to public service.
- ◆ Skill in business, including management.
- ◆ Compassion for the suffering and a reverence for life.
- ◆ Personal integrity and high ethical standards.



Foreign Transcripts

Credits must be evaluated by an independent organization specializing in the evaluation of educational credentials, ie: "World Educational Services" (www.wes.org)

Maximum Time Limit for Degree Completion

Maximum time to complete the two year program is three years from the first date of enrollment.

Transfer Credit

Transfer credit can be granted for doctoral level medical study completed prior to admission to the doctoral program at Midwest College. Equivalency to the courses offered within the program must be established. The maximum transfer credit that can be awarded is up to 300 hours. No life experience credit is awarded for this program. Credits will only be accepted if they come from a nationally accredited college or university or from an equivalent institution abroad. Credits must also be evaluated by the Doctoral Program Coordinator for relevancy to the doctoral curriculum.

Nondiscrimination / Handicapped Policy

School policy is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations. The school will not discriminate in its programs and activities against any person because of race, color, religion, sex, national origin, ancestry, age, sexual preference, marital status, handicap, or status as a disabled veteran. This policy applies to admissions, employment, and access to and treatment in school programs and activities. Disabled individuals are welcome; facilities are wheelchair and handicapped accessible. Individual arrangements for the disabled can be made by contacting the admissions office.