

# Academic Policies

## *Student Handbook*

The academic policies of Five Branches University are detailed in the student handbook which is given to students during registration. To assist new students, the handbook describes student services, administrative policies, and guidelines such as grading, attendance, examinations, and leave of absence. The student handbook is edited regularly to reflect updated policies.

## *Part Time Studies—Four Year Limit*

DAOM students must complete the program requirements for graduation within four years of initial enrollment, abiding by the average DAOM curriculum schedule of 32 academic hours or four eight-hour days per month. Five Branches University policies for the doctoral program stipulate that full-time enrollment is a minimum of 10 units and part-time enrollment is a minimum of five units.

## *Academic and Clinic Class Size*

Because the knowledge and skills shared by the leading TCM and Western faculty invited to the DAOM program is both rare and highly valued, there are no limits to the size of academic courses. Doctoral Clinical Theatre is limited to 40 students and Doctoral Grand

Rounds is limited to 20 students. The program requires that all participants reflect the highest levels of professionalism and respect in class and in the clinic. The University reserves the right to cancel any scheduled academic or clinic course, or change faculty as necessary.

## *Attendance*

DAOM students must attend all scheduled classes and clinical training as required by the program. If a DAOM student misses a class due to an emergency, he/she is responsible for obtaining the notes for the class lecture. It is recommended that in an event of a foreseen absence, the student notify the DAOM administration. Students who have more than a 45-day gap in attendance or miss more than 16 hours per term may be subject to a Return of Title IV funds and may not meet the criteria for an in-school deferment status. Students who have not attended academic or clinic classes for four consecutive months without prior notice to the DAOM administration will automatically be withdrawn from the program. For more detailed information on attendance policies please refer to the student handbook



## *Leave Of Absence*

The purpose of a LOA is to provide the students with the opportunity to leave the college for an extended period of time without withdrawing or affecting their SAP calculations. A student in good standing who has successfully completed at least one (1) term may apply for a LOA not to exceed 180 calendar days. The student must complete a Leave of Absence form and submit it to the Registrar's Office for approval. The effective date for the LOA must be at the beginning of the term the student is requesting the leave and comply with appropriate requirements. All loans and other sources of funding for the term of an approved LOA will be returned to the appropriate parties. If a student was scheduled to be on Academic Probation for the term the LOA is effective, the conditions of the Academic Probation will be effective the term the student returns from the LOA. If a student does not return from an approved LOA, the grace period for applicable federal loans will begin with the last date of attendance the student was enrolled in the program for at least a part-time study status. Students, who do not return from a LOA to resume courses on or before the approved return date, will be automatically withdrawn from the program. Excluding the time taken for leave, students must complete the program within the maximum program time frame. International Students must speak with the International Student Designated School Officer if they wish to go on leave.

## *Withdrawal from the Program*

Withdrawal from the program requires the submission of a Withdrawal form and an exit interview with the program director. If you have received financial aid, you will be required to complete an exit interview with the financial aid director. Following withdrawal from the program, if you wish to reapply you are required to complete a new application for admission. Upon readmission, after an absence of one year or more, you will be required to complete the program of study that is in place in the term in which you return. All re-admission is subject to approval.

## *Grading Policy*

Grades are awarded as an assessment of the student's progress in achieving the educational goals of each module according to the syllabus and the policies of the University. Five Branches University uses a letter grading system (A, B, C, F) for all didactic courses and grades of credit/no credit (CR/NC) for all clinic courses.

The methods of assessing a student's academic achievement include:

- Case Studies/Clinical Analytic Charts for clinical modules
- Research Papers for theoretical modules
- Pre-proposal, Proposal, Proposal Presentation and Capstone Paper for the Capstone Project
- Clinic Assessment Forms for clinical training
- Exit Exam for overall knowledge and skills synthesis of the DAOM Program

Progress will be determined by the student's performance on the assessment methods above, participation in class, and attendance.

## *Review Process*

Students are required to be in good academic standing and maintain standards of professionalism at all times. Any student who does not meet the established criteria for normal academic progress and professionalism will be referred to the DAOM Academic Committee.



### *DAOM Academic Committee*

The DAOM Academic Committee (DAC) reviews academic progress of students to ensure their success in the program. Students who need assistance to maintain good academic standing are required to meet with the DAC to devise a plan to improve their academic performance. Students may ask the DAC for help in finding tutors and/or other resources to assist with successful completion of the program.

The DAOM Academic Committee is responsible for ensuring a fair and impartial disciplinary process for students who breach standards of professionalism. Most cases are resolved in ways that serve to foster the ethical development and personal integrity of students, and to provide a safe and comfortable campus environment.

### *Standards of Professionalism*

The standards of professionalism policies are intended to protect the rights of all students, faculty, staff and patients at Five Branches University while on campus and at all sponsored events. Five Branches University may impose discipline for violation of these standards of professionalism including, but not limited to, dishonesty, disrespect, disrupting a professional atmosphere, substance abuse, and sexual harassment. For detailed information about the standards of professionalism policies, refer to the student handbook.

### *Academic Warning and Probation*

Students unable to maintain good academic or professional standing are placed on academic warning or probation. Students will be notified by letter of the reasons that led to this action and an explanation of the corresponding satisfactory academic progress requirements for the ensuing term. Student enrollment is subject to review until the student returns to good academic or professional standing. For detailed information regarding the academic warning and probation policy refer to the student handbook.

### *Academic Dismissal*

Academic dismissal is termination of enrollment at the University for the inability to meet academic or professional standards. Failure to comply with the requirements set forth by the DAOM Academic Committee for remediation of a probationary status will result in academic dismissal. Students may appeal this action through the academic appeal process outlined in detail in the student handbook.

### *Academic Appeal*

The DAOM Academic Committee (DAC) is responsible for reviewing and approving appeals. Appeals must be submitted to the DAC in writing, describing any extenuating or mitigating circumstances that prevented compliance with Five Branches University policies. An appeal must explain what has changed in the student's situation, and the precise steps the student will take or is taking to regain good academic standing. For detailed information regarding the academic appeal process refer to the student handbook.

### *Grievance Procedure*

Students who have complaints concerning administrative or academic policy may submit the grievance in writing to the DAOM Academic Committee (DAC). The DAC will review the complaint and gather all relevant information prior to making a decision. If the complainant is dissatisfied with the decision of the DAC, she/he may submit a written appeal with all relevant documentation to the academic dean and the president. Following this, the matter may be given to the board of directors for final review.

If the complainant has made full recourse of the University's grievance procedure, and believes the University did not address their complaint, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine at 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434; website [www.acaom.org](http://www.acaom.org). For detailed information regarding the grievance procedure, refer to the student handbook.

### *Student Records*

In compliance with the Family Education Right to Privacy Act (FERPA), student academic records are maintained by the office of the registrar. A student record contains all documents relating to a student's activities at Five Branches including, but not limited to: admissions, grade reports and transcripts, registration, tuition payments, correspondence, and health documents.

The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. Students may obtain an unofficial copy of their transcript or request an official copy by submitting a transcript request form to the registrar's office.

The University permanently maintains records of academic progress.

## *Transferability of Credits and Credentials Earned at Five Branches University*

The transferability of credits you earn at Five Branches University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree(s) you earn at Five Branches University is also at the complete discretion of the institution to which you may seek to transfer. If the degree(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Five Branches University to determine if your degree(s) will transfer.

## *Graduation and Granting of Degree*

A DAOM candidate is eligible for graduation when he or she has satisfactorily completed all didactic and clinical courses, submitted all requirements, and obtained a passing mark at the final Capstone Project/Oral Defense. Upon graduation, students will be awarded a doctoral (DAOM) degree. The DAOM degree does not lead to licensure.

## *Non-discrimination Policy*

Five Branches University is an equal opportunity institution and does not discriminate on the basis of age, race, color, religion, national origin, ethnicity, gender, or sexual orientation, in the administration of admission, educational policies or employment. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any “qualified individual with a disability.”

## *Bureau for Private Postsecondary Education*

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; P.O. Box 980818 West Sacramento, CA 95798-0818; phone: (888) 370-7589 or by fax (916) 263-1897; phone: (916) 431-6959 or by fax (916) 263-1897; website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### CONTACT US!

How to contact Five Branches University  
Doctor of Acupuncture and Oriental  
Medicine Program:

- Website: [www.fivebranches.edu](http://www.fivebranches.edu)
- Phone: **408-260-0208, ext 206**
- Fax: **408-261-3166**
- Mail: **Five Branches University  
3031 Tisch Way, Suite 508  
San Jose, CA 95128**
- Email: [daomadmissions@fivebranches.edu](mailto:daomadmissions@fivebranches.edu)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Five Branches University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

